

CLEMSON UNIVERSITY STAFF SENATE
January 9, 2018, 10:30 AM, Madren Conference Center

A g e n d a

1. Approval of Minutes
2. Open Commentary
3. President's Reports
 - A. Other:
 1. Human Resources
4. Treasurer's Report, Leslie Doss. FY18 funds as of January 7th were (a) Vending: \$9,721.12; (b) Staff Senate operating: \$2,706.49; (c) Staff Senate travel: \$308.60; (d) SDP: N/A [budget not populated yet]; (e) Fund 12 PSA/Extension Outreach: \$6,608.49.
5. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet.
 2. Communications, Bindu Rangaraju. Communications will be meeting directly following the conclusion of today's senate meeting. Items that the committee would like to discuss are analytics on current staff senate website and InDesign training dates for the committee, as well as any other senators who might be interested.
 3. Membership, Shelly Geer & Deveraux Williams.
 - A. Vote on Bylaw Changes – Includes Revisions (Attachment)
 - B. Call for Officer Nominations – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2018-2019. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 13, 2018. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 20, 2018. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee.
 4. Policy & Welfare, JoAnna Floyd. The P&W Committee met on December 19, 2017. (1) Guest Speaker. Erin Swann introduced her new office, the Office of University Compliance. Her office serves as a resource to the campus community for compliance matters. More information can be found at: <https://www.clemson.edu/administration/compliance>. (2) Hiring Policies and Procedures. A team from HR will be the guest speakers at the January 16th P&W meeting. The topic will be "HR Hiring Policies and Procedures." If you have any questions or issues that you would like for us to share with the HR team on this topic, please send those to floyd5@clemson.edu by close of business on Wednesday, January 10th. P&W is preparing an agenda to share with HR in advance of the meeting. (3) Staff Senate Scholarship. A question was posed to the P&W committee regarding whether or not the Staff Senate Scholarship can be extended to spouses. Karon will be sending out a survey to Staff Senators to gauge interest in P&W further evaluating this issue.
 5. Scholarship, Tonyia Stewart.
 - A. Spring Soiree
 - B. University Committees

6. Unfinished Business

7. New Business

8. Announcements

- A. Lemonade Day Children's Program – Lemonade Day is a community-wide educational initiative designed to introduce youth to entrepreneurship through the real-world experience of starting their own business – a lemonade stand. Give kids the opportunity to learn the business and life skills needed to set a goal, make a plan, and work the plan to achieve their dreams! With that being said, Clemson University will be holding a Creative Inquiry class in conjunction with the Lemonade Stand program (CRN # 20097 for 1 credit) that will be open to all students, faculty, and staff volunteers interested in educating youth on the planning, execution, and overall value of entrepreneurship. The attached flier provides general information on the program for those wishing to sign up for the Spring. The CI class itself will meet 8-10 dates in the Spring at La France Elementary School in Pendleton, SC from 8 a.m. to 8:40 a.m. (Attachment).

9. Adjournment

Next Meeting: Tuesday, February 13, 2018, 10:30 a.m., Madren Conference Center

CLEMSON UNIVERSITY STAFF SENATE
January 9, 2018, 10:30 AM, Madren Conference Center

Minutes

Members Present: Dustin Atkins, Savannah Bock, Jeff Bright, Laura Clay, Kayla Cleveland, Glenda Cotton, Leigh Dodson, Billy Edwards, JoAnna Floyd, Shelly Geer, Debra Goss, Celeste Hackett, Dan Hofmann, Jeff Holliday, Barrett Kendjoria, Jan Lay, Dan Lewis, Amanda Menefee, Meg Newton, Rhonda Powell, Cody Price, Janeen Putman, Bindu Rangaraju, Tonyia Stewart, Janine Sutter, Rebecca Trutwin, Rebecca Ulmer, Michelle Voyles, Tom Warnock, Janay Whitesel, Sue Whorton, Deveraux Williams, and Holly Williams

Members Absent: Roberta Balliet, Mac Bevill, Leslie Doss, Michael Gilstrap, Dionne Holt, Aubrey Miller, Tim Nix, Beth Perry, Lavonne Sloop, Amy Smedberg, and Rebecca Ulmer

Guests: David Bishop, Tim Dantz, William Everroad, Sharon Hall, Laurie Haughey, and Jackie Todd

1. Approval of Minutes: Deveraux Williams moved to approve the minutes from the December 12, 2017 Staff Senate meeting as written. Rebecca Trutwin seconded the motion and the vote was unanimous. The minutes were approved.
2. Open Commentary
3. President's Reports: Leigh Dodson notified the Staff Senate that Jason Osborne, the Dean of Graduate School, is lobbying for recognition of staff graduates to acknowledge their hard work and achievement. In order to do so, the senate needs to check with the registrar's office regarding any 2017 staff graduates in order to recognize in early 2018, and also for moving forward and keeping track of staff graduates in future years.
 - A. Other:
 1. Human Resources, Laurie Haughey. Optional Retirement plan individuals are being notified of different changes that they can make during this open enrollment period. The IRS has extended the deadline for ACA reporting (relevant to staff filing early). Also, Inside Clemson is going out Wednesday and a targeted email being sent today to staff regarding the tax reform bill and what it means for employees. HR has been encouraged to follow 2017 federal tax withholding guidelines until February 2018. South Carolina has already updated state withholdings, but will not yet see the changes to federal withholdings (changes coming again in February 2018).
4. Treasurer's Report, Leslie Doss. FY18 funds as of January 7th were (a) Vending: \$9,721.12; (b) Staff Senate operating: \$2,706.49; (c) Staff Senate travel: \$308.60; (d) SDP: N/A [budget not populated yet]; (e) Fund 12 PSA/Extension Outreach: \$6,608.49.
5. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet. No report.
 2. Communications, Bindu Rangaraju. Communications will be meeting directly following the conclusion of today's senate meeting. Items that the committee would like to discuss are analytics on current staff senate website and InDesign training dates for the committee, as well as any other senators who might be interested.
 3. Membership, Shelly Geer & Deveraux Williams.
 - A. Vote on Bylaw Changes – Includes Revisions (Attachment), Deveraux Williams made a motion to approve the changes to the Bylaws. Jeff Bright seconded the motion and the vote

was unanimous. As none opposed, the changes to the Staff Senate Bylaws were approved as presented.

- B. Call for Officer Nominations – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2018-2019. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 13, 2018. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 20, 2018. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee. Membership will work on getting the revised/updated nomination form out to senators via Box or email within this month or next at the latest. Regarding the treasurer position, you must have financial access within your own work area in order to be able to handle the duties involved with being treasurer.
4. Policy & Welfare, JoAnna Floyd. The P&W Committee met on December 19, 2017. (1) Guest Speaker. Erin Swann introduced her new office, the Office of University Compliance. Her office serves as a resource to the campus community for compliance matters. More information can be found at: <https://www.clemson.edu/administration/compliance>. (2) Hiring Policies and Procedures. A team from HR will be the guest speakers at the January 16th P&W meeting. The topic will be “HR Hiring Policies and Procedures.” If you have any questions or issues that you would like for us to share with the HR team on this topic, please send those to floyd5@clemson.edu by close of business on Wednesday, January 10th. P&W is preparing an agenda to share with HR in advance of the meeting. (3) Staff Senate Scholarship. A question was posed to the P&W committee regarding whether or not the Staff Senate Scholarship can be extended to spouses. Karon will be sending out a survey to Staff Senators to gauge interest in P&W further evaluating this issue. Ex: could add the question “would you support extending the scholarship to spouses only if it did not take away from and/or negatively impact scholarship availability for staff children/students?”
5. Scholarship, Tonyia Stewart.
 - A. Spring Soiree – Tonya has been working with Event Rentals and is currently on the way toward a great discount. Karon brought forms today for gaining sponsorships/donations for the Soiree. We are asking that all senators step up and assist in any way that they can to make the Soiree a success. Jeff Bright will be DJ/MC again, with the CU Quartet providing musical entertainment for the evening. The form located on the back refers to getting silent auction items for the Soiree (we request that all silent auction items be in by April 16). Please also help by mentioning and marketing the Soiree around campus and in your community (still set to be held on May 18, 2018).
- B. University Committees
 - a. Core Value Task Force – The CVTF recently sent out a survey regarding CU values to random faculty, staff, and students, so be on the lookout for that!
6. Unfinished Business
7. New Business
8. Announcements
 - A. Lemonade Day Children’s Program – Lemonade Day is a community-wide educational initiative designed to introduce youth to entrepreneurship through the real-world experience of starting their own business – a lemonade stand. Give kids the opportunity to learn the business and life skills needed to set

a goal, make a plan, and work the plan to achieve their dreams! With that being said, Clemson University will be holding a Creative Inquiry class in conjunction with the Lemonade Stand program (CRN # 20097 for 1 credit) that will be open to all students, faculty, and staff volunteers interested in educating youth on the planning, execution, and overall value of entrepreneurship. The attached flier provides general information on the program for those wishing to sign up for the Spring. The CI class itself will meet 8-10 dates in the Spring at La France Elementary School in Pendleton, SC from 8 a.m. to 8:40 a.m. (Attachment).

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Potential Changes

Article III – Section 2 (Elections)

For Budget Centers that do not have staff interested in running for staff senate positions:

1. Any prior or currently retiring senator who was not re-elected can be appointed to a ~~1yr up to 3 year special appointment for that budget center as an “at large” designation term of one to three years with an “at-large” designation as a special appointment for that budget center. After each year 1 and year 2, the budget center will be able to hold elections with all other budget centers filling vacant seats.~~ Budget centers with “at-large” senators who received a special appointment will be able to hold elections with all other budget centers filling vacant seats after year one and year two if a staff member from the budget center wishes to run for election. In the event ~~that someone from the budget center runs for election, the special appointment for the at large senator will end for the senator that is outside that budget area.~~ a staff member from the budget center is elected in year one or year two, the special appointment for the at-large senator who is outside that budget center will end. In the event that the budget center has no interested ~~Staff~~ staff again, the currently serving specially appointed at-large senator will carry out the duties of that budget center (max ~~3~~ three-year term to match current senate bylaws).
2. In the event of any special unforeseen circumstances that arise with the specially appointed at-large situations, the ~~executive~~ Executive ~~committee~~ Committee reserves the right to discuss and vote to finalize a decision to fill all ~~staff~~ Staff senate Senate seats needed.

Article VI – Section 1 (Membership)

The purpose of the Membership Committee is to assess representation in each of the constituent budget centers, conduct all Senate representative and officer elections, implement new member orientation and evaluate excessive absences.

Article III - Section 4 (Absences)

B. ~~If it is determined by the Executive Committee upon the recommendation of the Membership~~ If, upon the recommendation of the Membership Committee, it is determined by the Executive Committee that a dismissal action should be initiated, then a notification letter from the Staff Senate President will be sent to the Senator informing her/him of the ~~committee’s~~ Committee’s recommendation.

Article IV – Section 1 (President & Immediate Past President)

Put space between “-” and “shall”

Should we remove part of the statement under Immediate Past President “shall serve as liaison to the Board of Trustee for one (1) year following their term as President.” – Rationale: That is what the acting President currently does and should move statement to the President portion for Duties (Section 1)

Article VIII, part A, section 1 “Meeting Schedule”: delete the extra T at beginning – “TThe Senate...”

Article VIII, part A, section 1 “Agenda”:

regarding numbering at number 6 “Committee Reports” – either indent sub numbers 1- 3 or change numbers to letters a-c. Seeing numbers 1-6 then 1-3 then 7-10 is confusing (at least to me)

regarding Executive Session: as a proper noun, shouldn't it read **Executive Session**?

Article VIII, part B, section 2 “Administrative Assistant”: change “paid support staff” to “**full-time** support staff...”; change “appointed” to **employed**; capitalize administrative assistant (2nd line – Administrative Assistant); change “annually evaluating...” to “...responsibility of **evaluating this position annually.**”

Article VIII, part B, section 3 A: change “...then” (...“assign the issue...””) to **either** (“assign the issue...””) and delete “if appropriate.”

Article VIII, part B, section 3 B 1: delete “along with copies” and change to read “...copies of the present **and proposed** revised policy...”

Article VIII, part B, section 3 C: change “...resolve” to **decision**

Article VI, section 4 B: delete the apostrophe after members (“...members’ attendance....members’ list.”) The use of an apostrophe makes this plural possessive, which is unnecessary. Change to read “...completed assignments and letters, **a list of committee members and their attendance at meetings.**”

Article VI, section 5: delete the period at the end of the statement: “... of An Elected Senator and An appointed member.”

Article V, section 1: change “...will” to **shall**; use capital S and C for **Standing Committee**

Article 1V, section 2f: rewrite to read: “Elections will take place by the currently serving Senators by either online voting prior to or paper ballot at the April meeting.”

Article III, section 1, part C 1: change to read “...connection to the budget center (**delete** the comma) either in physical location (**add** or **be**) a former employee of that budget center...”

Article III, Section 1, part A: why is 2007 the “base year”? (Had discussion with Karon about this statement; will remove “2007 base year”)



Lemonade Day!™

is a community-wide educational initiative designed to introduce youth to entrepreneurship through the real world experience of starting their own business - a lemonade stand. Give kids the opportunity to learn the business and life skills needed to set a goal, make a plan, and work the plan to achieve their dreams!

Lemonade Day Teaches Kids To

SET A GOAL

MAKE A PLAN

- Make Spending Decisions
- Plan their Product and Stand
- Brand and Advertise their Business
- Find an Investor
- Create a Business Plan and Budget

WORK THE PLAN

- Purchase their Supplies
- Make Lemonade and Build their Stand
- Setup and Run their Business
- Provide Good Customer Service

ACHIEVE SUCCESS

- Account for Business Results
- Spend some, Save some, Share some
- Contemplate their Future Plans



**TO LEARN
MORE VISIT:
LEMONADEDAY.ORG**

Lemonade

CRN: 20097

Day

Love kids?

Interested in a Creative Inquiry?

Looking for real-world experience in marketing,
entrepreneurship, AND management?

Join us in orchestrating Pendleton's Lemonade Day! Clemson students work directly with elementary age children to plan and build their very own lemonade stand. With the assistance of the Lemonade Day Mentor Guide, we will help young children understand business principles and instill work ethic that they will carry with them as they grow into adults.

Register with your spring classes!

Class meets at 8:00 am on Tuesdays in Pendleton

For more information: contact Dave Frock at dfrock@clemson.edu