



## MEETING MINUTES

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June 9, 2022, 2:30 PM

Wilbur O. and Ann Powers College of Business & Zoom

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### 1. OPEN COMMENT PERIOD

### 2. CALL TO ORDER – President Melinda Fischer called the meeting to order at 2:31pm

- a. Welcome introduction and recognition of guests

### 3. APPROVAL OF MINUTES – Approved as read

### 4. SPECIAL ORDERS OF THE DAY

- a. Tony Wagner, Executive Vice President for Finance & Operations
  - i. Gave an update on the state budget, COLA, and employee bonuses that will be solidified and voted on in the next month at the state level.
- b. Birma Gainor, Director of CAPS (Counseling and Psychological Services)
  - i. Provided information and updates on programs available to staff and students at Clemson as well as an overview of the CAPS area within Student Health Services.
  - ii. If you are interested in exploring Dialectical Behavior Therapy (DBT) in one of the annual Summer workshops, please contact Birma Gainor at [bgainor@clemson.edu](mailto:bgainor@clemson.edu)
- c. Dan Hofmann, Director of Parking Services
  - i. Gave an update on new parking permit guidelines and restrictions. Those with concerns should reach out to Parking Services directly.
- d. Staff Service Milestones Recognition – Jake Anderson, Staff Senate Vice President
- e. Ombuds Report – Tessa Byer
  - i. Provided guidance on dealing with people being mean, unkind, or disrespectful in an office setting.

### 5. REPORTS

- a. Treasurer Report – Christy Babb
  - i. FY22 Budget down to \$0
  - ii. Will have an update on FY23 budget at August’s meeting.
- b. Standing Committees
  - i. Activities – Jake Anderson, Robert Taylor
    - Blood Drive: June 6 next to Bowman Field
    - First Responders Appreciation: delivering kitchen items to 2 fire stations soon (date TBD)
  - ii. Communications – Ryan Real, Victoria Roberts
    - Sticker Design
    - Newsletter will be going out in July; call for content will go out mid-June
    - Clemson Champion – Ombuds Office proposed
  - iii. Inclusive Excellence – Alisha Johnson, Sue Whorton
    - First meeting June 3



# STAFF SENATE

- iv. Membership – Kristi Baker, Beth Newton
    - July Retreat – 7/14
    - Options being discussed for activities, depends on funding
      - a. Barnes center with group development
      - b. Tour of football complex
      - c. Planetarium tour
  - v. Scholarship – Tenneil Moody, CJ Smith
    - Staff Senate Emergency Fund
      - a. See attached Fund Agreement
      - b. Donation link: <https://iamatiger.clemson.edu/premiums/adf-public>
      - c. Current balance: \$20,748
      - d. Committee work to market this information
      - e. HR currently manages awarding the money – need committee
        - i. Vivian Paul currently overseeing
    - Scholarship Endowment Update
      - a. Donors: 239 - no new donors since last meeting
      - b. Collectibles sold: 62 (238 remaining)
  - vi. Welfare – Jeff Anthony, Stacey Miller
    - Constituent/committee member concerns:
      - a. New Parking protocols – see Presidents notes below
      - b. Traffic on Perimeter Rd.
      - c. Waiting for updates on salaries and compensation/COLA
- c. University Committees/Commissions:
- i. Accessibility Commission – Ross Phillips
    - No report
  - ii. Accident Review Board – Haley Cox
    - No report
  - iii. Alcohol and Other Drugs Advisory Board – Jeff Anthony
    - No report
  - iv. Bookstore Advisory Committee – Lili Klar
    - No report
  - v. Campus Rec Advisory Board – Reps (2) TBD
  - vi. Commission on the Black Experience – Brittney Calwile
    - No report
  - vii. Commission on Latino Affairs – Rep TBD
  - viii. Commission on Women – Stephanie O’Brien
    - No report
  - ix. Committee on Committees –Melinda Fischer/Jake Anderson/Ryan Real
    - No report
  - x. CompStat 360 – Rep TBD
  - xi. LGBTQ+ Commission – Arthur Alvarez/Jordy Kirr



- No report
- xii. Library Advisory Board – Rep TBD
- xiii. Ombuds Committee –C.J. Smith/Melinda Fischer/Jake Anderson/Rep TBD
- xiv. Parking Review Board – Matthew Burns
  - No report
- xv. Veterans Commission – Bradley Elliott
  - No report
- d. President’s Report – Melinda Fischer
  - i. Food Bank Taskforce
    - Thank you to all who contributed to the food drive
    - Would like to recruit some additional members to this taskforce – please email Erin and Melinda to get more information and to volunteer
  - ii. Commission Assignments
  - iii. Remote Work and COLA Update
    - Tony and Ale provided an update in their report during the Special Orders of the Day.

**6. UNFINISHED BUSINESS AND GENERAL ORDERS**

**7. NEW BUSINESS**

- a. Ombuds Committee Candidates
  - i. Rebecca Harkless
  - ii. Tenneil Moody (nomination withdrawn)
- 8. **ADJOURN:** Stacey Miller moved the adjourn the meeting. There being no objection, Melinda Fischer adjourned the meeting at 4:02pm

**ANNOUNCEMENTS:**

1. Executive Committee meeting: hybrid @ Surrine 228 Conference Room – July 7<sup>th</sup> at 2:00pm
2. Full Senate Meeting: hybrid @ Wilbur O. and Ann Powers College of Business – August 11<sup>th</sup> at 2:30pm

Birma Gainor,  
Director of CAPS



## Counseling and Psychological Services

## DIVISIONS



# Mission

**Student Health Services strengthens Clemson University by providing quality medical and mental health care, public health leadership and initiatives that enhance the academic success of our students and promote the health, safety and well-being of the campus community.**

# CAPS Overview

- Diverse mental health services to promote well-being and academic success.
- Brief, solution focused interventions along a stepped care model of service.
- Self-directed and therapist-assisted online services.
- Educational programming
  - Theme-specific workshops
  - Skills development groups
- Individual, group and family/couples counseling
- Psychiatric Services
  - On-site psychiatrist and telepsychiatry in partnership with Medical University of South Carolina
- Utilizes multicultural sensitivity and embrace diversity



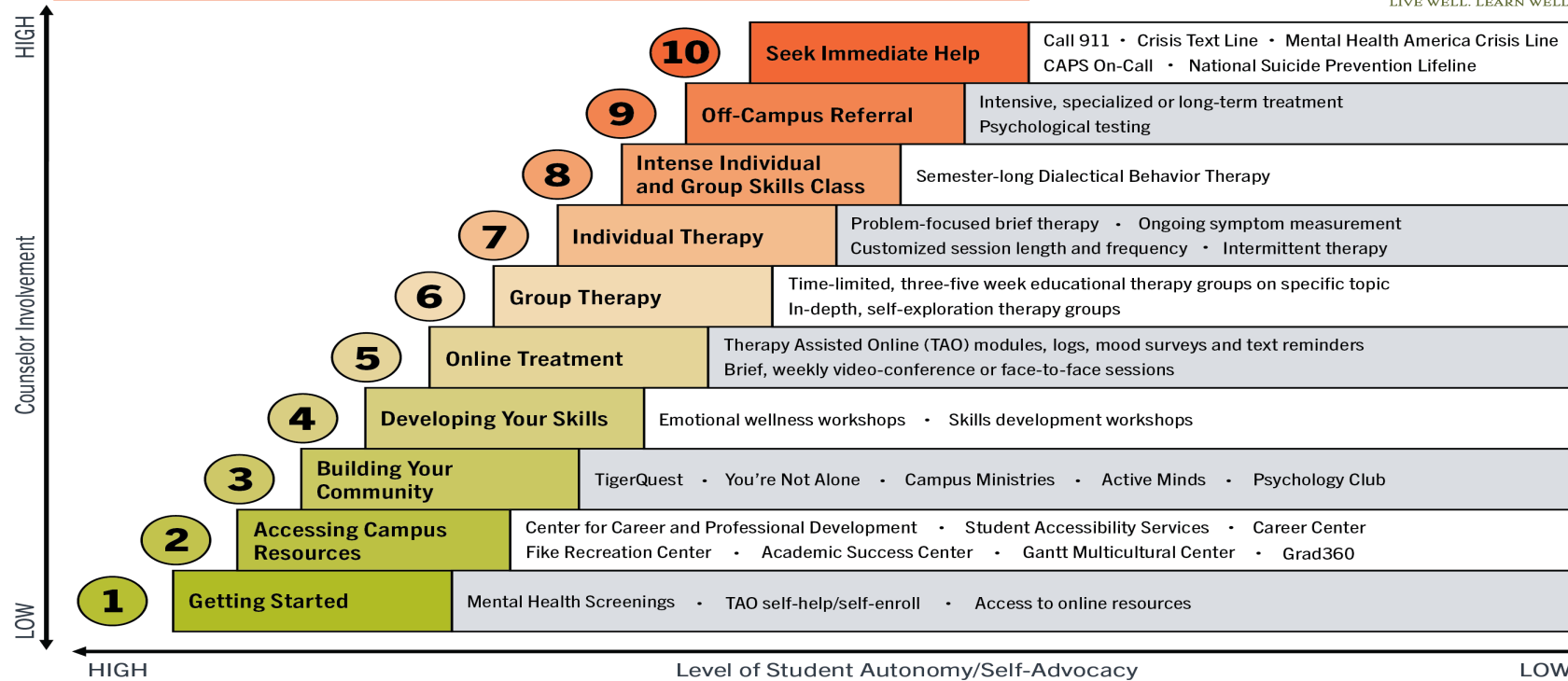
## ACCESS TO CAPS SERVICES

### Primary mode of service delivery is Telemental Health (TMH)

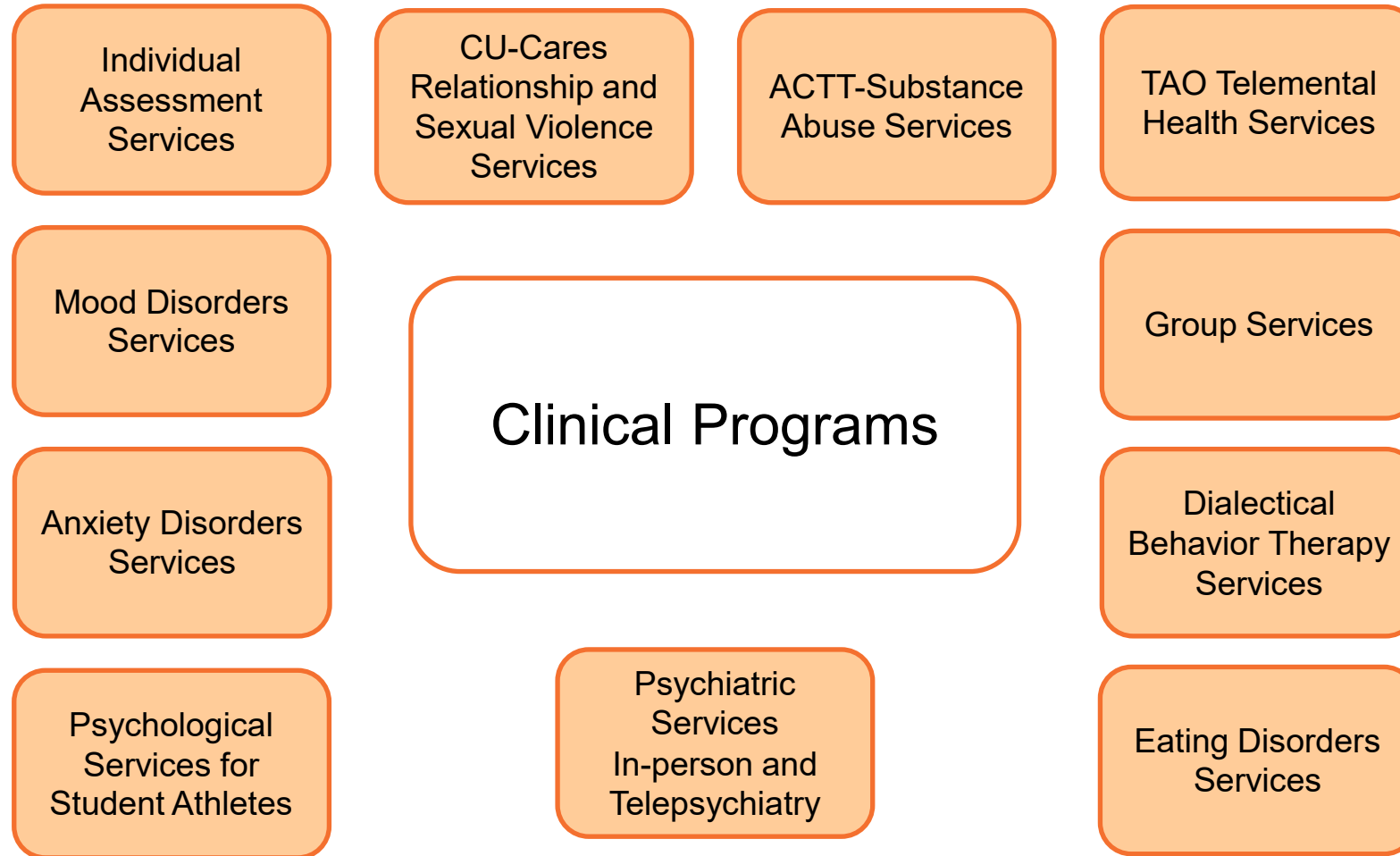
#### Access to care

- Call 656-2451 CAPS front desk
- Phone Screen
- Intake Paperwork
- Individual Assessment (IA)
  - Explore student's need
  - Arrive at diagnosis
  - Develop treatment recommendations
- If the student's needs cannot be met remotely, they will be scheduled for on-site appointments.
- **CAPS on-call, for after-hours psychological emergencies, accessed through CUPD dispatch**

# CAPS Stepped Care



# Clinical Programs



## WHATS NEW AT CAPS?

- **New outreach programs**
- **New staff**
- **Restructuring at CAPS**
- **New Groups and Workshops being offered**
- **Revamping our website**

## HOW CAN WE HELP YOU?

- Check out our website <https://www.clemson.edu/campus-life/student-health/caps/>
- Look at TAO Connect <https://us.taoconnect.org/register>
- Look at some of the resources offered by Healthy Campus
- Consider a workshop, group or student organization for support
- Check out the Academic Success Center
- If you try some of these things and are still struggling, please reach out to CAPS for support (864-656-2451)
- If you are looking for more long-term care, please contact us for some off campus referrals

Live Well. Learn Well



Dan Hofmann,  
Director of Parking Services

# **Parking and Transportation Services**

## **FY 23 Billing Rate Changes**

*Staff Senate  
June 9, 2022*



# PATS FY23 Billing Rates

**Parking & Transportation Services requested support for an increase in FY23 user and permit fees to help offset an estimated \$300,000 in cost increases:**

- FY23 projected payroll increases (3.0%) or \$50,000
- Increased fuel (54%), contracts (5%) and supply costs (6.5% to 264%)

**If approved, this request would net approximately \$235,076 in additional fee revenue.**

Service	% Increase	Revenue	\$ Impact to Customer
Faculty/Staff Permits	3.4%	\$20,089	\$1.25/paycheck for ≥\$200k salary \$0.00/paycheck for up to \$50k salary
Student Permits	3.4%	\$101,741	\$6.00/annual increase (from \$178.00 to \$184.00)
Meter Revenue	12.0%	\$83,196	Varies
Citations	2.1%	\$17,136	Varies
Rentals & Hourly Labor	12.0%	\$12,914	Varies

**There are no requested increases in the mandatory Student Transit Fee at this time.**

# Long Range Impacts

**If PATS were to fully absorb new costs, the impact would deeply impact our ability to:**

- Support necessary growth of parking and transportation operations in order to support student enrollment growth, including new routes and new lots.
- Support and expand Transportation Demand Management (TDM) initiatives, including a newly funded position.
- Address deferred maintenance and facility upgrades.
- Plan for necessary capital reinvestment.

# Total Revenue Impact

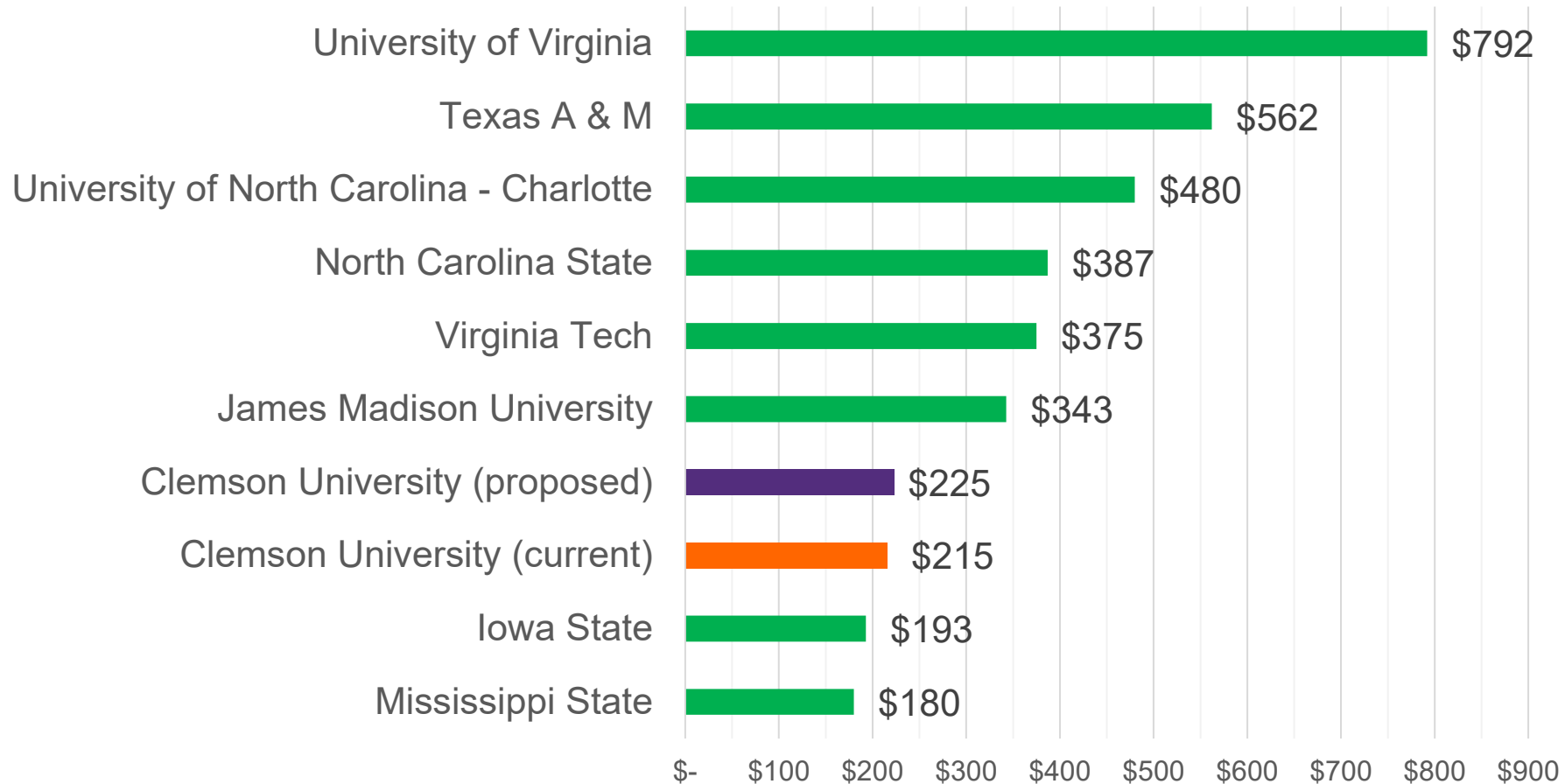
Service	Revenue
Faculty/Staff Permits	\$ 20,089
Student Permits	\$ 101,741
Vendor Permits	\$ 4,499
Meter Revenue	\$ 83,196
Citation Revenue	\$ 17,136
Departmental Revenue	\$ 7,500
Community Revenue	\$ 915
<b>TOTAL</b>	<b>\$ 235,076</b>

# Permit Rates

Faculty/Staff/Student Proposed Parking Permit Rates						
Salary	FY 21/22	FY 22/23 Proposed	% Increase	Annual Increase	Total Payroll Deduction (PRD) Amount per Check	Increase Per Check
Up to \$30,000	\$24.00	\$24.00	0.0%	\$0.00	\$1.00	\$0.00
\$30,000.01 - \$50,000	\$83.00	\$83.00	0.0%	\$0.00	\$3.46	\$0.00
\$50,000.01 - \$70,000	\$156.00	\$160.00	2.6%	\$4.00	\$6.67	\$0.17
\$70,000.01 - \$90,000	\$200.00	\$207.00	3.5%	\$7.00	\$8.62	\$0.29
\$90,000.01 - \$125,000	\$242.00	\$252.00	4.1%	\$10.00	\$10.50	\$0.41
\$125,000.01-\$150,000	\$253.00	\$264.00	4.3%	\$11.00	\$11.00	\$0.45
\$150,000.01- \$175,000	\$264.00	\$280.00	6.1%	\$16.00	\$11.66	\$0.66
\$175,000.01 - \$200,000	\$275.00	\$293.00	6.5%	\$18.00	\$12.20	\$0.75
\$200,000.01 and over	\$440.00	\$470.00	6.8%	\$30.00	\$19.58	\$1.25
Park-N-Ride	\$50.00	\$50.00	0%	\$0	\$2.08	\$0.00
Motorcycle/Moped	\$36.00	\$38.00	5.6%	\$2.00	\$1.58	\$0.08
Commuter Student	\$178.00	\$184.00	3.4%	\$6.00	-	-
Resident Student	\$178.00	\$184.00	3.4%	\$6.00	-	-
Bridge Student	\$178.00	\$184.00	3.4%	\$6.00	-	-
Daily Permit (Faculty, Staff, Student)	\$3.00	\$4.00	33.3%	\$1.00	-	-
Monthly Student Permit	-	\$50.00	-	\$50.00	-	-
Fall Semester Student Permit	\$88.00	\$92.00	4.5%	\$4.00	-	-

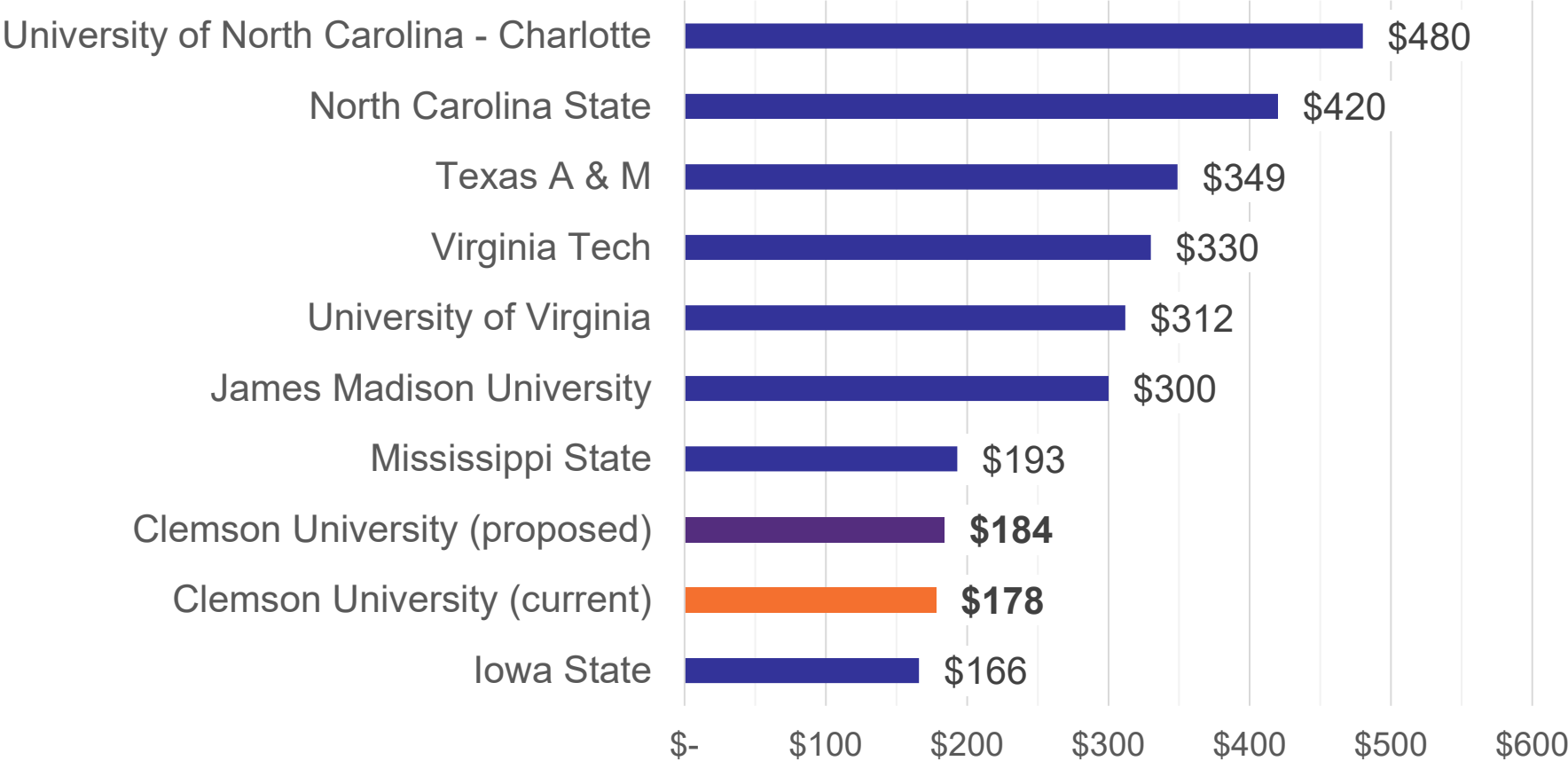
# Faculty/Staff Permit Rates

## Average General Access Employee Permit for Surface Lots



# Student Permit Rates

## Annual Student Permit Rates for Surface Parking



# Meters, Fines & Rentals

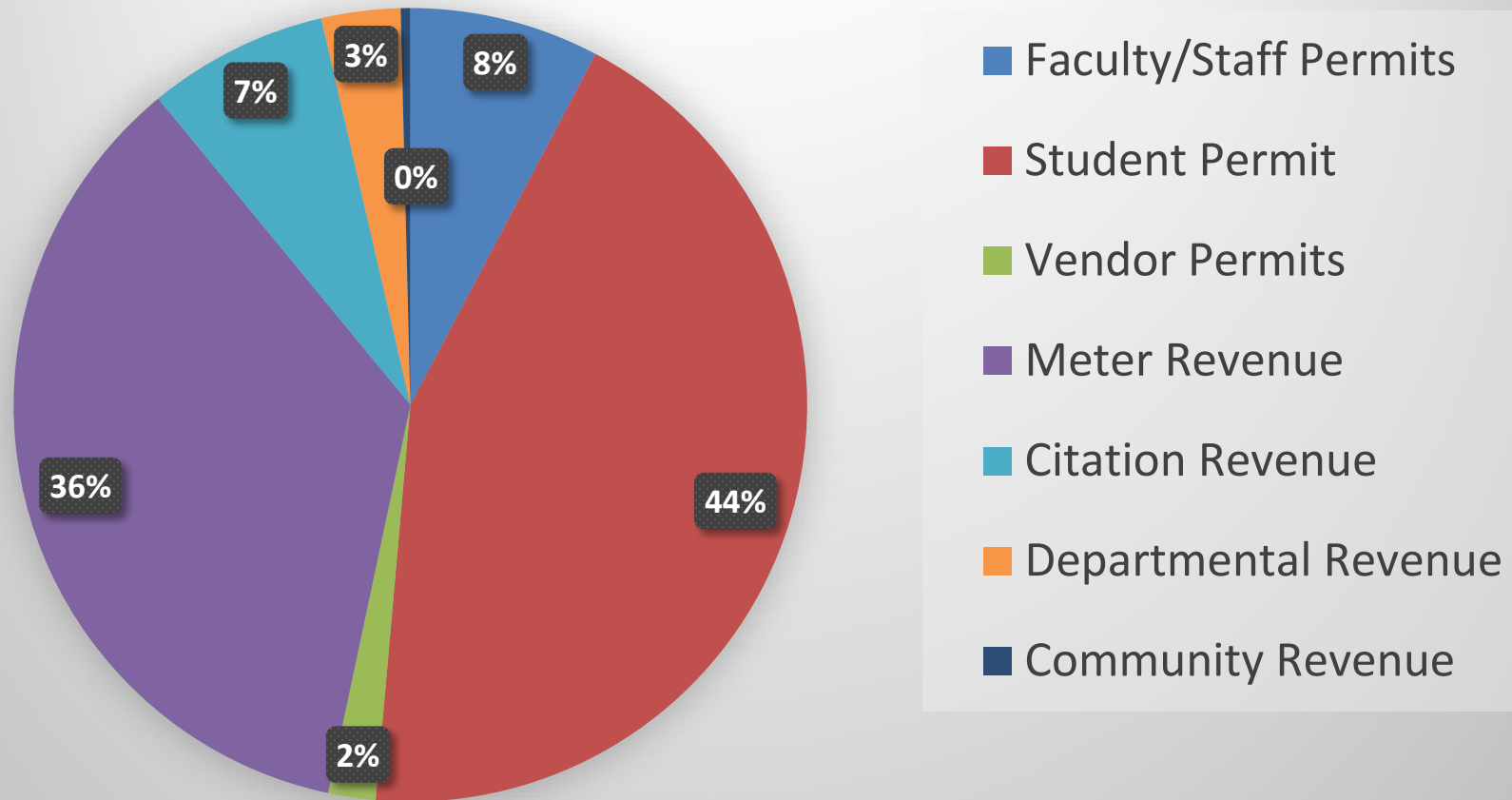
Description of commodity or service :	FY 21/22	FY22/23 Proposed
<b>Meters &amp; Other Parking Permits</b>		
Parking Meters (Hourly)	\$ 2.00	\$ 2.25
Visitor Permit (per Day)	\$ 7.00	\$ 7.50
Visitor Permits (Weekend)	\$ 8.00	\$ 9.00
Electric Vehicle Surcharge	\$ 25.00	\$ 26.00
Media Permit	-	\$ 26.00
Construction Worker (Annual)	\$ 88.00	\$ 92.00
Construction Worker (Monthly)	\$ 28.00	\$ 29.00
Vendor (Annual)	\$ 200.00	\$ 210.00
Vendor (Monthly)	-	\$ 50.00
Vendor (Daily)	\$ 7.00	\$ 8.00
Fike Rec. Parking Permit (Annual)	\$ 100.00	\$ 105.00
Fike Rec. Parking Permit (Bi-Annual)	\$ 50.00	\$ 52.00
<b>Parking Fines</b>		
Parking in Fire Lane	\$ 64.00	\$ 74.00
Improper Parking (Obstruction)	\$ 30.00	\$ 74.00
Improper Parking (Not in Space)	\$ 30.00	\$ 74.00
Tow - Parking in Fire Lane	\$ 146.00	\$ 156.00
Tow - Improper Parking (Obstruction)	\$ 112.00	\$ 156.00
Tow - Improper Parking (Not in Space)	\$ 112.00	\$ 156.00

Description of commodity or service :	FY 21/22	FY22/23 Proposed
<b>Asset Rentals and Hourly Labor</b>		
Tiger Transit Van/14 Pass. Shuttle Rental (Hourly)	\$ 40.00	\$ 47.00
Tiger Transit 24 Passenger Shuttle Rental (Hourly)	\$ 60.00	\$ 70.00
Tiger Transit 41 Passenger Bus Rental (Hourly)	\$ 80.00	\$ 95.00
Parking Services TLP Hourly Billing	\$ 28.10	\$ 28.94
Transportation Services CDL TLP Hourly Billing	\$ 28.10	\$ 28.94
Transportation Services Non-CDL TLP Billing	\$ 24.38	\$ 25.11
Parking Space Closure/Reserved Fee	\$ 5.50	\$ 6.00

**Total Projected Revenue Increase:  
\$ 113,246.00**

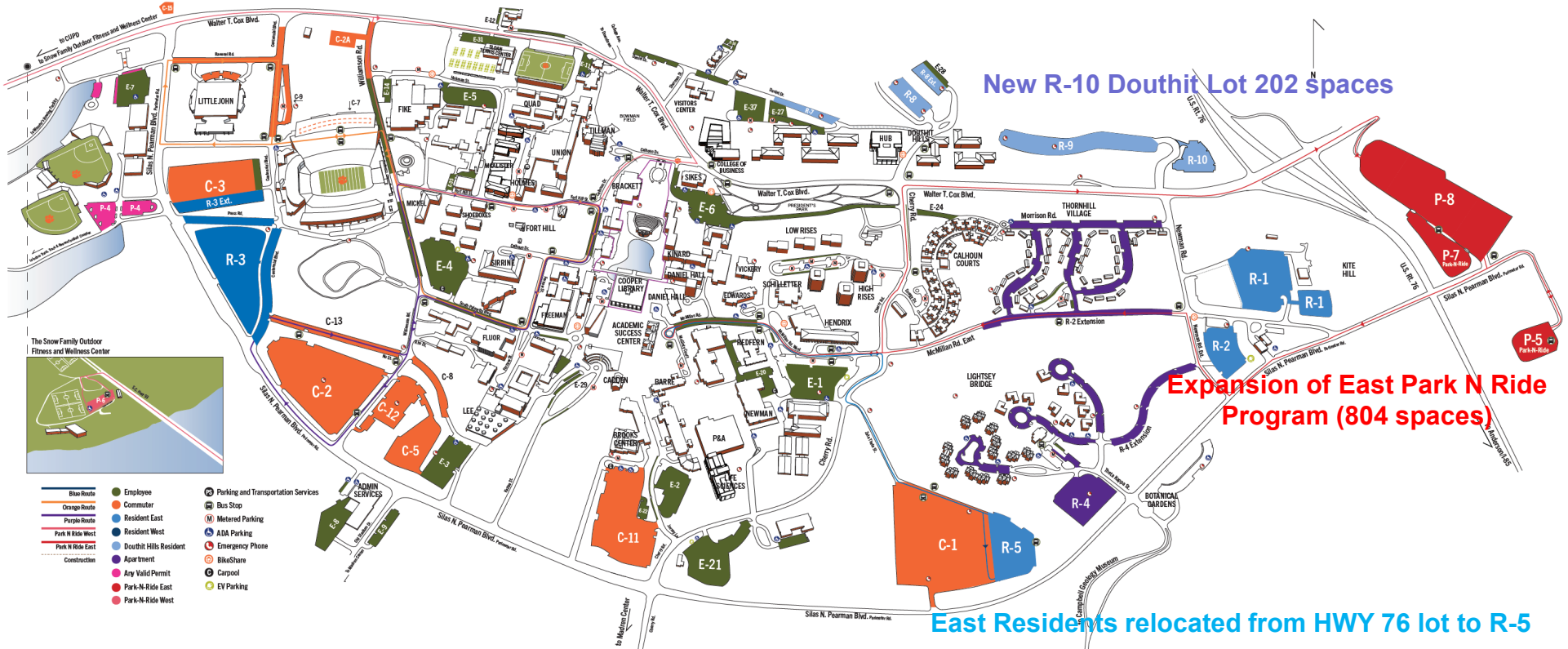
# Projected Increased Revenue

## FY 23 Projected Increased Revenue





# Parking Changes



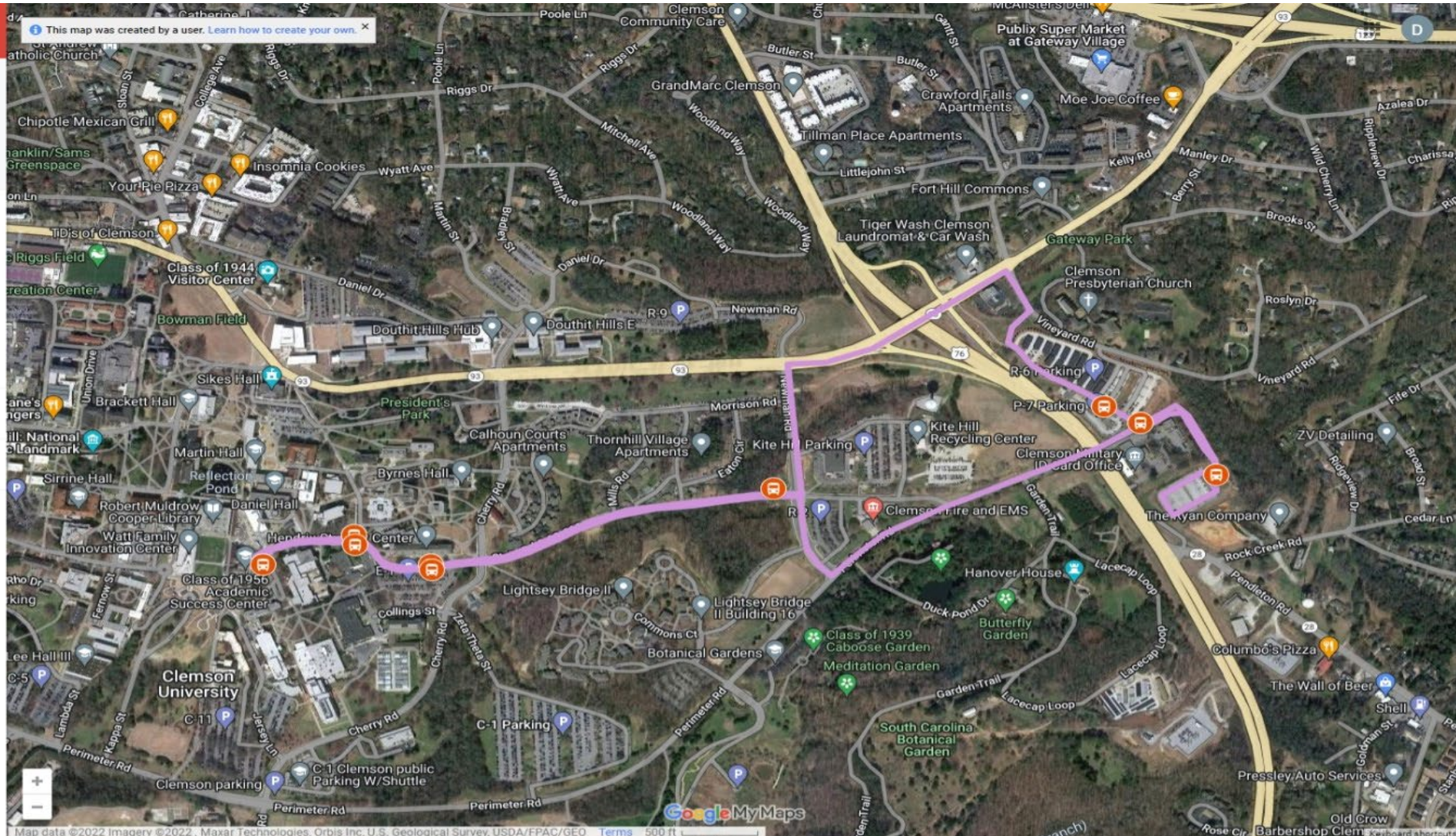
- Construction of new parking lot R-10 for Douthit Residents (202 spaces)
- East Residents relocated from HWY 76 lot to C-1/R-5
- Expansion of HWY 76 Parking lots for East Park-N-Ride program (804 spaces)

# 10 Min. East Park-N-Ride

Park-N-Ride

Route operates Monday - Friday 6 AM - 6 PM between R-06 and USC.

Created at 2:04 PM



# Alternative Transportation Month Starting this Fall

## CLEMSON PARKING & TRANSPORTATION SERVICES SOCIAL MEDIA RECAP

APRIL 2022



Post Likes: 15    Post Reach: 831  
Page Views: 68    Post Engagement: 113



Retweets: 9    Profile Visits: 4,238  
Link Clicks: 2    Impressions: 29,400



Post Likes: 148    Story Reach: 10,620  
Comments: 2    Post Shares: 116

Some events that might have had an affect on these numbers:

- The Golden Ticket Campaign
- Try Alternative Transportation Prizes for the Month of April
- Mask Mandate Lifted



2,156 participants across  
the various challenges

## INSTAGRAM



@clemsont\_parking

## PATS APRIL TRANSPORTATION CHALLENGES AND REWARDS

SPRING 2022

### BikeShare

#### Most Miles Ridden

Reward: AirPods



**Ride One Mile**  
(First 100 people)  
Reward: \$5 in  
PawPoints

#### Most Bike Checkouts

Reward: JBL Clip-on  
Speaker

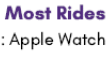


### Red Route

#### Ride 10 Times

(You are entered into a drawing)

Chance to Win: Yeti Lunch Bag



**Most Rides**  
Reward: Apple Watch

### ZipCar

#### New Member

(You are entered into a drawing)

Chance to Win: JBL  
Speaker



#### 2 Completed Reservations

(You are entered into a drawing)

Chance to Win:  
HomePod Mini



### Nighttime Tiger Transit

#### Top Rider

Reward: HomePod Mini



#### Ride 20 Times

(You are entered into a drawing)

Chance to Win: JBL Clip-on Speaker



### Tiger Commute

#### Ride 10 Times

(You are entered into a drawing)

Chance to Win: Yeti Lunch  
Bag



**Most Rides**  
Reward: Apple Watch

### Park-N-Ride

#### Top Riders

(East and West)

Reward: AirPods



#### Ride 15 Times

(You are entered into a drawing)

Chance to Win:  
Yeti Lunch Bag



SCAN FOR RULES & DETAILS ON ALL  
TRY ALTERNATIVE TRANSPORTATION  
CONTESTS

## Questions?



### **Dan Hofmann**

Director

Parking and Transportation  
Services

Clemson University

hofmann@clemson.edu

(864) 656-2270

**GO TIGERS!**





# STAFF SENATE

# Service Recognition for May 2022

## 10 Years

Meredith Driver	Public Service Activities
Jeremy Krober	College of Business
Noelle Foley	Finance & Operations
Cathy Lamb	Finance & Operations
John Smink	VP for Research
Danny Blackwell	Facilities

# Service Recognition for April 2022

## 20 Years

Sherry Williams

Materials Science & Engrg

Janice Cantinieri

Athletics

## 30 Years

Paula Holcombe

CCIT

Sharon Lovelace

Economic Development

Thank you for all you do  
and for your service to  
Clemson University!

We appreciate you!



**STAFF SENATE**



Tessa Byer,  
Staff Ombuds

# Ombuds Update – How to deal with unkind or disrespectful colleagues



- Talk to them about it directly. Focus on the impacts of the behavior and specific requests.
  - 1. Observation
  - 2. Impact
  - 3. Cause/underlying issue
  - 4. Request
  - For example: When you made that joke about me in front of everyone, I was humiliated because I want to be respected by my colleagues, and instead, everyone was laughing at me. I request that you do not make fun of me like that again.
- Have a conversation facilitated by a supervisor, trusted colleague, or ombuds.
- Establish shared expectations and common values for the department, and hold each other accountable to those expectations.
- Set up a training to strengthen desired skills.
- Refer to Clemson’s Standards of Ethical Conduct.

# Contact Me Today

## University Ombuds for Staff

Tessa Byer, MA, MCP

Phone: 864-656-5353

Email: [tbyer@clemson.edu](mailto:tbyer@clemson.edu)

- The Ombuds Office is impartial, informal, independent, and confidential, and working with the Ombuds is always voluntary.



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## Ombuds Office

201 West Cherry Road

Seneca, SC 29678

[www.clemson.edu/ombuds](http://www.clemson.edu/ombuds)

- Meetings with the Ombuds can be over the phone, via video chat, in-person at our office, or in-person at a location convenient to you.
- After-hours meetings are possible
- Free Parking at our office



# Memo

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Date:

March 30, 2020

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To:

Clemson University Emergency Operations Center

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From:

April S. Purvis, Legal Counsel, Clemson University Foundation

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Subject:

Staff and Faculty Emergency Fund

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## **Background**

The Division of Development and Alumni Relations has established through the Clemson University Foundation (CUF) a Staff and Faculty Emergency Fund for charitable gifts to be contributed to and used to provide charitable support to Clemson University employees suffering economic hardship. The emergence of this fund is associated with the COVID-19 pandemic however the fund is established to continue and to be applicable to a broad array of economic hardship emergencies that may affect an employee. The University's Development team has produced a communication plan and are developing fundraising strategies associated with the fund. This fund is meant to run in tandem with the Student Affairs Emergency fund and both funds are highlighted in communications.

## **Disbursement of Funds and Taxability**

CUF consulted with its tax advisors regarding the structuring of gifts and disbursements related to an employee emergency fund. The tax consultants provided the following feedback that will be followed.

- Gifts made to this fund are considered tax deductible charitable contributions.
- Disbursements *may* be made from the University to the employee however for clarity disbursements should be made directly from CUF to the employee.
- Disbursements made from this fund to employees will likely not be considered taxable compensation so long as the following criteria are met:
  1. Independent Selection Committee
    - a. The selection committee members must not have a conflict such as serving as a supervisor for an employee applying for funds. If there is a conflict, the selection committee member must recuse themselves from the review of that employee's application.
  2. Must be a large enough class of beneficiaries to be considered a charitable class. The entity cannot limit the fund to one disaster or event and the fund should be able to carry on.
  3. The Selection criteria should be based upon an objective determination of need.

## **Fund & Eligibility Criteria**

The University, spearheaded by the Staff Senate, has established a selection committee of three members. The membership includes one representative from staff senate, one representative for faculty senate, and one representative from human resources. The committee has established eligibility criteria based upon need and has set fund limits. Those guidelines are attached to this memorandum.

# Clemson University Employee Emergency Fund

## Eligibility Criteria

- Must be a Clemson University employee (full-time or part-time). Employees of a third-party contractor who provides services to Clemson University are not eligible. Clemson University student employees are not eligible and will be directed to the student emergency fund. .
- Employee must have experienced a recent financial hardship.
- Employee must complete an application for a hardship grant.

## Process for Requesting a Hardship Grant

- Employees must submit an application at <https://www.clemson.edu/faculty-staff/staff-senate/>. By submitting an application, the employee affirms their financial hardship.
- An employee may not submit an application more than once every 90 days

## Application

- Application host: Staff Senate homepage <https://www.clemson.edu/faculty-staff/staff-senate/>
- Links to application
  - COVID-19 homepage
  - President's homepage?
  - Provost's homepage?
  - VP Finance and Operations homepage?
  - Staff Senate homepage
  - Faculty Senate homepage
  - Human Resources homepage
  - Facilities homepage
  - Housing homepage
  - Other departments employing staff who have been adversely affected (example: building security personnel who are Clemson employees who are not working due to building closure)
- Application data fields
  - Name
  - Department
  - Employee ID#
  - Username
  - Home Street Address
  - Home City, State, Zip Code
  - Phone Number
  - Email Address
  - Documentation of current need
  - Applicant Signature

## Hardship Grant Amount

- \$250 (subject to change based on funds available).
- The maximum an employee may be awarded during a calendar year (January – December) is \$500.
- Exceptions may be made for extreme cases.

## Process for Reviewing Applications and Awarding Hardship Grants

- A selection committee will review applications and contact applicants if additional information is required;
- The selection committee will maintain the highest level of discretion and confidentiality.
- The selection committee will review applications on a weekly basis (subject to change) and determine which applicants will be awarded the hardship grant.
- The Staff Senate program coordinator will forward a list to the CUF Assistant Treasurer on a weekly basis (subject to change) of the employees who are to be awarded the hardship grant.
- The CUF assistant treasurer will disburse hardship grant funds to recipients through ACH or by sending a check to the recipient's home address.
- Applicants will be notified of the selection committee's decision within two weeks of their application date.

**Selection Committee Membership**

- Staff Senate President or designee
- Faculty Senate President or designee
- Human Resources representative

**Selection Committee Review Considerations (Internal only)**

- Employees who are experiencing financial hardship
- Employees who are the sole source of household income.
- Documentation and level of need
- Determine eligible expenses
  - Rent/mortgage payment
  - Food
  - Medical bills
  - Dependent care
  - Other expenses such home repairs (heating/air, water heater, storm damage) may also be considered

CLEMSON UNIVERSITY  
CLEMSON UNIVERSITY FOUNDATION

FORM 100 - FUND DESCRIPTION and AUTHORIZATION FORM

Check one: CU  IPTAY  NEW   
CUF  CAA  REVISED

*93*  
Do not use this form for endowments or student financial aid (scholarships, awards, fellowships, T.D.S., etc.). Financial aid cannot be funded directly from this account.

**FUND NAME:** Staff and ~~Faculty~~ **Faculty** Emergency Fund  
**SOURCE:** Private donors  
**COLLEGE:** A + A **DEPT. NAME:** Finance and Admin **Dept. #** 5604  
**PURPOSE:** To provide financial support to staff and faculty suffering an economic hardship or emergency situation. Established under the current emergency COVID-19 but can be used for employee emergencies and economic hardships now and in the future


**ALLOWABLE EXPENDITURES\*** To include, but not limited to, direct payments to staff and faculty. Subject to change the selection committee will include 1 member each from Staff Senate, Faculty Senate and HR.  
(List the main broad categories):

Payments to individuals must go through proper payroll channels. Travel and other reimbursements subject to current reimbursement policies.


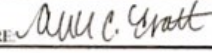
**OTHER COMMENTS:** Selection committee to decide on how funds are applied for and are given.

**FUND (Check one):** OPERATING  CAPITAL

**FUND ADMINISTRATOR:** Fund administrator accepts responsibility for disbursing funds according to the donor's established purpose outlined on Form 100 and according to CU policy. Funds must be available in the project BEFORE expenditures are initiated.

**FUND ADMINISTRATOR:** Deborah Newsom **SIGNATURE:**   
Deborah Newsom (Mar 31, 2020)  
**E-MAIL ADDRESS:** dcnewso@clemson.edu **DEPT #** 5604 **PHONE #** 656-0305

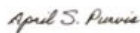
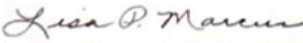
**AUTHORIZED TO APPROVE VOUCHERS (2 individuals):**

1) **NAME:** Deborah Newsom **2) NAME:** Alice Evatt  
**SIGNATURE:**    
Deborah Newsom (Mar 31, 2020) Alice C. Evatt  
**E-MAIL ADDRESS:** dcnewso@clemson.edu **E-MAIL ADDRESS:** aevatt@clemson.edu

**QUESTIONS ABOUT VOUCHERS CONTACT:**

**NAME:** Deborah Newsom **DEPT #** 5604  
**E-MAIL ADDRESS:** dcnewso@clemson.edu **PHONE #:** 656-0305

**APPROVED BY:**   
Harrison Trammell (Mar 31, 2020) **DATE:** Mar 31, 2020  
DEAN OR VICE PRESIDENT MUST SIGN

**SIGNATURES OBTAINED BY GIFT MANAGEMENT:**  
 **DATE:** Mar 31, 2020  
DIRECTOR OF GIFT RECEIVING  
 **DATE:** Mar 31, 2020  
DIRECTOR OF ACCOUNTING FOR RELATED ORGANIZATIONS

**OFFICIAL USE ONLY:**  
**Raiser's Edge #** B4330  
**Project #** 5501442  
**Companion Project Number (IF APPLICABLE):** 2302218

2246  
Forward: Gift Management Department, PO Box 1889, Clemson, SC 29633  
Interoffice: Gift Management, Tiger Park E-mail dtowery@clemson.edu

  
Cathy Lamb (Mar 31, 2020) **DATE:** 5/8/18 DT