

# CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

September 26, 2017, 8:30 a.m., 801 University Union

## Minutes

Members Attending: Roberta Balliet, Leigh Dodson, Karon Donald (Program Coordinator), Leslie Doss, JoAnna Floyd, Alex Foster (Program Assistant), Shelly Geer, Dan Hofmann, Janeen Putman, and Deveraux Williams

Members Absent: Bindu Rangaraju and Tonyia Stewart

1. Approval of Minutes: Roberta Balliet moved to approve the minutes from the September 5, 2017 Staff Senate Exec meeting as written. Leslie Doss seconded the motion and the vote was unanimous. The minutes were approved.
2. President's Reports: The Clemson University BOT meetings are to be held next Thursday and Friday, during which Leigh will submit a report on behalf of the Staff Senate to be uploaded to Box for reference. Leigh also received an invitation to attend an FTE Conversion meeting this coming Monday.
3. Financial Update, Leslie Doss. FY18 funds as of September 25<sup>th</sup> were (a) Vending: \$12,684.49; (b) Staff Senate operating: \$4,640.52; (c) Staff Senate travel: \$308.60; (d) SDP: budget not populated yet; (e) Fund 12 PSA/Extension Outreach: \$7,385.29.
4. Unfinished Business
  - A. March of Dimes Race Event Staff Senate Team – The Staff Senate needs to form their official 5K race team with willing and able-bodied senators willing to walk/run and represent for the cause. Karon will send out specific directions for sign-up in the near future in order to guide interested senators.
5. New Business: None.
6. Committees
  - A. Standing
    1. Activities, Roberta Balliet.
      - a. The Golden Harvest campaign website is up and running for Staff Senate to begin fundraising efforts. Please visit the following link to see our campaign page and make your donations today: <https://goldenharvest.org/take-action/find-a-campaign/?clemsun-university-staff-senate> ; Roberta will see if Golden Harvest rep(s) still plan to attend a future Staff Senate meeting in order to show senators the backpacks that their fundraising efforts are providing, as well as highlight the food drive program aimed for November.
      - b. Military Appreciation Event – Activities discussed pairing up with HR's Military Appreciation event in October, which was created after Staff Senate's event was formed. As of now, we will be keeping the events separate. The committee will look into who coordinated HR's military event.
    2. Communications, Bindu Rangaraju. Bindu reported that Communications had been late in sending out the Newsletter for September due to Hurricane Irma and articles submitted late. Holly Williams has been trained on InDesign and will serve as the primary backup for editing the Newsletter. Bindu has asked Jan to extend this opportunity to others who might be interested in cross-training for InDesign as well.
    3. Membership, Shelly Geer and Deveraux Williams.
      - a. Bylaws Reform Update/Review – Membership will seek feedback on changes to the Bylaws prior to the next regular Staff Senate meeting so that the revised version may be presented at the Senate meeting itself in October.

4. Policy and Welfare, JoAnna Floyd.
  - a. 5-Year Goals & HR Response - P&W are still working on their “Top 5” list of items/concerns, specifically in line with University initiatives and goals. P&W would like to have regular meetings with HR (preferably monthly or so); maybe even having P&W chair attend monthly HR meetings alone. P&W would also like to be in the position to provide feedback to the university on FTE/TLP conversion. Another area of concern is supervisor training (HR has even asked senate for feedback regarding pertinent topics/methods for in-class physical training). Another hot topic is addressing inconsistent expectations of staff for Staff Senate work i.e. clocking out for senate meetings vs those who do not have to. President Leigh Dodson asked for an official policy on this from HR so that there is fairness and consistency. P&W would also like to continue to monitor and review child care initiatives in order to make it as efficient and beneficial as possible for our staff population on campus. The Staff Senate might want to also ask the Governmental Affairs Office if they are doing anything regarding retirement issues/adjustments as well. P&W is also looking into Staff Senate Scholarship eligibility for the spouses of CU Staff members (instead of solely for the children of Staff members). One last topic of interest is seeking retiree perks for staff, similar to perks for emeritus faculty retirees. The Staff Senate is just seeking fair retiree treatment between faculty and staff that have served at the university.
5. Scholarship, Tonyia Stewart. Scholarship met on Thursday, Sept. 7 for Tonyia’s first meeting as chair with 5 members in attendance. As an introduction, Tonyia has provided a list of questions, comments, and concerns that have been formulated as a result of this meeting and her transition into the role of Scholarship Chair:
  - I have a contract for May 18 (Karon said for me to sign) but mentioned something about “in-kind payment”. I need to know what to do in regards to that?
  - Alcohol vendor – Reggie Hawthorne? Who do we contact and how did that work? Did we collect money and write Reggie a check at the end of the night?
  - We are considering a Wine pull for the evening – all wines will be donated and everyone wins! (wine pull = wine labels are covered and numbered, raffles drawn and winners receive specific numbered bottles)
  - Want to look into 50/50 chances – they are done all over the state – want to see if we do this! (we cannot participate in this when attendees are paying to participate in the event – this aspect disqualifies us from participating)
  - Photographer – need to set him up (Staff Senate office would prefer to offer opportunity again to Ashley Jones as with the previous 2 Soiree’s).
  - Save the dates have been done – need to get out there and share!
  - Want to go on radio and WYFF prior to the event – who wants to go with me? – and also see about advertising at the spring game!
  - We discussed how to get more information out there for employees to donate to the scholarship.
  - Will share at next staff senate meeting the Sponsorship opportunities and get folks to start considering who to ask – get all of senate to support and help the soiree next year!
  - Anything else we need to discuss regarding the Soiree?
  - Other fundraiser considerations
    - Chick-fil-A, Zaxby’s, Jersey Mike’s, Krispy Kreme (Pre-Sell), Parking Pass Auction (Yellow Pass), Possibly work the baseball games this spring – will need dedicated folks to help!

Please share any thoughts or suggestions – honestly, no one volunteered to help coordinate the other fundraisers – I haven’t had a chance to go there and talk to them. I will try when I return to make it happen!

7. Announcements: None.

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

Next Meeting: Tuesday, October 31, 2017, 8:30 a.m., 801 University Union