

**CLEMSON UNIVERSITY STAFF SENATE**  
**July 17, 2018, 10:00 AM, Madren Conference Center**

A g e n d a

1. Approval of Minutes: Tabled until the next regularly scheduled meeting on August 14<sup>th</sup>.
2. Open Commentary
3. Special Order of the Day – Compensation Guidelines, Jamie Byrne.
4. President's Reports
  - A. Board of Trustees – The Board's Summer Quarterly Retreat is in Clemson this Thursday through Saturday (June 19-21). Dan submitted a report on behalf of the Senate (Attachment).
  - B. The monthly meeting with Human Resources is scheduled for Wednesday, July 18.
5. Announcements
  - A. Happy July birthday to Savannah Bock, Laura Clay, and Tonyia Stewart!
  - B. 2018 Staff Development Program Graduation Pictures [HERE](#).
  - C. Blood Drive – The blood drive is Wednesday, July 25 from 10:00 a.m. until 3:00 p.m. The Blood Connection Blood Mobile will be parked by Riggs Hall (on the Fernow St. side). Reserve your donation time [HERE](#). Donors will receive a FREE Blood Connection T-Shirt & \$20 Chick-fil-a gift card (Note: this gift card will not be valid at the Fernow St. Chick-fil-a, as that is an "Express" unit; your gift card can be redeemed at any standard Chick-fil-a location). TBC Donor Card or Photo ID are required upon donation. Register for a time to donate today; walkups are welcome and will be worked into the schedule based on availability. Don't have a TBC account? Simply register for one when you reserve your appointment [HERE](#) or at [TheBloodConnection.org](http://TheBloodConnection.org)
  - D. Staff Senate Retreat July 27 at 12:30 p.m. – A Chick-Fil-A box lunch (or veggie tray for vegan) will be provided. Join Membership for fun conversations, games, swimming (optional, bring your own towel please), and Presidential inspiration. See you at 101 Eden's Ridge Dr., Six Mile!
  - E. State Outreach – The CU4Health Program provided by the Joseph F. Sullivan Center is a comprehensive health risk assessment offered to Clemson employees and retirees whose primary insurance coverage is through Clemson University. Off-campus health assessment locations being offered by the Staff Senate for 2018: Restoration Institute (CURI), N. Charleston - Screening on July 9 - Registration Deadline was June 26; PeeDee Rec, Florence - Screening on July 23 - Registration Deadline was July 10; Baruch Institute, Georgetown - Screening on August 1 - Registration Deadline is July 19; Edisto Rec, Blackville - Screening on August 9 - Registration Deadline is July 26; Livestock Poultry Health (LPH), Columbia - Screening on August 16 - Registration Deadline is August 2.
  - F. Escalation Workshop [One Love Foundation] (July 26) (3 - 4:30 p.m.) - Cooper Library (DRL Brown Room); The Office of Access & Equity is pleased to announce the start of an informational series of workshops designed to promote understanding of the federal civil rights law, Title IX. Escalation is an engaging, emotional 90-minute film based workshop transforming the way students, faculty, and staff view, identify, and discuss relationship abuse. RSVP to [tinyurl.com/OneLoveClemson](http://tinyurl.com/OneLoveClemson).
6. Adjournment

**Next Meeting:** Tuesday, August 14, 2018, 10:30 a.m., Madren Conference

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Minutes

Members Present: Savannah Bock, Laura Clay, Kayla Cleveland, Glenda Cotton, Lindsay Davis, Leigh Dodson, Christal Douglas, Donna Duncan, Melinda Fischer, JoAnna Floyd, Dan Hofmann, Dionne Holt, Barrett Kendjoria, Kerri Kwist, Aubrey Miller, Josh Morgan, Tim Nix, Beth Perry, Cody Price, Janeen Putman, Bindu Rangaraju, C.J. Smith, Tonyia Stewart, Janine Sutter, Rebecca Trutwin, Tom Warnock, Janay Whitesel, Sue Whorton, and Holly Williams

Members Absent: Kim Arp, Dustin Atkins, Roberta Balliet, Mac Bevill, Ashley Burns, Leslie Doss, Michael Gilstrap, Rebecca Godley, Celeste Hackett, Jeff Holliday, Sarah-Jo Lawrence, Jan Lay, Dan Lewis, Meg Newton, Lavonne Sloop, and Mallory Warrick

Guests: Jamie Byrne, Laurie Haughey, Ted Jaeger, Julie Jones, Ale Kennedy, Emily Watrous, and Deveraux Williams

1. Approval of Minutes: Tabled until the next regularly scheduled meeting on August 14<sup>th</sup>.
2. Open Commentary: None
3. Special Order of the Day – Compensation Guidelines, Jamie Byrne. Timeline → Feb. 18 (effect. July 1, 2018) – updated compensation guidelines; May to June 18 – compensation market & match project (employees matched to “Tiger Titles” i.e. Clemson-specific titles & matched these to state titles based on job description & salary) (compensation changes were frozen at the above time as well); July 2018 – compensation action schedule approved by ELT -- Next Step → FY19 Execution of Compensation Guidelines (OHR to provide lists of employees who need reevaluating), meetings w/budget center leaders, communicate acceptable compensation actions, data will be used to budget for changes in the next fiscal year, and annual meetings between OHR, budget officers, and division leaders will be held in order to share data and/or results – Purpose → there are 10 state pay bands that are too broad for all of the different jobs at Clemson, approximately 375 state titles that are also too broad, and approx. 3000 individual position descriptions and business titles at Clemson University, therefore the system of classification requires some readdressing – Execution → compensation will be recommended within a specific range, but not limited to it; one compensation action per 12 months for each employee (off-cycle require VP or Provost approval), while all faculty compensation actions must go through the Provost’s office. Department leaders must work with VP’s and business officers to request a proactive compensation budget, and beginning July 2018, OHR will issue an annual report for compensation to the budget center leaders – Regarding the remainder of the presentation and the specific information contained within, OHR has not yet cleared the presentation/information for public dissemination, therefore Staff Senate will provide access to this information as soon as it becomes available to us.
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## ***July 2018 Report***

As Clemson University's new Staff Senate President, I feel honored and privileged to be able to serve the University and our staff in this capacity. I am also extremely excited that I will begin working with such a dedicated and talented group of staff members who also serve on the Staff Senate.

My main focus as President of Clemson University's Staff Senate this year will be to be a "difference maker" for all of the staff at Clemson, including at our satellite campus locations. I want to help ensure that the University continues to make strategic investments in our staff in the form of:

- **Compensation and Benefits Plans**
- **Staff and Supervisory Training**
- **Effectively Communicating to Staff**

I also want to re-energize and re-focus Staff Senators and their various Committees to help them to accomplish their goals and missions for the staff constituency that they were elected to serve. We also need to acknowledge the many staff accomplishments that occur over this next year as well as the important accomplishments and hard work of each of our Standing Committees.

In my almost 7 years as the Parking and Transportation Director, my family and I have been blessed. I have had the unique honor, privilege and distinction of interacting and meeting so many incredibly dedicated staff at Clemson and have seen first-hand the support that staff have provided to help the administration, faculty and students succeed. I have come to see and believe that our staff are one of the most important pillars of our great institution. They are here day in and day out working hard for all of the Colleges, the Administration and the various Departmental units to help support any and all operations. I want to ensure there is continued collaboration between Staff Senate and the Administration and make sure that there is a continued commitment by the University to expand staff programs and resources and to continue to invest in our most valuable human resource so that they can continue to perform at the highest levels to ensure the ongoing success and high achievements of our great university.

I am honored that the staff of Clemson University have placed their trust in me to serve as the 2018-19 Staff Senate President. I am very much looking forward to your support and working with you all to truly "Make a Difference" for our staff.

### **Staff Development Program**

The Staff Senate would like to thank President Clements, Brett Dalton and the Board of Trustees for their continued support of the Staff Development Program. A new cohort of staff has been admitted to the Staff Development Program which begins July 1, 2018. This will be the ninth

year of the program and we have 25 new participants. Participants complete 150 hours of personal and professional development, university-related or community service, and core curriculum activities to increase engagement between participants and the University. Volunteer peer review committees oversee the program and provide assistance to the participants as needed. At the conclusion of the program, and upon successful graduation, candidates are eligible for a 10% salary increase up to \$4,000.

Our eighth year graduation of the staff Development Program was held on June 12<sup>th</sup> where 22 participants from the program were honored at a special graduation reception with President Clements and several of his Executive Leadership Team attending.



President Clements praised the program and its participants for their hard work and dedication while remarking that he was very proud of this program and that he was not aware of another program like this in the country. The President congratulated each of the graduates and had his photo taken with each of them individually.

The Staff Development Program seated its first cohort in 2010. To date, we have had 189 staff members graduate from the Staff Development Program. This year's graduates have earned more than \$78,000 in total salary increases and over the last 8 years, the program has awarded approximately \$80,000 per year in salary increases totaling over \$640,000 over the life of the program.

The Staff Development Program not only makes a difference for our University on a daily basis, but it also impacts the lives of people in the community touched by their service. The Staff Development Program, managed by the Staff Senate, is truly one of the best programs at Clemson University.



### Staff Senate Scholarship Program

On May 18<sup>th</sup> the Staff Senate held its 3<sup>rd</sup> Annual signature fundraiser event for the Staff Senate Scholarship Fund by hosting the *Spring Soirée* at the IPTAY Suite after having to relocate the event from the Fran Hanson Discovery Center in the Botanical Gardens due to inclement weather. Many thanks to IPTAY for assisting us with the last minute venue change! All proceeds from this event go directly into the Staff Senate Scholarship Fund which awards twelve \$1,500 scholarships to children of staff members. I am pleased to announce that this year's event generated a record amount of donations from sponsorships and a silent auction totaling over \$15,000. In addition to this annual fund raising event, our generous Clemson University employees will be contributing another \$17,000 this year through the Staff Senate Scholarship Committee's Payroll Deduction Campaign making this year's Scholarship program our most successful to date! This Staff managed program has helped children of our staff succeed at Clemson University.



Many thanks to all of the hardworking staff and donors who made this year's efforts our most productive ever! As proud parents, my wife and I are most appreciative for the Staff Senate Scholarship assistance to our own daughter who was one of those fortunate enough to have benefited from this incredible Staff Senate Program.

Respectfully Submitted by: Dan Hofmann, Staff Senate President