1. Approval of Minutes

2. Open Commentary

3. President’s Reports
   A. Other:
      1. Exec Retreat (Report)
      2. Staff Recognition
      3. “We’re Listening – We Want to Hear from You!” (Senate Website Feedback)
      4. Human Resources, Jamie Byrne.
         a. HR Reorganization

4. Treasurer’s Report, Leslie Doss and Savannah Bock. Financial responsibilities transition on a fiscal year. Leslie will assist Savannah until June 30. FY18 funds remaining as of May 7th were (a) Vending: $5,846.59; (b) Staff Senate operating: $2,067.54; (c) Staff Senate travel: $308.60; (d) SDP: Budget not populated, expenditures to-date $7,850.17; (e) Fund 12 PSA/Extension Outreach: $2,596.09.

5. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet & Kayla Cleveland.
      2. Communications, Jan Lay & Dustin Atkins.
      3. Membership, Meg Newton & Tom Warnock
         a. Staff Senate welcomes all of our new senators to their first official meeting today: Kim Arp (Development and Alumni Relations), Ashley Burns (PSA), Lindsay Davis (PSA), Christal Douglas (Research/Econ Dev), Donna Duncan (COB), Melinda Fischer (CBSH), Kerri Kwist (Research/Econ Dev), Sarah-Jo Lawrence (Athletics), Joshua Morgan (Libraries), C.J. Smith (CCIT), and Mallory Warrick (Athletics) – Returning Senators Appointed/Elected: Janeen Putman (CECAS)
      4. Policy & Welfare, JoAnna Floyd & Sue Whorton.
      5. Scholarship, Beth Perry.
         a. Spring Soiree Update
   B. University Committees
      1. Call for Nominations
         a. Safety Council
         b. Parking Advisory
         c. Bookstore Advisory
         d. Student Code of Conduct Review Committee

6. Unfinished Business
   A. State Outreach – CU4Health assessments are being planned for July and August throughout the state.
7. **Announcements**
   A. Due to a conflict with the Staff Development Program Graduation, the Staff Senate meeting in June has been moved to 10:00 a.m.
   B. Save the date on your calendars. June 12th is the Staff Development Program Graduation. The celebration will be in Ballroom B of the Madren Center. The program will be at 11:00 a.m. followed by a reception with heavy hors d’oeuvres.

8. **Adjournment**

**Next Meeting:** Tuesday, June 12, 2018, 10:30 a.m., Madren Conference Center
Members Present: Kim Arp, Roberta Balliet, Savannah Bock, Ashley Burns, Laura Clay, Kayla Cleveland, Glenda Cotton, Lindsay Davis, Leigh Dodson, Leslie Doss, Chrystal Douglas, Donna Duncan. Melinda Fischer, JoAnna Floyd, Dan Hofmann, Dionne Holt, Barrett Kendjoria, Kerri Kwist, Sarah-Jo Lawrence, Jan Lay, Dan Lewis, Aubrey Miller, Josh Morgan, Meg Newton, Beth Perry, Janeen Putman, Bindu Rangaraju, Lavonne Sloop, C.J. Smith, Tonyia Stewart, Tom Warnock, Mallory Warrick, Janay Whitesel, Sue Whorton, and Holly Williams

Members Absent: Dustin Atkins, Mac Bevill, Michael Gilstrap, Celeste Hackett, Jeff Holliday, Tim Nix, Cody Price, Janine Sutter, Rebecca Trutwin, and Rebecca Ulmer

Guests: Josh Brown, Jamie Byrne, Brad Elliott, Vivian Morris, Tom Ward, and Emily Watrous

1. Approval of Minutes: Tom Warnock moved to approve the minutes from the April 10, 2018 Staff Senate meeting as written. Roberta Balliet seconded the motion and the vote was unanimous. The minutes were approved.

2. Open Commentary
   A. Jeff Bright, a full-time staff member of 15+ years from Clemson University Broadcast Productions voiced his dissatisfaction over the whole process of voluntary separations being offered to 12 or so staff members within his department. Jeff’s concerns stem primarily over receiving inconsistent information from HR, as well as the idea that Clemson University has not followed the State Guidelines in regards to the communication and distribution of these voluntary separation packages. Jeff deadline to accept the voluntary separation agreement is this coming Friday, in which the separation agreement states that Jeff cannot work for another South Carolina State Agency for 2 years, another parameter whose reasoning Jeff did not fully understand.

3. President’s Reports
   A. Other:
      1. Exec Retreat (Report) – Staff Senate President Dan Hofmann reported on the ideas shared at the Exec Committee Retreat held on Friday, May 4 at the Martin Inn Suite 430. One of the main topics covered was the need to revamp the communications model/practices of the Staff Senate in order to more effectively communicate what Staff Senate is, as well as what the senate has done, wants to do, and will do, ultimately introducing transparency into the Staff Senate process.
      2. Staff Recognition – Dan also discussed ideas to consistently highlight staff members and their work, as it appears that the majority of staff prefer recognition of their work as opposed to just financial compensation.
      3. “We’re Listening – We Want to Hear from You!” (Senate Website Feedback) – The idea is that most constituents are not fully aware of the feedback portal on the Staff Senate website, so senators are encouraged to educate their areas on this resource and the easy method of submitting feedback/complaints/etc. to the Staff Senate office for consideration.
      4. Human Resources, Jamie Byrne.
         a. HR Reorganization – Human Resources, after much research, concluded that not all responsibilities of the HR organization were being met, as the university has grown exponentially in size, while HR has actually shrunk. With that being said, new positions will be hired within HR to assist them in better serving the university so that all HR functions may be carried out to their full effective capacity. One goal for the immediate future is to have all HR personnel collectively together working with the ASB for proximity and streamlined
work (this physical move should be completed prior to the conclusion of July 2018). Reorganization/restructuring should hopefully cut down on items bouncing back and forth in limbo within HR.

4. **Treasurer’s Report**, Savannah Bock. FY18 funds remaining as of May 7th were (a) Vending: $5,846.59; (b) Staff Senate operating: $2,067.54; (c) Staff Senate travel: $308.60; (d) SDP: Budget not populated, expenditures to-date $7,850.17; (e) Fund 12 PSA/Extension Outreach: $2,596.09. Sue Whorton made a motion to approve the financial report as of May 7, 2018 as presented. Meg Newton seconded the motion and the vote was unanimous. The financial report was approved.

5. **Committee Reports**
   A. **Standing Committees**
      1. Activities, Roberta Balliet & Kayla Cleveland. Activities has been unable to meet before today’s meeting. However, ideas were shared at the Exec Retreat for the upcoming year concerning Activities and their plans. The first idea is to begin hosting a First Responders Appreciation Reception, similar to the Military Appreciation events we have started in the last couple years (likely in August when first responders have some down time with a slower campus); these emergency personnel would be gifted a pin or a similar memento such as with the Military events. Activities is also looking at the Pickens County Animal Shelter as opposed to Golden Harvest and the typical fundraising drive held each year. The committee also plans to collaborate with PRTM to host a “Mutt Strut” of sorts, for which PRTM students would directly assist in the planning and execution of such a fundraising event (a sort of walk/parade/show that includes walking and showing off your dog(s) in order to raise funds and awareness for Staff Senate and for the scholarship fund. The last main event idea centered around an evening of “Jazz on Bowman/Jazz on Jervey Meadows” i.e. a jazz concert on campus during which we could have stations meant for signing up for payroll deduction).
      2. Communications, Jan Lay. Jan shared a PDF highlighting the connection of Communications to the rest of the Staff Senate as a whole, including the content as well as the responsibilities/liaison associated with each committee connection.
      3. Membership, Meg Newton & Tom Warnock
         a. Staff Senate welcomes all of our new senators to their first official meeting today: Kim Arp (Development and Alumni Relations), Ashley Burns (PSA), Lindsay Davis (PSA), Christal Douglas (Research/Econ Dev), Donna Duncan (COB), Melinda Fischer (CBSH), Kerri Kwist (Research/Econ Dev), Sarah-Jo Lawrence (Athletics), Joshua Morgan (Libraries), C.J. Smith (CCIT), and Mallory Warrick (Athletics) – Returning Senators Appointed/Elected: Janeen Putman (CECAS)
         b. Membership will be seeking additional information from Staff Senators as the year progresses in order to spruce up the Staff Senate website and to also make all CU Staff Senators more easily recognizable/known.
      4. Policy & Welfare, JoAnna Floyd and Sue Whorton. P&W will be seeking to work closely with HR and the rest of Staff Senate this year to improve communication within and to constituents regarding policies that are current and that are coming down the pipeline. It is a large focus for P&W moving forward to improve communication going out regarding important university-wide policies.
      5. Scholarship, Beth Perry.
         a. Spring Soiree Update – Ticket sales have remained relatively lower this year (i.e. likely potential attendees waiting to see what the weather does). Despite fewer ticket sales than this time last year, sponsor/donor support for the soirée this year has been robust. If you would like, please feel free to come help volunteer and set up at the soirée next Friday!
B. University Committees
   1. Call for Nominations
      a. Safety Council – An accurate, up-to-date description of the council and its duties will be obtained (this is due to leadership changes within CUPD).
      b. Parking Advisory – Janeen Putman nominated Roberta Balliet to serve on the Parking Advisory Committee. Tom Warnock seconded the motion and the vote was unanimous.
      c. Bookstore Advisory – This item will be waived for now in light of the requirement for further information.
      d. Student Code of Conduct Review Committee – Tonyia Stewart and Tom Warnock both presented their case for possibly serving on the SCCRC. Senate President Dan Hofmann appointed Tom Warnock, who will now serve on the Student Code of Conduct Review Committee.

6. Unfinished Business
   A. State Outreach – CU4Health assessments are being planned for July and August throughout the state. The tentative date for the Blood Connection/Staff Senate Blood Drive on campus will be July 25, 2018.

7. Announcements
   A. Due to a conflict with the Staff Development Program Graduation, the Staff Senate meeting in June has been moved to 10:00 a.m.
   B. Save the date on your calendars. June 12th is the Staff Development Program Graduation. The celebration will be in Ballroom B of the Madren Center. The program will be at 11:00 a.m. followed by a reception with heavy hors d’oeuvres.

8. Adjournment: There being no further business to discuss, Janeen Putman made a motion to adjourn. Roberta Balliet seconded the motion and the vote was unanimous; the meeting was adjourned.

Next Meeting: Tuesday, June 12, 2018, 10:00 a.m., Madren Conference Center