

## CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

October 25, 2016, 8:30 a.m., 801 University Union

### Minutes

Members Present: Roberta Balliet, Leigh Dodson, Leslie Doss, Karon Donald (Program Coordinator), Shelly Geer, Bindu Rangaraju, Terri Vaughan, and Deveraux Williams

Members Absent: Dan Hofmann, Amanda Menefee, and Tina White

1. Approval of Minutes: Terri Vaughan moved to approve the minutes from the September 27, 2016 Staff Senate Exec meeting as written. Roberta Balliet seconded the motion and the vote was unanimous. The minutes were approved.
2. President's Reports
  - A. Board of Trustees – The Board met October 13-14 in Clemson at the Madren Conference Center.
  - B. Other
    1. Human Resources – Update provided via email by Lisa Gagnon as a follow up to the discussion at the September 27<sup>th</sup> Exec meeting.
      - **Employee Type Guidance Document**

Question/Comment: Will this resource be used within the new OHR Supervisor Training?

        - Answer/Response: I will look into this.

Question/Comment: Are there any links which require a CU login, as this may make it difficult for outside applicants to use the resource.

        - Answer/Response: I will look into this. If there are any links which require a login, we will state this within the document.

Question/Comment: The new leave pool option of donating to individual employees is not included.

        - Answer/Response: After further thought, this detailed information will not be included. The document itself will provide employees with general information on each program and the ability to seek out program details if they would like more information about the program. It was decided that who the leave could be donated to was a detail and not within the “general” context of the document. If an employee goes to the “[Leave Pool Donation Page](#)” within the OHR site, this information is available.

Question/Comment: The State-Mandated Increases section for TLP employees seems to elude to the idea that these employees may more often than not be eligible for this increase, when this is not the case.

        - Answer/Response: We will attempt to rephrase the section to be clearer regarding how a temporary employee becomes eligible for such an increase.

Question/Comments: It's difficult within the document to see which section you are in. Can something be added to more easily determine the sections?

        - Answer/Response: Yes, we will be adding section labels to the side of the document.

Question/Comments: The overtime section is not clear that overtime is paid at time and a half and that compensatory time is paid as hour-for hour.

        - Answer/Response: The current section includes the CU OHR Overtime and Compensatory Policy verbatim at “Employees whose positions are nonexempt

from the provisions of the FLSA are eligible for overtime compensation in the form of wages or compensatory time and will receive such compensation for all hours worked in excess of 40 in one workweek (1.5 times their hourly rate).” The CU OHR policy also states, “Compensatory time for nonexempt employees will be accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours in a workweek.” After looking through the policies, I see that the current section within the guidebook is correct that both paid overtime and granted compensatory time is paid at time and a half. If there are times in which you believe you were paid compensatory time as hour-for-hour, please let me know and we can research this.

- **Leave Transfer Program/Leave Pool**

There were comments stating that the leave pool could only be used after 30 days of unpaid leave. The State Division of Human Resources Leave Transfer Program/Leave Pool regulations state “...an employee must have been in leave without pay status for at least 30 working days or provide documentation which indicates a medical emergency will result in an employee being in leave without pay for 30 working days.” This statement allows us to grant paid leave from the leave pool prior to the unpaid leave taking place.

- **Grant Personal Leave**

Comments were made regarding if the CU OHR policy for Grant Personal Leave could be changed to allow this paid leave benefit to be carried over from year to year opposed to being forfeited at the end of each calendar year. My unit will be looking into this to see what the original reasoning behind the forfeit was and if this is feasible.

2. Legislative Update, Tina White. No report.
3. Financial Update, Leslie Doss. FY17 funds as of October 24<sup>th</sup> were (a) Vending: \$11,723.77; (b) Staff Senate operating: \$4,203.21; (c) Staff Senate travel: \$450; (d) SDP: \$11,398.77; (e) Fund 12 PSA/Extension Outreach: \$7,652.37.
4. Unfinished Business
  - A. State Outreach/CU4Health Assessments – 1) Health assessments are currently being scheduled for Charleston and Florence areas. If the Sullivan Health Center has to use another lab for the bloodwork, we would need to reimburse them \$20 for each employee participating in the screenings. Funds from PSA can be used for this expense, so the group agreed to the expense if the Sullivan Health Center must resort to an out-of-contract lab. 2) The group tentatively scheduled the state outreach visits/forums for January 24<sup>th</sup> and January 25<sup>th</sup>. The group will leave Clemson the afternoon of January 23<sup>rd</sup> for Columbia. Columbia and Florence forums would be held on January 24<sup>th</sup> and Georgetown and Blackville on the 25<sup>th</sup>. Exec needs to plan topics for the meetings and final travel dates must be set by December 13<sup>th</sup> if travel is to occur in January.
  - B. Committee Documentation In-Process – Committee deadlines, responsibilities, and transition documents due by March 28<sup>th</sup>, 2017.
5. New Business
  - A. Bookstore Advisory – Shelly Geer requested a seat for Athletics on the Bookstore Advisory Committee. This committee is not a Staff Senate committee, so the group recommended contacting Amada Menefee, the Staff Senate representative, to find out more information on meeting dates and contact information for the committee chair.

B. Faculty Senate Presentation – As a part of the Staff Development Program’s core curriculum, Shelly Geer, a current participant in the program, attended a recent Faculty Senate meeting. She stated that Provost Jones gave an update on the planned growth of the University and it was very informative. Shelly recommended that we request Provost Jones give the same update to the Staff Senate. Following proper protocol for such a request, Karon will contact Provost Jones via email, then if needed, Deveraux will follow up.

6. Committees

A. Standing

1. Activities, Roberta Balliet. Everything is set for the drop-in reception honoring our veterans on November 1, Cox Plaza, 9 a.m. until 11 a.m. Food, lapel pins, and tables have been ordered. Tina will bring a balloon bouquet the morning of the event. Volunteers will set up at 8:30 a.m.
2. Communications, Bindu Rangaraju. Members of the committee are working on a rotation schedule for the creation of the monthly newsletter. Communications would like all submissions for the newsletter to be in by the Friday following each Senate meeting.
3. Membership, Shelly Geer and Bindu Rangaraju. The monthly meeting has been moved to the morning prior to each Senate meeting. This way members can easily assist in setting up for the meeting and are available to greet senators and guests as they arrive.
4. Policy and Welfare, Terri Vaughan. P&W met and the majority of the meeting was dedicated to reviewing what each person took away from the FLSA presentation at the October 11<sup>th</sup> Senate meeting. While everyone understands this is a federal mandate, several expressed concerns with how the University will address the emotional toll this may take on some employees. How will the potential of a reduced workweek impact the ability of employees to perform their jobs to previous self-imposed or departmental imposed standards? Additionally, the committee is anxiously waiting on the presentation regarding employee types, a decision on waiving the 25% tuition fee for employees already enrolled in graduate programs, and an update from University Planning and Design regarding future parking and transit in and around campus. Terri will invite Barry Anderson or the appropriate representative to present at an upcoming joint meeting of P&W and Exec.
5. Scholarship, Karon Donald for Dan Hofmann. Scholarship’s first fundraiser of this academic year is Wednesday, November 2<sup>nd</sup>, at Clemson’s Chick-Fil-A from 5-9pm. Mention Staff Senate to have 10% of the proceeds go to the scholarship fund.

7. Announcements: None.

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

Next Meeting: Tuesday, November 29, 2016, 8:30 a.m., 801 University Union