Meeting Summary

CLEMSON UNIVERSITY STAFF SENATE
Feb. 9, 2016, 10:30 AM, Madren Conference Center

President’s Reports

Human Resources: Lisa Gagnon, Benefits Manager, gave a benefits update including:
• Review Deductions - All state insurance open-enroll-
  ment changes were reflected on your January 15, 2016,
  paycheck. Please verify your insurance and spending
  account deductions through HR Self Service (view
  paycheck) and report any discrepancies to the Benefits
  team through Ask-HR.
• Tobacco-Cessation Resources
  o www.quitnow.net/SCStateHealthPlan
  o www.deeroaks.com
• Financial Literacy Series – see page 4 for details
• Express Scripts - Express Scripts has been awarded the
  contract to administer the State Health Plan prescription
  drug benefit effective January 1, 2016.

Legislative Update

Julia Lusk, President of the Clemson Chapter of
the SC State Employees Association, presented on a SC
state employee salary study. See page 2 for details.

Committee Reports

Membership, Stakeholder Policy Feedback –
OHR has provided the Senate with the Separation from
Employment Policy for review and feedback. Policy and
Welfare is in the process of reviewing the policy and
has recommended the policy also be sent to the entire
Senate for review.

University Committees

Joint City University Advisory Board
Members from the city of Clemson and Clem-
son University will travel to Manhattan, Kansas in
March for an exchange visit with the city of Manhattan
and Kansas State University.

The Staff Senate is hosting a Spring Soiree to benefit our
Staff Senate Scholarship Fund. The fund provides twelve
$1,500 scholarships per year to Clemson students who are
the children of university staff members.

When: Friday, April 8, 2016

Where: The Fran Hanson Discovery Center, formerly the
Wren House, in the South Carolina Botanical Garden.

Tickets: Ticket prices are $15 for adults; $10 for stu-
dents with a valid ID; $5 ages 11-18; and no charge for
children under 10. Purchase tickets HERE.

Schedule of Events:
Gates open at 5:00 p.m. – Enjoy entertainment by DJ Jeff
Bright, tour the Bob Campbell Geology Museum, take a na-
ture walk guided by Dr. David Bradshaw or bid in our silent
auction
6:00 p.m. – BBQ dinner served (included in the price of
your ticket)
7:00 p.m. – Enjoy live music by the Charles Wood Band
Rain or Shine Event | No Refunds | Casual Attire
President’s Commission on the Status of Women

Call for nominations for the Outstanding Women Awards. The President’s Commission on Women annually honors individuals who have made outstanding contributions to improve the status of women. These awards include:

- outstanding woman academic faculty member
- outstanding woman classified staff
- outstanding woman graduate student
- outstanding woman undergraduate student
- distinguished contributor

Thea McCrary Student Award for Outstanding Service, named in honor of the late Thea McCrary, former captain of the Clemson University Police Department and a former chair of the President’s Commission on the Status of Women.

Complete nomination packets for all awards must be submitted to the Women’s Commission office in 127 Hardin Hall no later than 4:30 p.m. on Friday February 26, 2016. Honorees will be recognized by President James P. Clements at a lunch reception Wednesday, March 9, 2016. Download nomination forms from the Women’s Commission Web site.

Next Meeting:
Tuesday, March 8, 2016, 10:30 a.m., Planetarium, 112 Kinard

South Carolina State Employee Compensation Study
Julia Lusk, President of the Clemson Chapter of SC State Employees Association

The South Carolina General Assembly budgeted $300,000 for a salary study to be performed to determine how South Carolina state employees fare with those in the public and private sector in SC as well as state employees from other states in the Southeast region. Kenning Consulting out of California was hired to do the study that cost $217,000. The 83-page study can be found on the Staff Senate webpage, but here are the highlights:

The study determined that SC state workers are paid less than counterparts in other states and local governments and give up more of their paycheck for health care and retirement benefits. SC workers lag 15% behind state workers in other states, 16% behind in-state public jobs (i.e. law enforcement), and 18% behind those employed through the private sector.

SC state workers pay 8.2% for retirement contributions, which is 3% higher than the nation average, and pay 21% for health insurance, which is considerably higher than the 7-15% national average. To combat this lower wage and higher benefits cost, the SC State Employees Association is legislating for a 5% Cost of Living Adjustment (COLA), which will cost the state $75 million to fund.

However, there is $1.2 billion (yes, that’s billion with a B) in additional revenue the state is projected to earn through hospitality tax, tourism and other funds. The 5% COLA is supported by Senators Courson (R) and Jackson (D) both out of Richland County. To contact your legislator, please visit http://www.scstatehouse.gov/

As a reminder, do not use state-owned property to contact members of the legislation (i.e. don’t use your work email). All correspondence must be done through private accounts and computers. If you would like more information on the State Employees Association, please contact the Clemson Chapter of SCSEA at scseaclemson@gmail.com.

You can read the full report HERE.

A Rising Tide Lifts All Boats

Tom Ward, Staff Ombuds

I came across a thought-provoking anonymous quote the other day, “A person who feels appreciated will always do more than is expected.” If we hope to motivate those we work with, and those who may work for us, to go “above and beyond,” it would be wise to consider how appreciated they genuinely feel by the way we treat them.

What does it mean to communicate and demonstrate appreciation for others? How does this look, sound and feel in the workplace? Well, it’s not rocket science, but sometimes things that seem to be a “no-brainer” don’t always happen the way they probably should.

Webster defines appreciate as “recognizing the full worth of something.” Additional descriptors includes to value, to treasure, to admire, to respect, to hold in high regard, to think highly of, to be grateful. This definition paints a much more vivid picture, doesn’t it? Is this the way employees and coworkers feel about the way we treat them? Hmmm.

There is a subtle, yet very important aspect to this statement that warrants close consideration – the importance of feeling appreciated. As a manager or supervisor, I can say all the right things in communicating and demonstrating appreciation, but if those people don’t feel appreciated, there is a problem. The intent of the person sending the message only represents one element of communication. The message itself and the receiver of the message represent the other two key elements of the 3-legged stool of effective communication. The sweet spot is when the intent of the sender, the message itself, and the understanding of the receiver are one and the same. That is when communication is truly effective.

I would offer two important and connected factors that influence effective communication: relationship and sincerity. The relationship we develop and maintain with people, especially those we have some element of power over (supervisors/managers), influences their interpretation and understanding of messages we may attempt to communicate. If an employee has a relationship with their supervisor based in trust and mutual respect, it is usually not difficult for that employee to hear and accept messages about appreciation – which often results in a willingness and commitment to exceed expectations.

Conversely, if an employee feels disrespected and struggles in trusting their supervisor, it becomes the overlay that so often influences the ability to feel appreciated. Even when the supervisor attempts to communicate appreciation for that person, it may not be well received because that person feels it was insincere and disingenuous based on past relationship. And, those who don’t feel appreciated are less likely to go “above and beyond,” take pride in their work. They are less likely to go out of their way to make that supervisor look good. A loss for everyone, and the workplace itself.

“A rising tide lifts all boats.”

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 office is located on the main floor of the Clemson House. For contact and further information: www.clemson.edu/ombudsman.
If you have a child that 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 $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:

1. **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.

2. **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.

As mentioned earlier, for consideration of a financial need scholarships, a FAFSA is also required.

**Deadlines - When is the application due?**

The application deadline is March 1, 2016. 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

**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 ROAR 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. Applicants 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:


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### 2016 Spring University Awards now open

Nominations for the 2016 Spring University Awards are now open and we invite you (and/or encourage others) to nominate students, faculty, staff, administrators and community members you think are deserving. There are two categories in which you are able to nominate. A brief description of each award is provided below.

#### STUDENT AWARDS

- **Norris Medal**: Given to the best all-around graduating senior student (who graduated in August or December 2015 or will graduate in May 2016). The Norris Medal is considered the most prestigious award given to an undergraduate.
- **Matt Locke Award**: Awarded to one student for outstanding leadership with regard to service and devotion to mankind and Clemson University.
- **Frank A. Burtner Scholarship**: Given to a student (rising junior or senior) who displays exemplary leadership qualities and has an outstanding academic record.
- **Algernon Sydney Sullivan Student Award**: Presented to senior students (one male and one female) for service to campus and community.

To nominate for a student award [click here](http://www.clemson.edu/financial-aid/types/scholarships/cu-schol-restricted.html). (Deadline to submit a student award nomination is March 4, 11:59 pm)

**NOTE**: Once you submit a nomination for a student, s/he will be notified via an automatically generated email and asked to apply online no later than Thursday, March 10, 11:59 pm. Students can also self-nominate given the same stated deadline.

#### NON-STUDENT AWARDS

- **Frank A. Burtner Advising Award**: This award includes an annual cash prize for the advisor of students (academic or non-academic), or student organizations who excel in developing students in the area of leadership, devotion to duty and service.
- **Algernon Sydney Sullivan Non-Student Award**: Given in recognition of the recipient’s influence for good, excellence in maintaining high ideals of living, and service before self. Recipient should have an interest in or be associated with Clemson University and live within the State of South Carolina. Nominations are open to local and state community members as well as current Clemson faculty, staff and administrators.

To nominate for a non-student award [click here](http://www.clemson.edu/financial-aid/types/scholarships/cu-schol-restricted.html). (Deadline to submit non-student award nominations is March 4, 11:59 pm)

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### Staff Senate Policy and Welfare Committee is the Voice of Clemson Staff

The Staff Senate Policy and Welfare Committee is comprised of a diverse group of staff senators dedicated to supporting Clemson staff members. We serve as the voice for all staff with regard to any university entity that is responsible for creating policies and procedures that affect staff.

Our committee members do more than just serve on the P&W Committee—we work to improve conditions for the entire Clemson family. Aubrey Miller, senator for Financial Affairs, is on the Clemson Employee Wellness Task Force. Matt Bundrick, senator for Advancement and Staff Senate past president, was instrumental in the adoption of the Lactation Policy after spending months as part of the Lactation Network Implementation Committee. Billy Edwards, senator for President/BOT/EconDev serves on the ADA Task Force. This committee is working to ensure that Clemson provides not only a compliant campus, but an opportunity for those with mobility challenges to have an effective and safe experience both attending and/or working on campus. The P&W Committee has made two attempts to amend the Staff/Employee Holiday Calendar so Labor Day and Memorial Day are recognized as holidays to allow employees to spend time with their families. We are still working on it!

The P&W Committee members are eager to make sure your voice is heard. If you have anything you would like to share, we are here for you. Are there things about Clemson that displease you such as the compensation plan, disparity of salaries within the same pay band, parking, reorganizations and other issues? Let us know—you are our concerns. You can email us at staff_senate_policy@lists.clemson.edu. We look forward to hearing from you.

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FINANCIAL LITERACY SERIES
Encouraging financial awareness, education, and engagement

In an effort to help employees make sound financial decisions, the Office of Human Resources is partnering with the South Carolina Retirement System to provide a series of no-cost financial literacy seminars.

Whether you are beginning your professional career or nearing retirement, the financial literacy seminars will provide you with the tools and resources you need to make informed decisions regarding your financial well-being now and in the future. All faculty and staff members, regardless of their benefits-eligibility status, are welcome to attend.

Seminars being offered during the spring semester include:

**Planning for Financial Security**  
*February 19th*
This comprehensive seminar provides useful information about the main areas of financial planning: cash management, tax planning, risk management, retirement planning, estate planning, investment planning and long-term care.

**Money at Work #1 - Foundations of Investing**  
*March 4th*
This seminar addresses the following: managing risk versus reward, understanding the roll of investing, products and tools to sustain a portfolio and more.

**Financial Planning as a Millennial**  
*March 25th*
This seminar addresses the distinct challenges faced by a younger generation – such as increased student loan debt and underemployment – and provides guidance and strategies for early planning for a more secure financial future.

**The Impacts of Good Credit**  
*April 1st*
This seminar reviews credit details, including how your credit score is calculated, actions to boost your credit score, and how good credit can boost your savings.

**Money at Work #2 – Sharpening Investment Skills**  
*April 29th*
This seminar is an intermediate guide to investing. The seminar, which builds off Money At Work #1, helps participants evaluate their savings progress (as a means for maximizing potential growth and minimizing potential risks) and get to know their investing personality and strategies in more detail.

**Online Registration**
Register online to attend a session. Online registration can be accessed by visiting [www.clemson.edu/employment/hrsc](http://www.clemson.edu/employment/hrsc) and choosing “HR Training – Online Registration” at the bottom of the page. Sessions are held in the Academic Success Center, room 118.

More information can be found on the Financial Literacy Series website [HERE](http://www.clemson.edu/employment/hrsc).

Staff Awards Special Feature
Throughout the institution staff members are often noted for their special achievements. Staff Senate is pleased to highlight these accomplishments and awards.

This month’s feature:
The Research Division Staff Awards are honorary and are presented to classified or unclassified staff members in recognition of exemplary contributions to the Division, its vision, and its mission. This staff awards program is established to recognize outstanding staff members for performance and/or achievements, above those normally expected, that are exemplary and contribute to the success of the Division and to encourage staff members to participate fully in improving Division operations. The award recipients are announced at the Annual Research Division Awards Luncheon.

**Tina Haley**, Program Coordinator II, Business Affairs  
Research Division’s Exceptional Team Member Award  
The criteria for the Exceptional Team Member Award are highly regarded by co-workers, communicates well, demonstrated willingness to share knowledge with others, willing to assist in a crisis, maintains positive attitude. Tina exemplifies these and many other outstanding characteristics.

**Sam Forrest**, EHS Specialist, Research Safety  
Vice President’s Award for Outstanding Customer Service  
A staff member exemplifying the qualities of providing outstanding customer service takes initiative to learn new methods to improve services provided, exhibits a willingness to provide courteous, efficient, highly competent and timely service, willingness to cross work boundaries to get the job done, and produces outstanding quality work such as Sam may receive this award.