1. Approval of September 11th Minutes

2. Open Commentary

3. President’s Reports
   A. Board of Trustees – The Fall Quarterly is scheduled for October 19th and 20th. A report was submitted on behalf of the Staff Senate. (Attachment A)
   B. Green Zone Training
   C. Other:
      1. Human Resources
      a. COI/Cybersecurity Requirements, Laurie Haughey.
      c. Open Enrollment Update, Lisa Gagnon.

4. Treasurer’s Report, Savannah Bock. FY19 remaining budget as of September 23rd (a) Vending: $11,716.86; (b) Staff Senate operating: $4,890.95; (c) Staff Senate travel: <$96.16>; (d) SDP: Budget not populated, current expenditures total $1,781.43; (e) Fund 12 PSA/Extension Outreach pending processing.

5. Committee Reports
   A. Standing Committees – Update on Goals
      1. Activities, Roberta Balliet & Kayla Cleveland.
      2. Communications, Jan Lay.
      3. Membership, Meg Newton & Tom Warnock.
         a. Happy Birthday to all of our October Staff Senators – Roberta Balliet, Jeff Holliday, and Aubrey Miller!
   B. University Committees
      2. Parking Review Board – Seeking nominations. Pursuant to Clemson University’s parking regulations, the President has appointed two levels of Parking Review Boards to hear appeals of parking citations. The guidelines developed for the second level Parking Review Board call for the appointment of eight staff members and three alternates on a three-year rotating term basis.
      3. Staff Development Program, Dan Hofmann and Janeen Putman. Members of the SDP Steering Committee are working with OHR to make program improvements and to align the with the newly approved compensation guidelines. FY19 program information is available for review (Attachment C).

6. Unfinished Business: None
New Business: None

Announcements

A. November 13 Meeting Location – Military Heritage Plaza will be the location of the Nov. 13, 2018 monthly Staff Senate meeting, as we will begin the meeting right around 11 a.m. immediately following the conclusion of this year’s Military Appreciation event (also to be held in Military Heritage Plaza). We look forward to having as many Staff Senators as possible join us for not only the meeting itself, but for an event and/or cause that is very near & dear to our hearts!

B. Board of Trustees Staff Award of Excellence – The Board of Trustees seeks to recognize the staff’s commitment and dedication to Clemson University by acknowledging the high levels of service achieved by University personnel.

There are two ways for staff to be considered for this award:
1. By receiving a national or international level award
2. Through extraordinary contributions relating to one of the categories for acknowledgement

Criteria for Eligibility

- The nominee must be in a full-time position with standard hours of at least 30 hours per week for at least three years at Clemson as of the nomination deadline date.
- Self-nominations will only be accepted from national or international award recipients.
- To be considered for the Board of Trustees Award for Excellence, the national or international award must be related to an employee’s job duties at Clemson.
- All national and international awards will be vetted by the committee.
- National or international awards that require monetary donations from the recipient will not be considered.
- National or international awards that require an entry fee will not be considered.
- Award recipients from February 2018 will not be eligible.

Categories for Special Recognition Nominations

- **The Will to Lead** – This category recognizes a candidate who demonstrated outstanding leadership skills in completing projects of importance to his or her division, department, or the University as a whole.
- **High Seminary** – This category recognizes a candidate who is a visionary, one who sees a problem and solves it by improving the effectiveness of a service or program resulting in new or improved innovations, efficiencies, or cost-savings.
- **Something in These Hills** – This category recognizes a candidate who served the Clemson community in a remarkable way.
- **Clemson Family** – This category recognizes a candidate who provides exceptional service, creates a positive customer experience, and continuously exceeds expectations.
- **Heart of the Tiger** – This category recognizes a candidate who demonstrates outstanding judgment or courage in an emergency or who displays heroic actions to prevent or minimize physical injury or the loss of life or property.
- **Tiger Teammate** – This category recognizes a candidate who has made an outstanding contribution toward enhancing the quality or morale of the workplace or toward enhancing the public image of a department or division, Clemson University, or state government.
- **Student Choice** – This category recognizes a candidate who enhanced the quality of a student’s experience in a meaningful way. This award requires a student nominator.
- **Spirit of Clemson** – This category recognizes a candidate who exemplifies the spirit of Thomas and Anna Clemson and all those who have devoted themselves to making Clemson what it is
today. This award category is reserved for exceptional circumstances and for accomplishments and achievements of the highest caliber.

Timeline
- October 2 – Nomination period opens.
- November 2 – Nomination period closes.
- November – December – Nominations are reviewed and vetted by committee.
- February 2019 – Awards dinner held in conjunction with the Winter Quarterly meeting of the Board of Trustees.

Selection Process
- Winners will be selected on an annual basis by a committee appointed by the Board of Trustees.
- The identity of nominees shall be anonymous throughout the review and selection process.
- An electronic nomination form must be submitted during the nomination period.
- Additional backup materials or letters of support will not be accepted.

Please visit the links below to complete the nomination process.
National/International Award Nomination
Staff Special Recognition Nomination

C. Faculty Award for Excellence – The Clemson University Board of Trustees seeks to honor the highest level of scholastic or professional achievement at the national and international level. The Board of Trustees Faculty Award for Excellence is given annually to faculty members who have either been honored by academic or professional societies at the national or international level with National Academy of Sciences “highly prestigious” award or have demonstrated exceptional achievements in research, teaching and service.

Criteria for Eligibility
- Self-nominations will only be accepted from national or international award recipients.
- Award recipients from February 2018 will be eligible.

Categories for Nominations
1. National Academy of Sciences “Highly Prestigious Award” Click here to see the current list of qualifying awards. To see the list, click on the broad field name.
1. Research, Teaching and Service as tied to University Strategic Goals (ClemsonForward and Land-Grant Mission) and College/Unit Goals

Timeline
- October 8, 2018 – Nomination period opens.
- November 8, 2018 – Nomination period closes.
- November - December – Nominations are reviewed and vetted by committee.
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- Winners will be selected on an annual basis by a committee appointed by the Board of Trustees.
- The identity of nominees shall be confidential throughout the review and selection process.
- An electronic nomination form must be submitted during the nomination period.
• Additional backup materials or letters of support will not be accepted.  
  Please visit this link to complete the nomination process.

9. Adjournment

Next Meeting: Tuesday, November 13, 2018, 10:30 a.m., Military Heritage Plaza
Members Present: Kim Arp, Roberta Balliet, Savannah Bock, Ashley Burns, Kayla Cleveland, Glenda Cotton, Lindsay Davis, Leigh Dodson, Melinda Fischer, JoAnna Floyd, Rebecca Godley (Adobe Connect), Celeste Hackett, Dan Hofmann, Dionne Holt, Barrett Kendjoria, Kerri Kwist, Sarah-Jo Lawrence, Jan Lay, Dan Lewis, Aubrey Miller, Josh Morgan, Meg Newton, Beth Perry, Cody Price, Janeen Putman, Lavonne Sloop, C.J. Smith, Tonyia Stewart, Tom Warnock, Mallory Warrick, Janay Whitesel, Sue Whorton, and Holly Williams

Members Absent: Mac Bevill, Laura Clay, Leslie Doss, Christal Douglas, Donna Duncan, Jeff Holliday, Tim Nix, Bindu Rangaraju, Janine Sutter, and Rebecca Trutwin

Guests: Thomas Allison, Lisa Bundrick, Lisa Gagnon, Laurie Haughey, Moryah Jackson, Allison Monyei, Jackie Todd, Pablo Unda, and Shannon Wilds

1. Approval of September 11th Minutes: Tom Warnock moved to approve the minutes from the September 11, 2018 Staff Senate meeting as written. Robert Balliet seconded the motion and the vote was unanimous. The minutes were approved.

2. Open Commentary: None

3. President’s Reports
   A. Board of Trustees – The Fall Quarterly is scheduled for October 19th and 20th. A report was submitted on behalf of the Staff Senate. (Attachment A)
   B. Green Zone Training – this training is targeted at creating “safe-zones” around campus that will assist in any way possible those student military veterans who are in the process of becoming assimilated back into society. More specifically, this would be targeted training that helps others to recognize the physical & mental ailments that are military/veteran-specific as these folks attempt to navigate the typical student lifestyle. Upon completion of this training, you will receive a placard/note for your office door that will signify that you have successfully completed Green Zone Training!
   C. Other:
      a. COI/Cybersecurity Requirements, Laurie Haughey. Staff completion rates are currently at 39% and 41% for both trainings, which is about 15-20% higher than comparative Faculty completion rates thus far – great job, Staff!
      b. Introduction of New Benefits & Well-Being Manager, Shannon Wilds. Lisa Gagnon brought in Shannon Wilds to introduce herself & her role to the senate. Lisa G. made sure that senators know that they are both heading the benefits area of OHR & that they will both be serving as liaisons to the Staff Senate moving forward regarding Benefits/OHR. Shannon spoke about herself, her current role, as well as her previous work, and also mentioned the fact that Benefits management is currently working on pet insurance for employees as well after a long period of requesting this service.
      c. Open Enrollment Update, Lisa Gagnon. Lisa ran the senators through the new online resource (i.e. E-Catelog) for open enrollment, just one of many new, functional resources introduced by OHR to consolidate the large number of various resources into one efficient, competent source (which may be found online). PEBA has paired with USPSTF to ensure that preventative services are covered with the adult well visits that will be newly available as an employee benefit (*NOT a dental year for 2018, either!) Lisa also spoke briefly about OHR’s
4. **Treasurer’s Report**, Savannah Bock. FY19 remaining budget as of September 23rd:
   a. Vending: $11,716.86;
   b. Staff Senate operating: $4,890.95;
   c. Staff Senate travel: <$996.16>;
   d. SDP: Budget not populated, current expenditures total $1,781.43;
   e. Fund 12 PSA/Extension Outreach pending processing.

5. **Committee Reports**
   A. **Standing Committees – Update on Goals**
      1. Activities, Roberta Balliet & Kayla Cleveland. The committee met this morning and everyone was updated on the Military Appreciation event in November. This event has gained support from Faculty Senate, OHR, Lockheed Martin, the CSVa (Student Vet Association), and many more. Activities has been discussing further charitable causes & ideas; there is a new group to Clemson called “Clemson Paw Partners” that have been rescuing/taking in animals that are abandoned within the Seneca/Clemson/Pendleton area. Activities is looking further into associating with this organization for our next charitable idea.
      2. Communications, Jan Lay. Communications also met today and would like to have newsletter content within the next day or so. The only issue to update on is the reorganization of the website, which Barrett is assisting primarily on; the committee will be figuring out the best way to combine social media and the website in regards to Staff Senate and its content.
      3. Membership, Meg Newton & Tom Warnock.
         a. Happy Birthday to all of our October Staff Senators – Roberta Balliet, Jeff Holliday, and Aubrey Miller!
         b. Absences – Membership has been tallying total absences for all senators (monthly meetings + committee meetings; 7 total absences are allowed before action may be taken).
   4. Policy & Welfare, JoAnna Floyd & Sue Whorton. P&W invited OHR’s Ale Kennedy to their last meeting; talked about the possibility of developing a policy regarding staff engagement in service/university community on work-time (i.e. accrued leave for university/committee service activities). Policy & Welfare is also drafting a concrete policy/procedure for recognizing staff employees that graduate from Clemson University during their employment as a staff member; further details are forthcoming as they develop for this great cause!
   5. Scholarship, Beth Perry.
      a. 2019 Spring Soirée - March 29 (Save-the-Date Flyer/Pro Benefits Expo)

B. **University Committees**
   2. Parking Review Board – Seeking nominations. Pursuant to Clemson University’s parking regulations, the President has appointed two levels of Parking Review Boards to hear appeals of parking citations. The guidelines developed for the second level Parking Review Board call for the appointment of eight staff members and three alternates on a three-year rotating term basis. (Staff Senators will send nominations into Karon Donald; Jan Lay was the only self-nominee out of Staff Senate).
   3. Staff Development Program, Dan Hofmann and Janeen Putman. Members of the SDP Steering Committee are working with OHR to make program improvements and to align the with the newly approved compensation guidelines. FY19 program information is available for review (Attachment C).
   4. LGBTQ Task Force (National Coming-Out Week) – the Gantt Center will be sponsoring a Barnes Center Staff/Faculty lunch from 11a.m. – 1p.m. TOMORROW (Oct. 10); LGBTQ have a scholarship
endowment as well & will be hosting a Happy Hour Drag Show ($35) for open bar, heavy hors’
dourves, and a small donation to the endowment!

6. **Unfinished Business:** None

7. **New Business:** None

8. **Announcements**
   A. November 13 Meeting Location – Military Heritage Plaza will be the location of the Nov. 13, 2018
      monthly Staff Senate meeting, as we will begin the meeting right around 11 a.m. immediately following
      the conclusion of this year’s Military Appreciation event (also to be held in Military Heritage Plaza). We
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9. **Adjournment**: There being no further business to discuss, the meeting adjourned.

**Next Meeting**: Tuesday, November 13, 2018, 11:00 a.m., Military Heritage Plaza
October 2018 Report

As Clemson University's Staff Senate President, I remain honored and privileged to be able to serve the University and our staff in this capacity. I am very much looking forward to your continued support and working with you all to “Make a Difference” for all of our staff. I have chosen to highlight some very important accomplishments that “Make a Difference” in the lives of our staff and that will have long lasting impacts on not only our staff, but their children as well!

Honoring Clemson’s First Responders and Emergency Personnel

On August 22nd Clemson University not only saw the start of the 2018-19 academic year, but also saw a blossoming and continued partnership between CU Staff Senate and the Department of Athletics. On this day, the Staff Senate Activities Committee, Co-Chaired by Roberta Balliet & Kayla Cleveland, along with assistance from Jon Allen at Athletics, had the distinct privilege of being the first to host an event at Littlejohn Coliseum exclusively in recognition of all of our Clemson First Responders and Emergency Personnel who help watch over us all on a daily basis. They are the reason that Clemson University was named the Safest College Campus in the nation (according to a report from CollegeStats.org).

Invitations were extended to not only Clemson University's team, but to all of our neighboring municipalities that play such an important role in the university’s operations, ranging from Freshman Convocation to Graduations, and all the way to those amazing Tiger Football Saturdays that come around campus seven times a year! Many of our invaluable First Responders and Emergency Personnel from CUPD, CU Fire & EMS, and our mutual aid partners from the Clemson City Police Department, South Carolina Highway Patrol, as well as Anderson, Pickens, and Oconee Counties, amongst others, joined our Staff Senators and various members of Athletics and the Administration for some food, fun, and fellowship. Special guest speakers included Athletic Director Dan Radakovich, Vice President for Student Affairs Almeda Jacks, and our new Police Chief - Greg Mullen.

This was a team effort and we were very thankful and proud to have held this very first event that truly made a difference for those hardworking First Responders and Emergency Personnel who have committed themselves to our safety and well-being. They are “ALL-IN” all the time and appreciated more than they know!
Staff Senate Scholarship Program

I am pleased to announce that as a result of this year’s success with both our Payroll Deduction campaign as well as our Annual Staff Senate Fundraising event, we were able to generate a record amount of donations to the Scholarship Program that totaled over $32,000! We are also collaborating with Ann Smith and Amy Craft from Annual Giving on the Recurring Gift campaign regarding enhanced targeted communications to assist us in increasing the number of employees contributing through payroll deduction as well as to increase their contribution amounts. We were so glad that we were able to partner with the Annual Giving Campaign this year for this important Staff benefit program!

Here is a little history on where the Staff Senate Scholarship Program has been and where we are headed: in 1988-89, the Scholarship program was initiated with the slogan “All we want is a dollar” – asking each staff member to consider giving $1.00 per paycheck to the program. The very first Staff Senate Scholarship was awarded in the 1990-91 school year to Jason Mosley, son of Carol Foster Mosley who worked in the Dairy Science Department. Carol is still a Clemson employee to-this-day and currently works at the Poultry Farm. In 1992-93 academic year, Clemson University President Max Lennon and Tom Lynch each donated $8,000 enabling the Classified Staff Commission to meet the minimum amount needed to establish a named restricted scholarship endowment. Lennon was President from 1986-1994 and is credited with Clemson University’s first multi-million dollar campaign (https://www.clemson.edu/about/history/past-presidents.html). Lynch was a 1958 graduate of Clemson University and was the owner of Lynch Drug Company in Clemson from 1963 to 1997. He was very active in the state and locally as he served as Chairman of the State Pharmacy Board, Clemson University Trustee, and City of Clemson Council member. Lynch was first elected to the Board in 2002 and served until 2008. This Staff-managed program continues to help children of our staff succeed at Clemson University.

Staff Senate Scholarship Program Highlights

- The Staff Senate Endowed Scholarship Fund balance exceeded $516,000 in 2017.
- As of July, 2018 - 239 employees contribute to the Staff Senate Scholarship through payroll deduction.
- 274 Staff Senate Scholarships have been awarded to children of staff members totaling $315,025 since 1990.
- Funds are continually raised by payroll deduction and from other fund-raising efforts by the Staff Senate.
- Currently, twelve $1,500 scholarships are awarded based on need and academic achievement each year.
- Ann Smith from Annual Giving and Jeff Holliday with Student Financial Aid have been working with the Staff Senate to analyze our Endowment fund balances and how we may be able to expand the program. In reviewing our finances, we had asked for a...
...pro-forma that could not only increase the number of scholarships but the annual amount of the scholarships as well. Our Executive Committee will be meeting on September 25th to review proposals that could potentially increase the annual scholarship award amounts from $1,500 to $2,500 per year. More to come...

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.

Go Tigers!

Respectfully Submitted by: Dan Hofmann, Staff Senate President
**Hispanic and Latinx Voices in Academia**

**Sat, OCT. 13, 8:00 a.m. – 5:15 p.m.**

Watt Family Innovation Center

A conference hosted by Hispanic/Latinx scholars to highlight Hispanic/Latinx achievements in academia

The purpose of this conference is to promote the success, leadership, and research of Hispanic and Latinx scholars in higher education. Our goal is to serve as a platform for new and stronger institutional collaborations across the country, particularly in the southeast.

**Conference Registration:**

- $10 Students
- $40 Non Students

Registering for the Hispanic & Latinx Voices in Academia Conference, includes admission to the Noche de Gala

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**Dr. Talitha Washington**

**Forward Vision Address**

NSF Program Officer in the Division of Undergraduate Education and is the co-lead of the NSF’s Hispanic–Serving Institutions Program.

Dr. Washington is a life member of the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)

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**Dr. Frances Colón**

**Keynote Address**

CEO of Jasperi Consulting, a firm that provides science, environment, and technology policy advice to higher education institutions as well as state and national-level policy makers.

2018 New Voices Fellow of the National Academies of Science, Engineering, and Medicine.

Learn more about the Hispanic & Latinx Voices in Academia Conference and the Noche de Gala from our conference website:

https://www.clemson.edu/inclusion/hlvia-conference/index.html
The Staff Senate formed the Adhoc Committee for Staff Development in the spring of 2007 with representation from the Staff Senate, Faculty Senate, Women's Commission, Black Faculty and Staff Commission, University Human Resources, and Library Human Resources. Prior to the formulation of this committee, there was not a University-wide program to address key strategies to achieve the University’s Top 20 goal. These key strategies include establishing a staffing and compensation philosophy, evaluating and rewarding performance, providing relevant community service and outreach, increased volunteerism, improved customer service, and others.

The administration approved the program in 2009. The adhoc committee was disbanded and the Staff Development Program was formed. The first group of 25 participants were seated in 2010.
Program Overview

- Evaluate and reward staff performance, relevant service, and involvement
- Provide tangible benefits to employee, work unit, and University
- Participation optional, eligibility selective based on available funding
- Employee driven with well-defined success criteria, evaluation, and rewards
- Individualized plan coordinated with supervisor includes professional and personal development, and University involvement
- Plans reviewed, approved, monitored, and evaluated by committee of peers
- Performance increase is 10% up to $4000 to base salary
Mission Statement

• The Mission of the Staff Development Program Steering Committee is to provide representative leadership, oversight, accountability, and guidance for the Staff Development Program of Clemson University.
Purpose of SDP Steering Committee

• To provide guidance and continuity for the administration and execution of the Staff Development Program, ensuring that the program is administered in accordance with stated program goals and guiding principles.

• To ensure a successful outcome for the program, thus benefitting Clemson University, individual work areas, and participating staff.
Qualifications of the SDP Steering Committee

Employees nominated to serve on the SDP Steering Committee will exemplify high standards of behavior, performance, and dedication to Clemson University and should normally meet the following criteria:

- Three years of continuous Clemson University service
- In current position at least one year
- Received at least a “Successful” on their last two EPMS reviews or faculty equivalent
- Received no documented disciplinary actions through Human Resources within the previous two years of nomination or faculty equivalent
Membership

- The Steering Committee Chair
- Past Chair
- Representation from CU’s staff constituency groups, (including but not limited to two representatives from the Staff Senate, and one representative each from the Faculty Senate, Extension Senate, President’s Commission on the Black Faculty and Staff, President’s Women’s Commission)
- Operations Team Chair
- Coaching Team Chair
- One At-Large member
- The Office of Human Resources, Office of Assessment, Staff Ombudsman and other relevant resources may serve as Ex Officio non-voting members of the Steering Committee.
Constituency Representation

• Representation of constituency bodies will be the prerogative of the constituency body.

• If any constituency group fails to appoint a nominee to serve within 4 weeks of the expiration of an outgoing representative’s term of service or that representative’s resignation or removal from the Steering Committee, the Steering Committee may appoint a new representative from that group.
Member Expectations

• Regular attendance at SDP Steering Committee meetings and active participation in the work generated from those meetings is expected by all committee members.

• Members who are unable or unwilling to maintain regular attendance and participation in the work of the Steering Committee may voluntarily resign or be asked to resign without prejudice by the Chair of the SDP Steering Committee.

• An involuntary removal will require an affirmative vote of two-thirds of the SDP Steering Committee members.
Meetings

• The Steering Committee will meet at least once each month.

• If the Operations Team or Coaching Team chairs should be unable to attend a meeting, they may designate a substitute to attend the Steering Committee meeting in their absence.
Officers

• The elected officers of the SDP Steering Committee will include a Chair, Vice-Chair, Past Chair and Secretary/Recorder.

• The Past-Chair of the SDP Steering Committee will serve as the volunteer coordinator.

• Team chairs will be appointed by the SDP Steering Committee Chair.
Standing Teams

• **Operations Team** - Trains and develops procedures, forms, program audits, and computer-based reporting.

• **Coaching Team** - Coaches participants, meets with participants periodically throughout the year to check participants’ progress and offer guidance and feedback.

• **Marketing Team** - Promotes and publicizes the SDP through various outlets.

• **Assessment Team** - Administers assessments, analyzes data and makes recommendations and reports to the SDP Steering Committee and other stakeholders.
University Peer Groups

Accounting and Administrative Staff
Agriculture and Extension Staff
Miscellaneous Administrative Staff
Safety and Student Services Staff
Technology and Media Staff
Trades Staff
Managers and Professional Staff

Peer Groups may be added or deleted each year according to need based upon the applicant pool.
Steering Committee Member Participation in the SDP

• It is prohibited for any Steering Committee member serving on the committee to apply to or participate in the SDP during his/her term of service.

• A Steering Committee member is eligible to apply and participate in the SDP only after the expiration of his/her term (expires June 30).

• A member of the Steering Committee who resigns prior to the end of the term of committee service will be eligible to apply during the spring application period following his/her originally scheduled end of term date.
1. Applicant must be in a full-time, permanent position with standard hours of at least 30 hours per week for at least three years at Clemson. Employees currently in a FTE position may count years of service in a temporary position if the temporary position had standard hours of at least 30 hours per week.

2. Applicant is not currently receiving retirement benefits (SCSRS, PORS or State ORP).

3. Applicant must have been in current position number at least one year.

4. Applicant received at least a “Successful” on EPMS evaluations for the past two years and has received no documented disciplinary actions through Human Resources within the past two years. (Does not apply to documentation of oral reprimand(s))

5. Applicant has received no permanent salary increase (except state-mandated cost-of-living adjustments, additional duties or market equity) totaling 10 percent or greater within the last two years.

6. Applicant is not at the top of his/her pay band.

7. Applicant accepts that if the 10 percent salary increase, up to $4,000, would place him/her above the top salary for current pay band, applicant will only receive the part of the increase that would bring salary to the top of current pay band.
1. Graduates of the SDP are not eligible to reapply.
2. Participants of the SDP that are involuntarily dismissed from the program are not eligible to reapply.
3. Participants of the SDP that voluntarily withdraw from the program after completing a reasonable amount of progress towards completion of their approved plan (as defined below) but due to extenuating circumstances could not complete their plan (and whose withdrawal was approved by the SDP steering committee) are eligible to reapply. 
   - Benchmarks for reasonable progress are approximately 25% completion by the first quarterly review, 50% completion by the second quarterly review and 75% completion by the third quarterly review.
4. Participants of the SDP that voluntarily withdraw from the program twice (two different cohorts/program years) are not eligible to reapply.
5. Participants of the SDP that are terminated from the program due to a voluntary position change may reapply for the program after having been in their new position for more than one year; however, that termination will count towards one of their two permitted program withdrawals.
Goals & Activities

Goals represent everything that the participant intends to accomplish as part of the SDP. At least one goal is needed for each component of the SDP but more than one goal is preferred.

Activities are what participants plan to do to achieve their goals.

Goals and activities are SMART:

- **Specific** – explain in detail what you hope to accomplish.
- **Measurable** – how you can assess your success as you move toward your goals.
- **Agreed upon** – the goal is mutually agreed upon between you and your supervisor.
- **Relevant** – applies directly to your current responsibilities, strengths, learning needs and values as well as those you intend to develop as part of the SDP.
- **Time-bound** – time frames and deadlines are stated, specific and realistic in order to complete them within the SDP time frame.

SMART concept: Mickie S. Rops & Associates, 2390 Lakeside Dr., Aurora, IL 60504. Adapted with permission.
Application Process

October thru January
make necessary
application changes

January
Application and rubric are approved

In early January, send
note to President
confirming approval to
proceed with new group

Receive ok

Announce to VP, Dean,
Associate Dean

Employee delivers
application to SDP Office
(Karon Donald/Alex
Foster) via mail or in
person

Employee completes
application including
obtaining supervisor's
approval/denial

Conduct a minimum of 2
general meetings for
interested individuals

Application put into box
for further review

Announce in Inside CU,
Staff Senate Newsletter,
and direct email

Application logged into
spreadsheet

Any personal identifiers
are removed from the
application

Application is assigned to
a peer family for review

The top candidates from
each group are compiled
and sent to HR to verify
eligibility

Approved by HR and sent
to Steering committee
for final approval

Employees are notified of
acceptance and denial in
June

Employee receives a
receipt that application
has been received

Application is assigned a
number

Application put into box
for further review

Any personal identifiers
are removed from the
application

Application is assigned to
a peer family for review

Employees are notified of
acceptance and denial in
June
Review Process

January  Application and rubric are approved

March and April application period

Applications logged into spreadsheet weekly and assigned to a peer family

Determine # of peer families based on applications received

In April solicit reviewers for each peer family

Application for each peer family is posted in Box only that specific peer family has access to that group's applications

Applications are divided into competitive groups by the minimum education required for that state classification

Personal identifiers are removed from the application

Create peer families in BB

Train reviewers

Indians in peer family score all of the applications based on rubric

Peer family will submit candidates scores, then scores are ranks based on the rubric scores

Peer family meet to discuss application scores with great differences

The number of slots per peer family has been predetermined based on the % of applicants from each pay band

The top candidates from each group are compiled and sent to HR to verify eligibility

Employees are notified of acceptance or denial in June

Eligibility confirmed by HR and sent to Steering committee for final approval
Program Requirements

Participants must meet program deadlines and demonstrate a reasonable amount of progress toward completion of the approved plan at each reporting period. Benchmarks for reasonable progress are approximately:

• 25% completion by the October review
• 50% by the January review
• 75% by the March review
• Deadlines and benchmarks are set for the express purpose of tracking a participant’s progress through the program and ensuring work is being done in a manner that allows successful completion of the program.
## Quarterly Progress Review Dates - Program Requirement

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Goal/Activity Progress Log</th>
<th>Notebook (complete record of program)</th>
<th>Materials to SDP Office</th>
<th>Materials to Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2018</td>
<td>●</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>January 4, 2019</td>
<td>●</td>
<td>●</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>March 8, 2019</td>
<td>●</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>May 10, 2018</td>
<td>●</td>
<td>●</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Program Requirements

• Documents are required for progress reviews

• Program components:
  ✓ **Professional Development** (goals met and a minimum of 74 documented contact hours)
  ✓ **Personal Development** (goals met and a minimum of 26 documented contact hours)
  ✓ **University/community service** (goals met and a minimum of 40 documented contact hours)
  ✓ **Core curriculum** (minimum of 10 documented contact hours)

• Giveback year – all participants who graduate from the program must complete at least 15 hours of volunteer service back to the SDP during the year after the completion of their programs.
Guadalupe Hackett was born in Mexico City and eventually moved to beautiful South Carolina. She is a Parking Enforcement Officer. Her priorities at work are to provide exceptional customer service and to maintain a safe environment. (Insert her video)

**Professional:** Because English is Guadalupe’s second language, she engaged in activities that helped strengthen her English, both written and oral, and communication skills to express her ideas. In order to accomplish this, Guadalupe took English 103: Accelerated Composition. When she read the syllabus, she thought that she would never be able to succeed because she had to compose arguments using digital environments. Guadalupe never thought her classmates and professor would be so caring; they patiently and without judgment helped her to succeed. Not only did her writing improve, but she also learned how to work in digital environments.

**Service:** For these goals, Guadalupe chose activities that she enjoyed. This included: the Summer Reading Program, Tunnel of Oppression, Spanish Club, the Spanish Poetry Contest, International Student Orientation and the Civic Engagement in the Animal Rescue Fund. Guadalupe truly enjoyed working with all of the students. She learned from their commitment and flexibility to new ideas as well as their respect for teamwork. They inspired Guadalupe to do the same when she is interacting with others.

**Personal:** Resuming her running has helped her increase her energy levels, maintain a positive attitude and stay healthy. Guadalupe comes to work feeling happy and enthusiastic about the day ahead of her. In her job as a Parking Enforcement Officer, she must maintain a positive attitude. Running has also given Guadalupe the opportunity to engage with her community through road races. Guadalupe’s favorite part about being in the SDP has been the happy feeling of knowing that Clemson cares for its people.

Guadalupe’s advice to future participants

“Give yourselves an opportunity to explore and welcome new and different ideas, engage in activities that you enjoy doing or activities that you have never done before, even if it makes you feel uncomfortable.”
Quotes from participants

• “My SDP service allowed me to be a part of making Clemson University a safer place.”
• “The best part of the SDP was doing things I never would have gotten involved with otherwise.”
• “The SDP gave me the motivation to step outside my comfort zone.”
• “I will continue to volunteer my time and efforts to help make a difference in others’ lives.”
• “I’m glad I had the opportunity to expand my knowledge & meet other people across campus.”
• “I became aware of service and learning opportunities and I will continue to take advantage of those.”
• “Participation in this program is going to open doors I have been knocking on for awhile.”
• “The SDP gave me the motivation and purpose to take on new challenges.”
• “SDP allowed me to strengthen existing working relationships and develop new relationships.”
• “I will continue to represent the University in a positive, collaborative and learning manner.”
• “I learned so much. The SDP can benefit you. It really helped me.”