Clemson University Staff Senate Executive Committee
July 31, 2018, 8:30 a.m., Conference Room – 801 University Union

Minutes

Attending: Karon Donald (Program Coordinator), Alex Foster (Program Assistant), Dan Hofmann, Jan Lay, Meg Newton, Janeen Putman, Tonyia Stewart, Tom Warnock, and Sue Whorton

Not Attending: Roberta Balliet, Savannah Bock, Leigh Dodson, JoAnna Floyd, and Tom Warnock

1. Approval of Minutes: Janeen Putman made a motion to approve the minutes from the June 26, 2018 SDP Steering Committee meeting as written. Meg Newton seconded the motion and the vote was unanimous. The minutes were approved.

2. Financial Report and Discussion
   A. Savannah Bock. FY18 balances (a) Vending: $177.15; (b) Staff Senate operating: $1,420.85; (c) Staff Senate travel: $308.60; (d) SDP: $4,894.96; (e) Fund 12 PSA/Extension Outreach: $2,474.02. Da Hofmann reported that George Askew had no problem with providing funds for outreach this coming year; but George suggested reaching out to other sources, departments, and organizations to find further funding for other initiatives (outreach will traditionally be limited to Exec Committee).
   B. Annual Giving Payroll Deduction Campaign, Karon Donald. Annual Giving is kicking off their campaign for annual gifts (i.e. payroll deduction, etc.). Any new donors or increased donors will get the gift of a Clemson koozie/cup with lid! This information will also go out with the August newsletter around same time as mailers go out from their end. We will also go to off-campus state sites to advertise payroll deduction option for supporting the Staff Senate Scholarship Endowment. We would like to wrap up this campaign with signature event in the Spring i.e. either a direct fundraiser or even a simple end-of-campaign celebration to close out the initiative.
   C. A request was submitted to the Foundation to transfer the FY17 ending balance of $23,354.60 from the Staff Senate Events Fund to the Staff Senate Scholarship Endowment.

3. President’s Reports
   A. BOT Quarterly Reports – Report is included within Box for this month’s meeting.
   B. Committee Goals for FY19 (3) – Dan would like for each committee to provide their 3 primary goals for FY19. Committee chairs will provide this information to Karon and she will compile this info on a working document via Box. Also, HR would like to partner for the Veterans event, however, Exec will discuss whether or not this is desired. HR would like to combine to increase registration, but Exec wants to ensure that this is kept an appreciation reception and that we do not solicit anything at all from those in attendance.
   C. HR Monthly Meeting Recap – The group discussed improvements for the SDP, the conversation being that there could likely be a 1-time payment for completing the program (in line with the new compensation plan). If money becomes a 1-time stipend, we need to have a way to keep that money in their pocket (i.e. continued staff development for those involved); could pull back funding from departments who had SDP graduates who are no longer in those departments (could be as much as $80,000+). The funding issue is that if we cannot introduce the appropriate changes to the program, then HR will essentially force changes on the program itself. Dan was disappointed in the “market issue” and HR’s desire to not move forward on those 12 or so specific instances. The whole market analysis and compensation issue will be a long, slow process.

4. Unfinished Business
   A. CU4Wellness Health Assessments – There are 5 Health Assessments scheduled via the Sullivan Center’s starting the 2nd half of 2018, with 2 locations and/or dates remaining as follows:
      1. Baruch Institute (Georgetown, SC) – Wed., August 1 [CANCELLED DUE TO LOW REGISTRATION]
      2. Edisto REC (Blackville, SC) – Thurs., August 9
3. **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.

B. **Blood Drive** – This year’s Blood Connection blood drive in conjunction with Staff Senate was a record-breaking success with 110 donations being received here on campus! Thanks again to the staff at The Blood Connection and to all those who helped out with this drive!

5. **New Business:** None.

6. **Committees**
   A. **Standing**
      1. Activities, Roberta Balliet and Kayla Cleveland.
         a. First Responders Appreciation in Partnership with Athletics – Janeen will assist with creating an e-invitation graphic to send out to the municipalities for the event. Jon Allen will handle the Highway Patrol & Captain Brad Rhodes (who works under Chief Mullen) will help reach out to municipalities as well. President Clements will be out of town, so he cannot attend. Bert will likely reach out to Dan Radakovich to see if he may come and share a few words as well.
      2. Communications, Jan Lay. Communications has been talking about scholarship & annual giving, which will have a report in the newsletter on the most recent group of scholarships awarded, as well as an infographic detailing the overall numbers for the scholarship fund (i.e. # of scholarships given, how much money has been awarded, etc.). On another note, the website overhaul appears to be way too much to pull off, so the committee goal is to change the landing page. Jan has been talking with someone about coming up with a new website template (for August newsletter, content due in by Friday, Aug. 10 i.e. the Friday before the next Staff Senate meeting.
      3. Membership, Meg Newton & Tom Warnock. The Staff Senate Retreat went well at Dan’s house this past Friday. We had about 20 senators participate, had a nice lunch and fun activities, and most certainly some great fellowship.
      4. Policy and Welfare, JoAnna Floyd & Sue Whorton. P&W priorities for this year are: 1.) how can staff members participate more on campus (i.e. development, committees, extracurriculars, etc.) 2.) Evaluation of TLP’s and their work/recognition moving forward 3.) Staff recognition at graduation (so that staff receiving degrees can get some kind of special recognition; must go through Almeda Jacks as she is in charge of graduation. Max Allen & President Clements are on board, as well as the Provost in supporting this being on the program, but Almeda will need to give her final word and approval.
      5. Scholarship, Beth Perry. No report.

7. **Announcements:** None.

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

Next Meeting: Tuesday, August 28, 2018, 8:30 a.m., 801 University Union