

CLEMSON

STAFF SENATE NEWSLETTER
News you can Use!

February 2018

The President's Report



February is a great month to celebrate love.



I hope that you take the opportunities to tell and show those special people in your life how much you love them every day!

During the week of Clemson University's 2018 Spring Break, March 19th, there will be an opportunity to make a difference in the City of Clemson. The Abernathy Boardwalk is being re-decked by community volunteers. If you would like to volunteer, click [here](#).

Jane Goodall wisely said, "What you do makes a difference and you have to decide what kind of difference you want to make." Making a difference does not have to be some huge something that changes the world for all of mankind. It is the little things done that add up to make a big difference in the lives of those around us.

How can we make a difference in our jobs? Make it a point to say thank you, help others, share your knowledge, and recognize others for

good work. There are many recognition and award opportunities here at Clemson University for employees; however, they often have a low number of nominations/applications. Please take the time to nominate those who make a difference in your work life. Just imagine how it would brighten an employee's work day to know that someone appreciates the efforts.

As my time as Staff Senate President comes to a close, I have learned a lot about the operations of Clemson University. Clemson University is not great because of one person, a couple of people, or even a group of people. We are great because of all the exceptional staff that do their part every day! Staff definitely play a leading role. I want to say a very sincere 'Thank You!'

For all of you looking for spring, I have supercalifragilisticexpialidocious daffodils blooming in my yard. Did you know that daffodils are the flowers symbolizing friendship?

God bless you and Go Tigers!!!



BE A STAFF SENATOR FOR YOUR AREA!

Deadline is February 27th at 4:30 PM to submit nominations!

It's fun, interesting and informative to be a Staff Senator! There are two meetings per month – the regular monthly meeting (second Tuesday each month at 10:30am in the Madren Center) and a committee meeting (TBA). If your schedule permits, there will be other volunteer opportunities, both during and after work hours, in which you may participate. It is for a three-year term, May 2018-April 2021.

If you want to make a difference on behalf of staff, don't let this opportunity pass you by!

Things to know:

- ✓ You can nominate yourself or someone else; a list of staff is attached.
- ✓ Nominee must be a full-time permanent, time-limited or temporary grant staff employee in good standing with Clemson University and has been employed for one year as of May 2018
- ✓ Take a look at the nomination form – it must be signed by both the nominee and his/her supervisor.
- ✓ The completed form needs to be returned to the Staff Senate office by the end of the business day on February 27, 2018.
- ✓ **REQUIRED:** Please include a statement with the form indicating why you want to serve on Staff Senate. In the event of an election, this statement will be printed on the ballot. Elections will be held in late March; more info to follow.
- ✓ Newly elected senators are invited to the annual Staff Senate spring banquet in April and a New Senator Orientation (date will be late April/early May – will be approximately two hours with lunch provided).

Have a question? Contact one of the Staff Senators in your area or [Karon Donald](#). This information is also available [online](#).

Recent Staff Senate Accomplishments



Standing Committees

Activities

Acts as support to the other committees by organizing activities such as the 5K Sprint for Success, the Team Up for Clemson Regatta and the Golden Harvest food drive.

Communications

Responsible for communication between the Staff Senate and all staff, primarily via the monthly Staff Senate Newsletter.

Membership

Coordinates the election and orientation of new senators and evaluates Staff Senate representation across campus.

Policy and Welfare

Reviews policies and procedures related to staff employees such as the introduction of lactation rooms and the need for daycare facilities.

Scholarship

Serves as the fundraising arm of the Senate. Its fun filled *Spring Soiree* is the Staff Senate's main fundraising effort.

University-Wide Committees

Staff Senate also holds representation on many different University-wide committees.



Applications Now Open: Staff Senate Scholarship

If you have a child who will be attending Clemson as a full-time student next year, he or she is eligible to apply for the Staff Senate Scholarship.

Thanks to our generous donors, twelve (12) \$1,500 scholarships will be awarded from the Staff Senate Scholarship Fund this year!

Eligibility

Who can receive the scholarship? The applicant must be a child of a currently employed full-time Clemson University staff (non-faculty) member and fit one of the two criteria:

- ✓ Academic Performance – To be eligible by academic performance, University policies state, in part, that students must have a minimum cumulative 2.5 GPA and be enrolled as a full-time undergraduate student to be considered for scholarship assistance. Official Registrar records are consulted to determine major, class, GPA and other selection criteria as of March 1.
- ✓ Financial Need – To be considered under financial need, applicants must also submit a Free Application for Federal Student Aid (FAFSA) by March 1. Contact Clemson’s Office of Student Financial Aid at 864-656-2280 if you have questions about the FAFSA.

Applying

How do I apply for the scholarship? Eligible applicants must submit the Restricted Scholarships application each year (required). A separate letter identifying the applicant’s parent(s) as a staff member must accompany the application, including: the applicant’s Clemson University ID number, his or her parent’s name(s) and address, and a statement that they would like to be considered for a Staff Senate Scholarship.

Deadlines

When is the scholarship application due?

The application deadline is March 1, 2018. This deadline applies to:

- ✓ Submission of the Restricted Scholarships application
- ✓ Admissions acceptance (Students who wish to be considered for a Staff Senate scholarship must complete the admission process by March 1)
- ✓ Submission of the Free Application for Federal Student Aid (FAFSA) for those applying with financial need
- ✓ Submission of the letter identifying the staff parent and applicant

Tigertown Bound



Selection Process

How are scholarships awarded? Recipients of the scholarships are selected by the University Scholarships and Awards Committee in early June. Recipients are emailed to check their iROAR account. Unused scholarships are awarded during the fall makeup period. Students who were accepted after the scholarship deadline, as well as students previously considered, will be reconsidered after October 15. Staff Senate scholarships are NOT automatically renewable. Applications must be resubmitted every year to be considered for scholarship eligibility. Of every two scholarships, one scholarship will be awarded based on academic achievement, and a second will be awarded to students demonstrating financial need.



For more eligibility and general scholarship information, visit: <http://www.clemson.edu/financial-aid/types/scholarships/clemson-restricted.html>



Stay Healthy Clemson...

Walk around the Botanical Gardens to see...

What's blooming?

Salix humilis humilis prairie willow

DESCRIPTION: This full sun to part shade shrub tolerates a variety of soil conditions. It typically grows to 4' tall, but may get larger with favorable conditions. Leaves are an attractive green throughout the growing season. Showy catkins appear early to mid-spring. Easy to root from cuttings.

WHERE TO SEE IT: Hunt Cabin



Claytonia virginica springbeauty

DESCRIPTION: This diminutive beauty emerges late January to early February. Pink to white blooms in loose clusters form on a slender stem with grass-like leaves. Grows .5-1' tall and disappears shortly after seeds have ripened. Prefers part shade and moist soil.

WHERE TO SEE IT: Natural Heritage Garden (Cove Forest area)

Magnolia platypetala

DESCRIPTION: This lovely Asian magnolia grows up to 30' and is similar in form and habit to sweet bay magnolia. In mild climates, its glossy, deep green leaves remain evergreen. Medium-sized, fragrant white flowers appear in February to March here in the Upstate. Other early-blooming selections from our noteworthy magnolia collection include *M. stellata*, *M. kobus*, and *M. maudiae*.

WHERE TO SEE IT: Hydrangea Garden



News You Can Use



Deal alert: Get 25 Paw Points when you purchase a Faculty and Staff Meal Plan

Throughout the month of February, Clemson's faculty and staff get 25 Paw Points when purchasing the Faculty and Staff meal plan!

The Faculty and Staff meal plan offers 50 meals for just \$285. That means you're only paying \$5.70 per meal when using your meal plan at the dining halls! For a limited time enjoy an additional 25 Paw Points to use anywhere for food on campus, including those \$5 Fridays!

To purchase the Faculty and Staff meal plan, visit the TigerOne Office in the Hendrix Student Center with payment in hand. Paw Points will be added at the time of purchase.

For questions related to the faculty and staff meal plan, email Liz Sturgis at sturgis-elizabeth@aramark.com as a point of contact.



Click on me to see more membership benefits!

No Cost Prescriptions Through the "No-Pay Copay" Program

Employees enrolled in the State Health Plan who have a chronic condition may qualify for generic drugs at no cost. Members merely complete a few simple health-enhancing activities each quarter to qualify. Click here for details.

If you have questions about the No-Pay Copay program, call the State Health Plan's health coaching team at 855-838-5897.

Staff Senate



Food Drive

The Clemson University Staff Senate is made up of people who live and work in Pickens County and surrounding areas. We believe in giving back to said areas, and this year we would like to contribute to the **Pantry Pack Program**.

The Pantry Packs program provides local middle- and high-school children with a supply of weekend food and basic hygiene items. Middle- and high-schoolers struggling with hunger also face the "weekend meal gap" when school meals are not available. Good nutrition is crucial for these teens as they prepare for college and the workforce.

You can provide a local teen with a weekly supply of weekend food and much-needed hygiene items for \$8/ month.



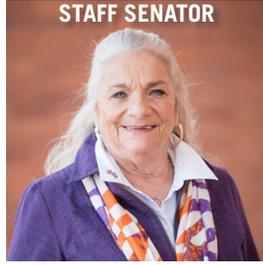
Our Goal this year is \$1500.00

Pantry Pack Program
help us, help them...

Board of Trustees Staff Awards for Excellence 2017



CHRISTINE BABB
Clemson Family



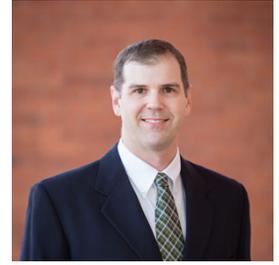
ROBERTA BALLIET
Tiger Teammate



LAURA BLAKELY
Clemson Family



JUNE BROCK CARROLL
The Will to Lead



CHARLES COOK
Clemson Family



BETH CROCKER
*Above and Beyond
Partnership Award*



LESLIE DOSS
Clemson Family



JOE DODSON
Tiger Teammate



KARON DONALD
The Will to Lead



BILLY EDWARDS
High Seminary



JORGE LUIS FOGACA DE CARVALHO
Heart of the Tiger



JIM KERR
Tiger Teammate



STEPHEN LANCE
The Will to Lead



CHAD MCMAHAN
The Will to Lead



THOMAS MESSERVY
Telly



CYNTHIA MIHALCHICK
Clemson Family



KIM COUNTS MORGANELLO
Award for Publication



ERIC RODGERS
Telly



PATSY SMITH
High Seminary



TONYA STEWART
High Seminary



JONATHAN TARVER
Tiger Teammate



LINDA TINDAL
Student Choice



KRISTIN WALKER
The Will to Lead



TINA WHITE
Telly



NORA GAIL WOODS
Tiger Teammate

Food for Thought

Performance Reviews, Gulp

Tom Ward, Staff Ombuds



As supervisors and employees are working on annual performance reviews, I thought this might be a good time to share a few thoughts on the subject. For some, performance reviews are a positive and welcome thing. For others, they create a lot of anxiety and stress, and not just for the employees receiving them but for supervisors providing them as well.

It is not uncommon to hear “performance reviews don’t really mean anything.” I am not sure I would agree. This statement usually refers to whether raises happen as a reward for strong performance. That is certainly a reasonable expectation, though in the state system funding for performance increases is not consistently available. When funding for performance increases is available, the performance review is always a key criterion.

Performance reviews can have value outside of just compensation when constructed and used well. While there are certainly some limitations to the current instrument used by the State of South Carolina, the instrument tends to be secondary to the user of the instrument. Strong performance evaluations can set the stage for promotions and eligibility to participate in certain activities like the Staff Development Program. Deficient performance evaluations can result in discipline and ultimately even endanger one’s employment. They do have meaning.

Thoughtful consideration in the development of a planning stage, including the involvement of the employee, tends to set the stage for better outcomes in reviewing and evaluating performance. Unnecessary stress and anxiety can be minimized with a few straight-forward strategies. Did the

employee have input on the development and evaluation of their performance plan? For that matter, is there a current planning stage in place (not just carried forward from previous years)? Pretty hard to evaluate something that never existed. Position descriptions themselves are not a planning stage. Are job duties current and accurate? Is the success criteria for each job duty clear and measurable? Was the plan reviewed more than just at the end of the year? Did the employee have an opportunity to consider and discuss their performance evaluation before being asked to sign? If there are factual errors in the evaluation, was there opportunity to correct the errors? If there is disagreement about the evaluation, was the employee informed they have a right to provide a written response? While performance evaluations are not considered “grievable,” it doesn’t mean there is no recourse if there are factual errors or important information was omitted that may warrant consideration in the evaluation.

These are relevant questions for both the supervisor and employees. These questions reflect just a few things that can either reduce unnecessary stress and anxiety or increase both. Food for thought.

*The Staff Ombudsman is a designated neutral and confidential resource available to all staff who may want to privately discuss concerns they encounter in the workplace in order to explore options available for addressing concerns. The University Ombuds office recently relocated and is now located at **333 Old Greenville Highway** (across from the Clemson Presbyterian Church). For further information: www.clemson.edu/ombudsman.*

