

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

May 30, 2017, 8:30 a.m., Trustee House Conference Room

Minutes

Members Present: Leigh Dodson, Karon Donald (Program Coordinator), Leslie Doss, Alex Foster (Program Assistant), Shelly Geer, Dan Hofmann, Janeen Putman, Bindu Rangaraju, Terri Vaughan, Savannah Wigington, and Deveraux Williams

Members Absent: Roberta Balliet

1. Approval of Minutes: Minutes from the March 28, 2017 Exec meeting were approved. Notes from the 2017 Staff Senate Exec Retreat were distributed to the group for review.
2. President's Reports
3. Financial Update, Leslie Doss. FY17 funds as of May 29 were (a) Vending: \$4,797.32; (b) Staff Senate operating: \$1,214.16; (c) Staff Senate travel: \$377.94; (d) SDP: \$3,000.93; (e) Fund 12 PSA/Extension Outreach: \$2,690.84.
4. Unfinished Business
5. New Business
 - A. Financial Compensation Plan/Market Analysis, Dan Hofmann & Leigh Dodson. All parties agree on the need for this plan, with the problem being financing the compensation plan itself. Some areas have the funds while others do not. Providing funds from central campus is the ultimate goal of the university and HR on providing compensation benefits. Many staff in departments are actually below market, while there are some inconsistencies on what market is.
 - B. Recommended Changes to Bylaws, Deveraux Williams. One of the first recommended changes is eligibility requirements for staff members to be on Staff Senate. The idea is a 1-year minimum employment (following their probationary period), with the 2nd recommended revisions applying to the election process. At-Large representatives would be voted on by the budget center needing representation. Nominees that did not win their respective Senate seats would have the option to run for at-large vacancies. The recommended term would be for 1 year. A robust discussion followed. Karon expressed concern with a 1 year term. One suggestion was that at-large appointments be voted on by the Senate to lessen the administrative burden of a budget center election if the term remained at 1 year. Another suggestion was to set the term at 3 years if a nominee ran and won the seat.
 - C. June Exec/July Staff Senate Meeting Schedules, Group. There will be a Staff Senator retreat on July 7th at Dan Hofmann's house, hosted by the Membership Committee. There will be no June Exec meeting.
 - D. State Outreach, Karon Donald. Karon is working with Caitlin Moore to provide free health assessments at multiple locations around the state.
6. Committees
 - A. Standing
 1. Activities, Roberta Balliet. Staff Senate will be touring the new CU Football Facility on Tuesday, June 6 starting at 10:30 a.m., with group lunch immediately following the tour in the Fresh Food Company Dining Hall in the new Core Campus building. Specific meeting location for the group will be determined today and then communicated out to the senate by Alex and/or Karon.
 2. Communications, Bindu Rangaraju. There have been complaints about the number of clicks to get to the newsletter once it is posted. However, revisions to this component, as well as the Senate web page, are very limited due to resources and the university guidelines.

3. Membership, Shelly Geer and Bindu Rangaraju. Membership has made the recommendation that an announcement be made before every monthly Staff Senate meeting that personal cellphones be set aside during the meetings and should only be used if absolutely necessary. Also, Membership has revised the 2018 Nomination Form and will share this document with Exec.
4. Policy and Welfare, Terri Vaughan. P&W met on May 16, 2017. Among topics discussed were:

Special guests Michelle Cato and Ashley Strickland from HR discussed supervisor training:

 - Supervisor Webinar Series introduced in Spring 2017
 - First supervisor webinar series offered by HR
 - HR has not been able to assess who has viewed the webinar since the live webinar was presented so Dan Lewis offered to look into this issue
 - Exit Interviews – 1 in 5 employees leaving the University indicated that their supervisors were ineffective
 - Webinar series is a first step to help supervisors understand their roles and to help HR start to get more information about the training and resources supervisors need

EPMS:

- For all FTEs, annual review is required
- Planning Stage: Each employee should understand what is expected and how their position ties into the ClemsonForward strategic plan of the University
- Supervisors can request a “360 Review” to have direct reports review the supervisor – HR can anonymize the responses, even for small units (contact Michelle Cato)
- Revised version of EPMS forms being introduced

Suggestions/questions from the P&W Committee were shared:

- For seasoned supervisors, a yearly web-based series is helpful. For new supervisors, however, sessions where HR facilitates conversations among supervisor groups would also be helpful. Is HR planning any future classroom training sessions for new supervisors?
 - Action Item for P&W Committee to take to Staff Senate: HR requests feedback regarding what training topics need to be instructor-led topics.
 - Is HR planning to implement a listserv for supervisors?
 - HR has already discussed the possibility of creating an open forum (listserv) for supervisors
 - HR is interested in exploring this topic further with the P&W Committee
 - Suggestion was made that HR should provide more lead time in advance of the next series offering to allow supervisors time to work the course into their schedule
 - A supervisor development program like the Staff Development Program would be a benefit for supervisors.
 - HR representatives will attend P&W Committee meetings periodically throughout the year to continue the dialogue about trainings.
5. Scholarship, Rebecca Trutwin & Savannah Wigington. The May, 2017 Scholarship Committee meeting included an evaluation of the Soirée operations and additional fundraising event ideas. Some created suggestions for next year’s Soirée are: Tickets raised to \$20, earlier announcement, more sponsorship recognition, more efforts to cut expenses, advertise more widely, and having an auctioneer for an actual auction as opposed to a silent one. The committee will come up with further ideas for fundraising activities at next and future meetings.

7. Announcements

8. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: TBD