Minutes

Attending: Roberta Balliet, Leigh Dodson, Karon Donald (Program Coordinator), JoAnna Floyd, Alex Foster (Program Assistant), Dan Hofmann, Jan Lay, Meg Newton, and Sue Whorton

Not Attending: Kayla Cleveland, Beth Perry, Janeen Putman, Tonyia Stewart, and Tom Warnock

1. Approval of August 28 Minutes: Roberta Balliet moved to approve the minutes from the August 28 Exec Committee meeting as written. JoAnna Floyd seconded the motion and the vote was unanimous. The minutes were approved.

   A. 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 balance <$1,781.43; (e) Fund 12 PSA/Extension Outreach pending processing.
   B. Scholarship Funding and Award 2019-2020 Discussion (Attachments) – Moving forward, the senate will focus less on sponsorship-driven fundraising (unless individuals/organizations approach us directly wishing to sponsor) and will focus more on payroll deduction campaigns in order to more substantially & permanently increase the number of, as well as $$$ amount per, scholarships offered. With that being said, if the most aggressive/best-case scenario happens, we will be able to increase spending account by perhaps $800 or so a year (specifically per year, and that is for the spending account strictly). In consideration of that, should not commit to the $30K in 10 year plan; have been behind on scholarships application notifications in the past (responsibility should technically fall on scholarship for this; will ensure effective communication of this process in the future). After changes are approved and/or made, the 1st step is language (i.e. will you want them to favor financial need over academic merit in the application process…? The initial idea is “yes”); due to CU’s high standard of academic achievement, most students in general will already be at that 2.5+ GPA benchmark, meaning financial need should definitely take primary consideration. Sue Whorton had the idea of having multiple Exec members draft policies and/or ideas to all submit to Alex, who would then compile everything to revisit & rework as needed in order to present to the Staff Senate. Jeff Holliday will send back suggestions to Karon regarding the fund agreement & Karon will make sure to communicate this out to Exec. The final conclusion is that there is no concrete agreement on amount of/per scholarship as of yet, but general idea is that in some capacity, the overall # of scholarships offered, as well as $$$ amount per scholarship, will look to go up over the next 2-10 years.
   C. Annual Giving Campaign – (see above); will also have a booth at the Pro Benefits Expo (Oct. 11) representing this employee benefit. Concerning this campaign, we were going to kick off a campus tour where we will setup a booth for payroll deduction/giving across the campus at various sites (i.e. Karon needs help reserving space/time for setting up this type of booth outreach: Core Campus Oct. 1, Fluor Daniel Oct. 3, Ag Quad Oct. 4, and Vickery hall for Oct. 5, all from about 10 a.m. – 2 p.m.); Dan Hofman claimed that he will check regarding Vickery Hall on Oct. 5.

3. President’s Reports
   A. Board of Trustees – The Fall Quarterly is scheduled for October 18-19 in Clemson, SC. Dan Hofmann submitted a report on behalf of the Staff Senate (Attachment). Dan H. touched on the major points from his BOT submission which can be found as an attachment in Box.
   B. HR Monthly Meeting Agenda Items and Recap (Sept. 19)
      a. Staff Senate Military Appreciation Event
      b. Staff Development Program – the SDP Steering Committee would become an advisory committee regarding transitioning the program from our office to OHR. Michelle Cato was assigned this during their monthly meeting (as it seemed that it was nears to her as
4. Committees
   A. Standing: FY19 Goals and Committee Reports
      a. Activities, Roberta Balliet & Kayla Cleveland.
         • Military Appreciation Event – Tuesday, November 13, 9 – 11 a.m., Military Heritage Plaza
            i. Need to Know: a.) What role/involvement can we expect from Faculty Senate (meeting w/Faculty Senate on 9/26)
            ii. In Process
               • Venue, (6) 6’ tables, (5) cocktail tables and linens, 5 chairs, and tent (size ?) reserved from Campus Activities & Events – Lead Kayla Cleveland
               • Menu sent to Aramark for 125 guests – will revise closer to the date (assorted mini quiche; mini biscuits with sliced honey ham, jams, and butter on side; boursin-stuffed mushrooms; seasonal fruit with citrus dip; spinach dip w/pita points; assorted mini muffins, pastries, and scones; coffee, sweet/unsweet tea, lemonade, & water) – Lead Roberta Balliet
               • Max Allen to speak at the event. Program portion of the event to occur at 9:30 a.m. – Lead Dan Hofmann. Dan will lead on finding someone else to speak. Max Allen is unable to attend and/or speak, as he will be traveling. Dan will most likely pursue Col. Sandy Edge, as he is high-ranking military/faculty here at the university – more coming!
               • Current sponsors/supporters potentially involved in the event (OHR, Faculty Senate – meeting to discuss 9/26, Lockheed Martin) – Lead Roberta Balliet and Dan Hofmann
               • OHR will assist with invitation language regarding self-identifying as a veteran, staff a table at the event highlighting benefits, requesting funding for the event and inviting ELT to attend at the September 24th ELT meeting
               • Lockheed Martin committed to $2,000. Funds may be used for food and event related expenses. Advertising commitment to Lockheed Martin:
                  ➢ Lockheed Martin would be the presenting corporate sponsor for the event
                  ➢ Inclusion of Lockheed Martin’s support during email campaign including logo (direct email to military connected faculty/staff, and any internal marketing emails sent to all Clemson employees) → (Rebecca will need to either solicit or help us in retrieving sponsorship information, including any logos for the event signage that they wish us to use.)
                  ➢ Lockheed Martin can provide a banner/sign and promotional materials (stickers, pens, etc.) to be place out at event
                  ➢ Event planners will provide verbal recognition of Lockheed Martin during the program portion of the event → (Jan can include a link to self-identify within the newsletter to solicit more signups via that avenue.)
         iii. To Do
            • How to reach veterans? Veteran status confidential unless opt in for contact
            • Draft invite for direct email and graphic/text of October newsletter
• Incorporate voluntary self-identification language in communications
• Communication plan – Staff Senate newsletter and direct email invite? distribution week of October 22, Inside Clemson article November 7

b. Communications, Jan Lay. No report.
c. Membership, Meg Newton & Tom Warnock. Membership is currently tallying overall absences across the Staff Senate monthly & standing committee meetings, after which Meg will reach out to notify any senators approaching the maximum allowed 7 total absences.
d. Policy and Welfare, JoAnna Floyd & Sue Whorton. No report.
e. Scholarship, Beth Perry. The Cattle Barn Complex at the T Ed. Garrison Arena has been reserved for Mar. 29, 2019 for the Spring Soiree. Further details are forthcoming as they are received; however, for now please simply mark your calendars!

5. **Unfinished Business:** None

6. **New Business:** None

7. **Announcements:** None

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

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