

**CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE**  
June 26, 2018, 8:30 a.m., Student Organization Conference Room (SOC) - University Union

Minutes

Attending: Roberta Balliet, Savannah Bock, Kayla Cleveland, Leigh Dodson, Karon Donald (Program Coordinator), JoAnna Floyd, Alex Foster (Program Assistant), Dan Hofmann, Jan Lay, Beth Perry (telephone), Janeen Putman, Tom Warnock, and Sue Whorton

Not Attending: Meg Newton & Tonyia Stewart

Guests: Ann Smith & Jeff Holliday

1. Approval of Minutes: JoAnna Floyd called for an amendment to the May 29 Exec minutes, as she was marked absent but was actually present at that meeting. Leigh Dodson then moved to approve the minutes including the previously stated amendment. Roberta Balliet seconded the motion and the vote was unanimous. The minutes were approved.
2. Financial Report and Discussion
  - A. Annual Fund and Endowment Discussion, Ann Smith (Annual Giving) and Jeff Holliday (Financial Aid). The University has been doing research on scholarship spending here and the Staff Senate Scholarship came into light as a program of interest. As of now, the fund has been awarding 12 total scholarships (6 financial need & 6 academic merit based) and these are funded by pairs of 2, i.e. if you had 10 scholarships already funded, then enough funding would have to be secured for 2 more scholarships before they would be fully filled). Looking at the endowed scholarship (currently at \$120,526 in spending → \$135,827 if you add the \$15,000 left over from 17/18 to roll over into 18/19), the endowed scholarship was revised in 2001 to match need/merit based rewards. Jeff Holliday's suggestion: take the 6 financial & 6 merit scholarships and offer more scholarships and/or offer more money per scholarship already offered (would contact April Pervis about rolling over event events funds into corpus). In regards to Faculty & Staff Fundraising, young alumni will be approached in one vein while a special solicitation to Faculty/Staff for payroll deduction will be deployed i.e. use fundraising supplies like tumblers to solicit payroll deduction registrations. Karon would communicate a desire to have the fund agreement changed (related to annual commitment) as long as we are officially in agreement on print by Jan. 1, the fund agreement can be changed in order to work most effectively as well as offer more scholarships /more money per scholarship. First idea discussed was setting up a water booth and registration location for payroll deduction at the Blood Drive on July 25 (would need to purchase supplies ASAP before the period ends; same thing with the Staff Senate Retreat supplies that can be pre-bought). Jeff Holliday will return to Exec with varying projections based on several scenarios of scholarship spending.
  - B. Savannah Bock. FY18 funds remaining as of June 11<sup>th</sup> were (a) Vending: \$5,835.68; (b) Staff Senate operating: \$2,015.04; (c) Staff Senate travel: \$308.60; (d) SDP: Budget not populated, expenditures to-date \$8,992.21; (e) Fund 12 PSA/Extension Outreach: \$2,596.09.
3. President's Reports
  - A. Board of Trustees – The Board's Summer Quarterly Retreat is scheduled for July 19-22. Dan Hofmann submitted a report on behalf of the Senate (Attachment).
  - B. Compensation Plan – Karon has not yet heard back from Jamie after sending him the required information (Jamie/Emily W). Regarding monthly meetings with HR, agreement between Dan & Emily is that the meetings will be reset (Jamie has not reset yet; some Exec members still have it on their calendars) – will be meeting with HR in the near future, and the committee would love to have Emily back at the table along with Jamie to discuss compensation/operational plans moving forward regarding the SDP.

However, HR will need to bring the data and information from study that backs up claims regarding SDP graduates and their performance, as well as the university's return on investment.

Leigh Dodson made a motion to form an identical committee to the Ombuds Evaluation Committee for

4. Unfinished Business

A. CU4Wellness Health Assessments – There are 5 Health Assessments scheduled via the Sullivan Center's mobile unit starting the 2<sup>nd</sup> half of 2018, with locations and/or dates as follows:

1. Clemson University Restoration Institute (CURI) – Mon., July 9
2. PeeDee REC (Florence, SC) – Mon., July 23
3. Baruch Institute (Georgetown, SC) – Wed., August 1
4. Edisto REC (Blackville, SC) – Thurs., August 9
5. Livestock Poultry Health (Columbia, SC) – Thurs., August 16

Due to past registration numbers being below the required minimum, employees at Sandhill REC (Columbia, SC) who wish to have a Health Assessment done are asked to please register for and attend the Livestock Poultry Health location on Thursday, August 16. Apologies for any inconvenience.

5. New Business

A. Evaluation Committee – Leigh Dodson made a motion to form an identical committee to the Ombuds Evaluation Committee for Karon Donald and her position of Program Coordinator for the Staff Senate/SDP. Roberta Balliet seconded the motion and the vote was unanimous. The motion was approved and Karon will work on committee structure.

6. Committees

A. Standing

1. Activities, Roberta Balliet & Kayla Cleveland.
  - a. Celebration of First Responders – Roberta & Dan Hofmann met with John Allen from CU Athletics and August 22 was determined as the date of the celebration. The reception will be hosted inside of Littlejohn Coliseum, perhaps in the Coliseum Club if it can be secured. A request will be sent to Aramark regarding food & donations for the event. We will not have to pay any rental fees to Littlejohn as the venue (will also include municipal counties such as Anderson, etc.). Karon will send a request to the President and/or Dan Radakovich about attending (10 a.m. – 12 p.m.; setup around 8-9 a.m. for balloons & etc.)
2. Communications, Jan Lay & Dustin Atkins. Jan will be meeting with Mandy Hicks directly after the conclusion of this meeting to discuss reworking the Staff Senate website; will report back on results after that meeting.
3. Membership, Meg Newton & Tom Warnock. The main topic of discussion currently is the wrapping-up of planning for the Staff Senate Retreat. Alex will resend the Doodle Poll to get a final headcount for food etc (which will be chick-fil-a chicken sandwich boxes w/chips, drinks, etc. – also, lemonade, water, grapes, watermelon, etc!) We will go ahead and purchase as much of the supplies in advance as we can with the current budget still active for a couple days.
4. Policy and Welfare, JoAnna Floyd & Sue Whorton. All committee chairs should send bullet point ideas to Karon so that they can be communicated to the BOT at the next board meetings (1 of Dan's platforms was empowering the Staff Senate committee chairs in their work so that they may be most effective for our constituents. Also, Kerri Kwist will serve as liaison to Communications for P&W.
5. Scholarship, Beth Perry. The group has reached consensus in regards to wanting to move away from planning & hosting sponsored events so that the attention may be focused solely on payroll deduction to support the scholarship fund.

7. Announcements

A. Blood Drive – The Staff Senate will again be teaming up with the Blood Connection to host a blood drive on main campus scheduled for 10 a.m. – 3 p.m. on Wednesday, July 25, 2018. Location for the blood

drive is TBD. Alex spoke with Vanessa Weston yesterday and her idea was to reserve 6 parallel spots along Fernow St. and the Blood Bus will pull up Fernow all the way through that first spot (Dan will confirm with Vanessa in the next day or 2).

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

Next Meeting: Tuesday, July 31, 2018, 8:30 a.m., 800 University Union