CLEMSON UNIVERSITY STAFF SENATE  
August 14, 2018, 10:30 AM, Madren Conference Center

A g e n d a

1. Approval of Minutes: Vote to approve Minutes from the June 12 & July 17, 2018 Staff Senate meetings

2. Open Commentary

3. Special Order of the Day
   A. Erin Swann - Introduction of new Office of University Compliance

4. President’s Reports
   A. Other:

5. Treasurer’s Report, Savannah Bock. FY19 budget (a) Vending: $13,000; (b) Staff Senate operating: $5,616; (c) Staff Senate travel: $450; (d) SDP: Budget not populated; (e) Fund 12 PSA/Extension Outreach pending approval and funding.

6. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet & Kayla Cleveland.
         a. First Responders Appreciation Reception (Aug. 22)
      2. Communications, Jan Lay & Dustin Atkins.
      3. Membership, Meg Newton & Tom Warnock
         a. Staff Senate Retreat (Report)
         b. Happy Birthday to all of our August Staff Senators – Ashley Burns, Leigh Dodson, & Sarah-Jo Lawrence!
   4. Policy & Welfare, JoAnna Floyd & Sue Whorton. P&W had an email meeting in July to identify priorities for the 2018-19 year. The top priorities include: (i) allowing staff volunteer hours (e.g. to serve on University committees, to participate in professional development, to work on task forces for University issues, like diversity and inclusion); (ii) evaluation of time-limited positions (e.g. the hiring process and forms required, recognition of service time); (iii) identifying opportunities for staff appreciation and recognition (e.g. recognizing staff at graduation, staff who earn advanced degrees, all staff for years of service, etc.) The P&W Committee will work closely with HR, the Grad School, and other units as needed to define actions for the Committee will also continue to provide feedback to HR for the Supervisory Training Series and other staff training and development programs and will continue to address staff welfare issues as they are brought up to the Committee from staff constituents.

B. University Committees
   1. Call for Nominations
      a. Safety Council – CU Police Chief, Greg Mullen, was not aware of any Safety Council, particularly its level of activity. Therefore, Chief Mullen will look into this & the need for Staff Senate representation on said committee.
b. Bookstore Advisory – Please contact the most recent Staff Senate rep to the Bookstore Advisory Committee, Amanda Menefee (menefee@clemson.edu), for further information regarding the committee and/or any need for Staff Senate representation.

7. Unfinished Business
   A. Blood Drive (Report) – The Blood Drive hosted on Fernow St. on Wednesday, July 25 in conjunction with the Blood Connection was a huge success, reaching record high donation numbers at approximately 110 bags collection (w/ a goal of about 40 bags for the day – quite the success!)

8. Announcements
   A. General Faculty Meeting – The 2018 General Faculty Meeting will be held on Monday, Aug. 20 from 9 until 10 a.m. in the Coliseum Club, located inside of Littlejohn Coliseum itself. This meeting is traditionally open to all Faculty & Staff, so please feel free to attend & observe if interested.

   B. Payroll Deduction Campaign – You will soon be receiving information from Annual Giving in the mail. It will include a payroll deduction form. If you sign up for payroll deduction, you will receive a FREE 2-in-1 beverage holder as a thank you for your support. I am asking you to consider signing up for payroll deduction and designate the “Staff Senate Endowed Scholarship” for your recurring gift. You may enroll or increase your gift online HERE. The minimum donation is $1.00 per paycheck. The Staff Senate Endowed Scholarship is already listed as the designation on our online form for your convenience. For questions, contact the Annual Giving Office 864-656-5896 or cufund-L@clemson.edu.

9. Adjournment

**Next Meeting:** Tuesday, September 11, 2018, 10:30 a.m., Madren Conference Center
Minutes

Members Present: Kim Arp, Roberta Balliet, Savannah Bock, Ashley Burns, Laura Clay, Kayla Cleveland, Glenda Cotton, Lindsay Davis, Leigh Dodson, Chrystal Douglas, Donna Duncan, JoAnna Floyd, Dan Hofmann, Barrett Kendjoria, Kerri Kwist, Jan Lay, Dan Lewis, Aubrey Miller, Josh Morgan, Meg Newton, Tim Nix, Beth Perry, Janeen Putman, Lavonne Sloop, C.J. Smith, Tonyia Stewart, Janine Sutter, Rebecca Trutwin, Tom Warnock, Mallory Warrick, and Janay Whitesel

Members Absent: Dustin Atkins, Mac Bevill, Leslie Doss, Chrystal Douglas, Melinda Fischer, Michael Gilstrap, Rebecca Godley, Celeste Hackett, Jeff Holliday, Dionne Holt, Sarah-Jo Lawrence, Cody Price, Bindu Rangaraju, Sue Whorton, and Holly Williams

Guests: Kristi Baker, Everett Brown, Josh Brown, Sandra Brown, Sebrina Clayton, Jaz Hamilton, Laurie Haughey, Judy Hettinger, Paul Hyde, Darius Jones, Matt Leckenbusch, Taylor Martin, Teresa McCoy, Meredith McTigue, Erin Swann, and Sam White

1. Approval of Minutes: Vote to approve Minutes from the June 12 & July 17, 2018 Staff Senate meetings. Tom Warnock made a motion to approve the minutes from both Staff Senate meetings as written. Roberta Balliet seconded the motion and the vote is unanimous.

2. Open Commentary: None

3. Special Order of the Day
   A. Erin Swann - Introduction of new Office of University Compliance – Erin shared with the senate the University Compliance website, including the “decision tree” resource there to refer to when navigating difficult or sketchy decisions in the workplace. Erin also expressed her gratitude, as well as her intention to return to follow-up after the rollout of the new compliance resources.

4. President’s Reports
   A. Other:
      1. Human Resources, Josh Brown and Laurie Haughey. New Recruitment and Retention Tools/Branding Pieces – Laurie took the senate through 1.) The CU Faculty electronic handbook & 2.) the HR career-field/search; she then introduced Jaz Hamilton (HR) who spoke about the percentage of employees at Clemson University that have spouses in the work force & discussed the importance of spousal assistance programs and things of that nature to increase the retainment of top-level talent here at CU (i.e. for any spouses displaced into this community due to the CU hiring of their spouse).

5. Treasurer’s Report, Savannah Bock. FY19 budget (a) Vending: $13,000; (b) Staff Senate operating: $5,616; (c) Staff Senate travel: $450; (d) SDP: Budget not populated; (e) Fund 12 PSA/Extension Outreach pending approval and funding.

6. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Ballit & Kayla Cleveland.
         a. First Responders Appreciation Reception (Aug. 22) – This will be the 1st event of the year, which will be next Wednesday, Aug. 22, within the Coliseum Club of Littlejohn Coliseum from 10 a.m. – 12 p.m. (starting setup at 9 if any senators can assist; will have some speakers
as well including Almeda Jacks, Dan Radakovich, and possibly Chief Mullen). There will also be refreshments for those in attendance.

b. Other Events – Nov. 13 is Military Appreciation Reception day. Activities is still working on coordinating with the Pickens County Humane Society (which will likely be in the Spring).

2. Communications, Jan Lay & Dustin Atkins. Communications discussed a Newsletter Team, Website Team, and Social Media Team to split Comm. into 3 separate components that have specific focuses w/their own personal Communications liaison to receive information from the various committees.

3. Membership, Meg Newton & Tom Warnock
   a. Staff Senate Retreat (Report) – About 15 or so Staff Senators joined in on the fun at Dan’s house for this year’s Staff Senate Retreat, which was a good time just as last year. It would be beneficial moving forward in the future to have better/more support from Staff Senators for fellowship activities such as the retreat.
   b. Happy Birthday to all of our August Staff Senators – Ashley Burns, Leigh Dodson, & Sarah-Jo Lawrence!
   c. Will also participate in setting up a booth at the Benefits Fair as well; no concrete details available on this yet, as they are simply brainstorming.

4. Policy & Welfare, JoAnna Floyd & Sue Whorton. P&W had an email meeting in July to identify priorities for the 2018-19 year. The top priorities include: (i) allowing staff volunteer hours (e.g. to serve on University committees, to participate in professional development, to work on task forces for University issues, like diversity and inclusion); (ii) evaluation of time-limited positions (e.g. the hiring process and forms required, recognition of service time); (iii) identifying opportunities for staff appreciation and recognition (e.g. recognizing staff at graduation, staff who earn advanced degrees, all staff for years of service, etc.) The P&W Committee will work closely with HR, the Grad School, and other units as needed to define actions for the Committee will also continue to provide feedback to HR for the Supervisory Training Series and other staff training and development programs and will continue to address staff welfare issues as they are brought up to the Committee from staff constituents.

5. Scholarship, Beth Perry. The Spring Soiree is tentatively planned for March 22, 2019 (i.e. spring break week, so date might be relocated due to that). Next Thursday, Scholarship will head out to the T. Ed Garrison Arena to scout it out as a potential venue for next Soiree. Some Amazon Smiles fundraising ideas were also thrown around.

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

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