



MEETING NOTES

Date: May 12, 2022

Time: 2:30 PM

Location: Senate Chambers & Zoom

1. HOUSEKEEPING

- a. Explanation of Open Comment Period – Senators should not engage vocally or via chat with individuals making open comments
- b. Attendance Policy Reminder
 - i. highly encouraged to come in person, increased accessibility and engagement
 - ii. hybrid will always be an option
 - iii. 7 absences total per senator
 1. Membership committee reviewing bylaws and assessing this policy

2. OPEN COMMENT PERIOD - none

3. CALL TO ORDER – President Melinda Fischer called meeting to order at 2:36pm

- a. Welcome introduction and recognition of guests
 - i. Michelle Cato – HR Talent & Organizational Development
 - ii. Elizabeth Hart - HR Talent & Organizational Development
 - iii. Tessa Byer – Staff Ombudsman

4. APPROVAL OF MINUTES

5. SPECIAL ORDERS OF THE DAY

- a. HR Office Update: Elizabeth Hart, Michelle Cato
 - i. Michelle Cato: CU Grow – staff development program
 1. 12-month program, 150hr minimum
 - a. Brand You
 - b. IDP: individualized development plans
 - c. University Framework
 - d. Service projects (10 hours as a cohort)
 2. Application Period: open in the fall, announcements to go out in OurClemson
 3. Eligibility requirements: must be in good standing, 3 years of service at Clemson, supervisor approval
 - ii. Elizabeth Hart – Employee Development Website
 1. Employee development website overview, guidance documents, online courses, coaching
 2. Go over in supervisor training series
 3. IDP is different than performance management, but you can align them
 4. Online Performance Management Tool – OnBase-Performance: automated workflow, automatic record storage, integration, and increased efficiencies.
 - a. New: SSO authentication, automatically routed to supervisors,



electronically stored, Peoplesoft will automatically populate employee data, electronic signatures

- b. Phased implementation across Clemson – all groups will keep current evaluations for this year
- c. Automatic notifications for both planning & evaluation phases
- d. Super Users – ambassador and change agent for people in your department. Communicate hesitations & concerns. Email hart@clemson.edu to become a Super User. Verify with your supervisor prior to becoming a Super User.
- e. Training for the new system will be on Tiger Training and is self-paced

b. Staff Service and Milestones Recognition

6. REPORTS

a. Ombuds Report – Tessa Byer

- i. Facilitation, mediation, 1:1 support, reporting trends to leaders, recommendations for improvement at a systemic level
- ii. Always impartial, informal, independent, and confidential
- iii. Conflict resolution training June 8 at the Academic Success Center

b. Treasurer's Report – Christy Babb

- i. Vending: \$ 3,229
- ii. Operating: \$ 0
- iii. Travel: \$ 100

c. Standing Committees

- i. Activities – Jake Anderson, Robert Taylor
 - Emergency Service Appreciation:
 - a. CUPD got Chick-fil-a lunches during their trainings with Tessa (this Tuesday and Thursday)
 - b. Air Fryer, knife set, and frying pans for Fire and EMS
 - c. May 15-21 is National EMS Appreciation week
 - Blood Drive June 6
 - Staff Lunch was May 9
- ii. Communications – Ryan Real, Victoria Roberts
 - Newsletter came out on May 12 (it is the May/June issue)
 - a. Cooperative Extension will be Clemson Champion
- iii. Inclusive Excellence – Alisha Johnson, Sue Whorton
 - Hoping to have new draft for inclusive excellence plan to present at next meeting
- iv. Membership – Kristi Baker, Beth Newton
 - New Senator Orientation was today
 - Will be starting to plan July Senate Retreat
- v. Scholarship – Tenneil Moody, CJ Smith
 - 9 new people made a gift on Give Day



STAFF SENATE

- New push to give in today's Newsletter: win a beach tote
- Can purchase the tote for \$25
- vi. Welfare – Jeff Anthony, Stacey Miller
 - Compensation and Climate Survey: committee plans to invite Ale Kennedy and Jan Myers
 - a. Going to use Teams to compile questions for these people
 - b. Previous survey responses cannot be shared
 - Going to focus some meetings around a single topic
 - Staff Recognition of Degrees: Ann Marie will be setting up a meeting to hand off this event to Activities Committee
 - Sam will be working with new Faculty Senate rep on Tuition Assistance for staff dependents.
 - No updates from ELT regarding Juneteenth Resolution
 - Possibility of TGP and TLP recognition in the Newsletter
 - a. Perhaps look at an initiative to move TGP/TLP to permanent after a certain amount of time?
 - Looking at inviting Angie Leidinger and Tony Wagner to speak to the committee
 - Michelle Cato gave an update on online performance tool: goes live July 1
 - Remote Work – still waiting on BOT approval
 - Policy Management software vendor bid closed today
 - Going to create a resolution of support for the Scholarship of Descendants of Black Laborers
 - Association of Retirement Organization in Higher Education – group for staff once they retire from institutions; could potentially help us create something similar to a staff emeritus program.
 - Will identify top two priorities to focus on this year
- d. University Committees/Commissions:
 - i. Committee on Committees – Melinda Fischer/Jake Anderson/Ryan Real
 - Voted to get rid of a student media group that was no longer relevant
 - ii. Library Advisory Board – Kristi Baker
 - No report
 - iii. Parking Review Board – Jeff Anthony
 - No report
 - iv. Bookstore Advisory Committee – Lili Klar
 - No report
 - v. Accident Review Board – Ross Phillips (Michael Atkins)
 - Reviewed 26 accidents
 - Please be aware that all insurance information is turned into Risk Management as soon as vehicle is purchased
 - vi. Ombuds Committee – C.J. Smith/Melinda Fischer/Jake Anderson



- Training coming up in June
 - Looked at trend analysis
 - vii. Commission on the Black Experience – Mary Erin Morrissey
 - No report
 - viii. Commission on Women – Stacey Miller
 - Great job at Women’s Roundtable
 - Asking for a salary survey
 - Will not be meeting again until fall
 - ix. Accessibility Commission – Beth Newton
 - x. Veterans Commission – Alisha Johnson/Michael Atkins
 - No report
 - xi. LGBTQ+ Commission – **No Rep**
 - xii. Commission on Latino Affairs – Harolynn Williams
 - e. President’s Report – Melinda Fischer
 - i. Remote Work – still underway
 - ii. Staff Climate Survey – only a few meetings away from a finalized tool to send out to staff
 - iii. Ombuds Representation – email interest to President Melinda Fischer
7. UNFINISHED BUSINESS AND GENERAL ORDERS
8. NEW BUSINESS
- a. Mary Erin Morrissey – are there any talks about a plan for helping the lowest-paid staff members with the increasing cost of inflation? Programs that don’t rely on the state. Make programs comfortable and stigma-free for staff to participate.
 - i. Suggestions from the Senate body:
 1. Expanding \$5 meal days, food drive
 2. Clemson Community Cares – share the light, assist with electrical bills. Contact Stacey for more information and to be connected to CCC. CCC assists in Pendleton, Clemson, Central, 6-Mile. Share assists in Anderson. Sending flyer to Erin Fall to distribute.
 3. Donate \$20 gift cards from the blood drive to a pool for those in need
 4. COVID relief funds – have they been fully expended? Could they be used to help?
 5. Facilities going to 4, 10-day work days instead of traditional 5-day 37.5hrs as an alternative to remote work.
 - ii. President Melinda Fischer created the Food Drive Task Force. Reach out to Erin to be on a task force for this idea
9. ADJOURN – CJ Smith moved, Beth Newton seconded, 3:38pm



ANNOUNCEMENTS:

1. Executive Committee meeting: hybrid – June 2nd at 2:00pm
2. Full Senate Meeting – June 9th at 2:30pm



CU Grow Staff Development Program



Cultivating opportunities for staff development

DESIGN
ENGAGEMENT
OPPORTUNITIES FOR
STAFF

ENCOURAGE
ADVANCEMENT

CULTIVATE
SUPERVISOR
INVOLVEMENT IN
DEVELOPMENT

ENHANCE
PERFORMANCE AND
PRODUCTIVITY

CU Grow Objectives

**The
12-Month
Program**
150 hours minimum
The How



**Brand YOU!
Personal Development**



**Competencies Growth
Project Management**



**Clemson University
Framework Sessions**



Give Back!

Brand YOU!

- ▶ Self-Awareness Workshops
- ▶ Diversity and Implicit Bias Training
- ▶ Communication Training
- ▶ Values Presentation
- ▶ Behavioral assessments such as:
 - ▶ DISC Assessment



Develop Project-Based Curricular Competencies

Professional Development: Soft Skills

Critical Thinking
Effective Communication
Teamwork
Creative Problem Solving
Conflict Resolution
Leadership Basics

Professional Development: Technical Skills

Administrative
Computer Skills
Business Writing
Planning and Organizing
Job Shadowing
Project Leadership

Field Specific

Personal Development

Emotional Intelligence
Confidence and Self-Esteem
Goal Setting
Expand Awareness
Work/Life Balance
Time Management

Phase Two - Self-Development Track



Purpose: The CU Grow self-development track helps develop employees who have expressed a desire to continue to grow in their current role at the University by expanding their current experiences and skills.



Goal: To provide employees with an objective, measurable development plan for building the skills, knowledge and abilities necessary to develop in their current role at Clemson University.



Requirements:

1. Must meet CU Grow eligibility requirements and have completed Phase One, "Brand YOU!"

To Do for Phase Two!

1. To begin Phase Two, a self-assessment and a managerial assessment will be completed to determine where you are now in your career versus where you want to be.
2. Next, an individualized plan will be created as a roadmap for development. See example curriculum guide below (minimum 90 hours).
3. Let us help create a custom track for you!

			Example Curriculum	
	Skillport Online Training Courses	Short, online courses based on competencies or technical skills identified in development plan.		15 hrs
	Custom Project for role	Completion of project to demonstrate application of new skills and knowledge in current role.		30 hrs
	University Professional Development Courses	Courses are based on competences or technical skills identified in development plan.		10 hrs
	Books and Resource Videos	Custom - will be selected by participant		15 hrs
	Conferences and Workshops	Custom - will be selected by participant		20 hrs
	Job Shadowing Team Member	Learn and practice essential job duties and competencies with a team member and/or mentor.	40 hrs	

4. At the conclusion of Phase Two, a post-assessment will be completed to demonstrate the knowledge and skills gained and a **Summary of Work Presentation** will be delivered by the participant.



Cultivating opportunities for staff development

Field-Specific Individualized Development Plans

#3tracks

University Framework

Examples only; will be customized for each participant

University Operations

- Attend a Clemson Graduation Ceremony
- Learn about Emergency Preparedness
- Visit the Network Operations and IT Center

University Governance

- Attend a Board of Trustees Public Session
- Attend a Staff Senate Session
- Attend a Student Government Session
- Attend two different University Commission meetings



Service Project

PARTICIPANTS WILL WORK ON AN APPROVED PROJECT **AS A COHORT**, WHICH WILL HELP THE UNIVERSITY AND COMMUNITY



Questions?

JAZ HAMILTON-ALLEN

FOUNDER AND PROGRAM LEAD

EMAIL: CUGROW@CLEMSON.EDU

WEBSITE: WWW.CLEMSON.EDU/CUGROW



KNOWLEDGE



TRAINING



COACHING

EMPLOYEE DEVELOPMENT

The Office of Human Resources

Resources for
Employee Development

- Website
- Guidance Document
- Online courses
- Coaching

And Research Says...



"High quality professional development is characterized by sustained, coherent, collaborative and job-embedded learning."



The Office of Human Resources

ONLINE PERFORMANCE MANAGEMENT TOOL

Online Performance Management Tool

OnBase–Performance is a new online performance management tool that will replace the current paper-based form.

- Benefits
 - Online Planning and Evaluation form
 - Automated workflow
 - Electronic storage
 - Improved collaboration in the performance planning and review process
 - Prepare to move process to full ERP solution



GOALS

Automate the performance management process to reduce inefficiencies

Create a simple electronic form without excessive change to current process

Efficient review and approval process

Automate notification according to review periods

Centralize document repository for easier access

NO, NOT “EVERYTHING IS CHANGING”

What is Changing?

- Access the tool online (single sign-on)
- Forms are routed through automated workflow
- Storage of form is online for easy review and retrieval
- Personal and position data automatically populated from PeopleSoft
- Electronic signatures

What is remaining the same?

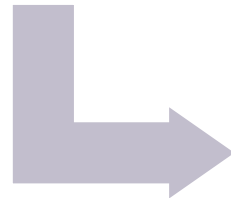
- Annual evaluations are still required
- Process: planning, monitoring and feedback, evaluation and continuous communication
- Evaluation areas: job duties, competencies, strategic priorities and objectives
- Rating scale
- TLPs or other temp employees will continue to use the manual forms and processes

Process and Selection

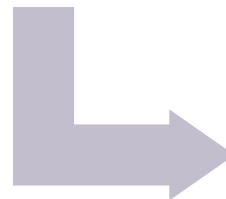
Launched RFP in April 2021



Presented options to
IT Governance



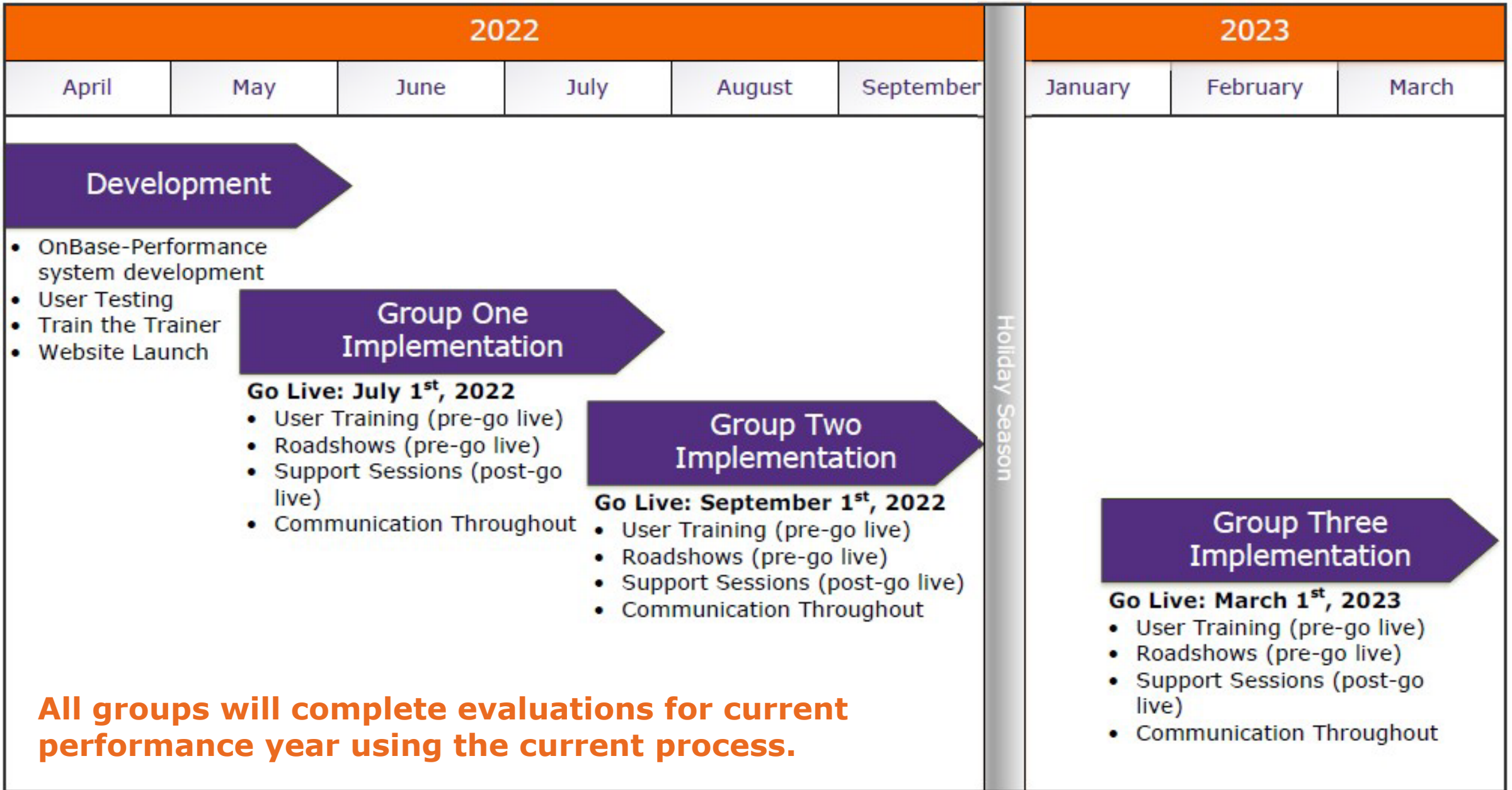
Selected OnBase



Finalized contract in
November 2021

ROLL OUT BASED ON PERFORMANCE PERIODS

Group 1: July 1 – June 30 Planning Phase starts: JULY 1, 2022	Group 2: Sep 1 – Aug 31 Planning Phase starts: SEPTEMBER 1, 2022	Group 3: Mar 1 – Feb 28/29 Planning Phase starts: MARCH 1, 2023
CCIT	Athletics (Exception: Football/Soccer)	Academic Affairs
College of Science	College of Education	Athletics – Football/Soccer
Enrollment Management	Development and Alumni Relations	CURI
Finance & Operations (Facilities)	Extension	CAFLS
General Counsel		AAH
Governmental & External Affairs		CBSHS
Inclusion and Equity		College of Business
Libraries		CECAS
President’s Office		PSA
Research		Student Affairs
Secretary to the Board		Watt Center
University Relations		YLI

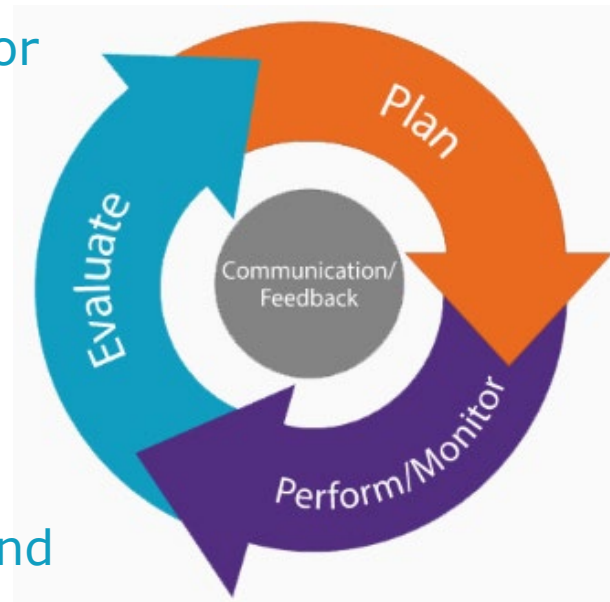


Process and Notifications

Remember: Performance Management starts with the Planning Phase

Notification email sent 90 days prior to evaluation due date

- 90 days to complete the online Evaluation Document
- Reminder notifications sent
 - 30 Days
 - 10 Days
- Electronically routed for review and signatures
- Electronically stored for future reference



GO LIVE:

Notification email sent on Day 1 to begin the Planning Stage

- 45 days to complete the online Planning Stage Document
- 30 day reminder notification
- 15 days to complete the Planning Stage
- Electronic signatures and storage

Notification email sent to supervisor to complete an optional mid-year review

SUPPORT FOR IMPLEMENTATION



Role of Super Users

- Act as an Ambassador and Change Agent
- Learn process flow and share within the department
- Address questions from department staff and supervisors
- Support Clemson readiness and go-live activities
- Encourage feedback and dispel incorrect information
- Drive adoption and help in identifying any hesitation/concerns
- Act as a communication liaison between users and the Implementation Team/HR
- Escalate issues to HR

NEXT STEPS



Communication

- OUR Clemson & Staff Senate Newsletter
- Website updated
- Super Users from all colleges/divisions
- Road Shows: Staff Senate, Faculty Senate, CBOG, etc.



Training

- Online, self-paced training in Tiger Training
 - Staff Members
 - Supervisors of Staff Members
 - Reviewers (Supervisor's supervisor)
- Super Users training
- HR training



THANK YOU