



FULL SENATE MEETING AGENDA

October 13, 2022, 2:30 PM
Senate Chambers & Zoom

1. OPEN COMMENT PERIOD – no comments

2. CALL TO ORDER 2:31pm

- a. Welcome introduction and recognition of guests
- b. Tracy Arwood
 - a. compliance and ethics week
 - b. Text component to the hotline

3. APPROVAL OF MINUTES - approved

4. SPECIAL ORDERS OF THE DAY

- a. Tony Wagner, Executive Vice President for Finance & Operations
 - a. Updates from the senior leadership team: Clemson Elevate strategy three pillars - Student experience, research ascension, impact on the state and beyond; 10-15yr outlook for Clemson; RBB; working with finance & ops senators on mission, vision, values statement
- b. Amy Smith, Vice President for University Relations: smith92@clemsun.edu (see presentation)
 - a. Protect and enhance the outreach of Clemson; what makes Clemson, *Clemson*
 - b. Summary of events/happenings: National Championship winning men's soccer team, Rhoades scholar and following her to Cambridge, Men of Color Summit, Phil & Mary Bradley Child Development Center; Research expenditures 56% (\$85 million) increase since 2013; partnership with Space Force (example of blending our brand with another brand); CUICAR partnership with VIPR-GS (The Virtual Prototyping of Ground Systems) – transformational learning for both the military & our students; largest Clemson grant \$70 million from USDA and SC State to work on climate and forward – using social media analytics to help determine what is successful; social media opportunities and risks – be vibrant and smart; Division name change from University Relations to Marketing and Communications; career development need within the university; new banners representing 3 pillars rolling out in 2023 (state flag blue = impact on the state and beyond; Clemson orange = student experience; regalia = research ascension)
 - c. Mary Erin Morrissey: Transparency in times of difficulty?
 - i. Amy Smith: preempt crisis, get ahead of things, and talk about it ahead of time, Clery Report of crime on the Clemson website, raising awareness proactively
 - d. Cora Allred-Keese: consolidation of marketing and communications and what that



STAFF SENATE

means/how it impacts staff?

- i. Amy Smith: Yes, that is happening. No layoffs. Leaving people embedded where they are but bringing everything together to allow autonomy. Unified approach. Working on the timing now, taking into consideration the staff so they are comfortable.
- c. Ale Kennedy, Chief Human Resources Officer, and Shannon Wilds, Human Resources Representative
- i. Open Enrollment – see presentation for details, changes, and important dates
 - i. <http://www.clemson.edu/human-resources/benefits/open-enrollment.html>
 - ii. Additional information also available on Tiger Training
 - ii. Paid Parental Leave (PPL) – see presentation for more details
 - i. Request form on benefits website – must be filled out within 30 days of the qualifying event, must provide documentation (ex: birth certificate or proof of birth, certified DNA results, custody order, legal adoption order, foster care placement agreement)
 - ii. <http://www.clemson.edu/human-resources/benefits/parental-leave.html>
 1. Donna Duncan: Why are staff limited to 30-days, faculty TPR process have up to a year?
 2. Shannon Wilds: It is written into the laws that it has to be submitted. (FMLA is 30 days by law)
 - iii. Remote Work Update
 - i. In-state: currently going through a pilot program that is representative across a variety of areas. HR has to consider PD, job codes, etc. The state are the ones who are approving remote work plans. Most have been approved. Training on completing forms for remote work (supervisors & employees). Consistency is critical which is why the pilot program is important (smaller group)
 1. Mary Erin Morrissey: does the policy reference occasional or permanent basis?
 2. Ale Kennedy: Remote work is considered their scheduled time, occasional will be discussed in the policy as well.
 - ii. Out-of-State: there are employees working out-of-state since COVID. ELT is aware that people are working out of state. We need to be compliant – task force team to come up with recommendations on managing remote out-of-state work. Meeting at the beginning of Nov. to present to ELT.
- d. Nicci Hanewald and Lyndy Schonahar, Clemson United Way Campaign Liaisons
- i. Clemson United Way Campaign
 - i. Drop in events – next week in the president & first lady’s suite at Memorial Stadium. Share with your constituents!
 - ii. Campaign reaches across the state – doesn’t have to stay in Clemson. People in your community may be the recipients of your donations.
 - iii. United Way focuses on: Financial stability, education, basic needs.



- iv. Give a one-time gift or through payroll deduction
- e. Ombuds Report – Tessa Byer
 - a. National Ombuds Day! Created by the National Bar Association

5. REPORTS

- a. Treasurer Report – Christy Babb
 - i. Vending: \$12,703
 - ii. Operating: \$1,823
- b. Program Coordinator – Erin Fall
- c. Standing Committees
 - i. Activities – Jake Anderson, Robert Taylor
 - September blood drive impacted 75 lives. In 2022, the Staff Senate blood drives hosted 107 donors which impacted the lives of 321 people in our community. The next blood drive we coordinate will not be until Jan-Feb as we yield to the annual Blood Bowl drive with the UofSC football game.
 - Military Appreciation Breakfast will be on Wednesday, November 9 in the Carillon Garden (exact time being confirmed)
 - The committee is also working to recognize Parking and Transportation Services staff, members of the academic advising staff community, and Cooperative Extension staff in the next few months.
 - ii. Communications – Ryan Real, Victoria Roberts
 - Newsletter out
 - Video project update—submitted to University Relations
 - New Instagram account—submitting to University Relations
 - EFNEP is November Clemson Champion—do you have a nominee?
 - December will be a year-end issue with committee updates
 - New Senator bio requests have gone out
 - iii. Inclusive Excellence – Alisha Johnson, Sue Whorton
 - The committee met on Thursday, September 29 and continued to make progress on the draft of the Senate’s Strategic Plan for Inclusive Excellence. The committee will meet again on Thursday, October 27 to continue working on the draft.
 - Sue and Alisha met with Altheia Richardson to review our progress to date. Altheia will review the final draft when it is ready and provide feedback.
 - iv. Membership – Kristi Baker, Beth Newton
 - Deveraux Williams, past SS President, joining the meeting to discuss senator ratios, etc.
 - We will report more on the feedback from the benchmarking/best practices research when we have had a little time to process the findings.
 - v. Scholarship – Tenneil Moody, CJ Smith



STAFF SENATE

- Staff and Faculty Emergency Fund
 - a. Kudos and appreciation for the effort and compassion Vivian shows for this project (and we're incredibly grateful that all eligible received the funds requested).
 - b. Attached is the Fund Agreement (conditions) set up by the CU Foundation.
 - c. Also attached are the budget numbers Vivian provided in our last meeting
 - d. If you want to make a gift to it right now, chose the designation here:
<https://iamatiger.clemson.edu/premiums/adf-public>
 - e. Action Items: Committee to plan how/who to solicit to keep the fund sustainable (maybe add to default on the Staff Payroll Deduction Application, link on Senate homepage, organizations? Tenneil to find out who our 'Development Officer' is to solicit funds. Is the distribution enough?)
 - f. We will work with Vivian on how to share available resources at the next full meeting.
- Staff Senate Scholarship
 - a. 2 Draft Emails attached (and we plan to include in the next Our Clemson)
 - b. We will be gifting a collectible to new payroll-deductees or if they increase their deduction (draft solicitation attached)
- Monthly Progress (September)
 - a. Staff Senate Scholarship Endowment Donors: 243
 - b. Collectibles: none sold last month
- vi. Welfare – Jeff Anthony, Stacey Miller
 - The committee met with Jan Myers, Senior Director of Compensation and Benefits
 - Welfare Committee continues to work on Employee Tuition Assistance and Volunteer Policy
 - The guest speaker next month is Jamie Martin, Assistant Director with Student Accessibility Services. Please send any questions to the members of the Welfare Committee.
- d. University Committees/Commissions:
 - i. Accessibility Commission – Ross Phillips
 - ii. Accident Review Board – Haley Cox
 - iii. Alcohol and Other Drugs Advisory Board – Jeff Anthony
 - Survey comparing 2020-2022. Slides on the website.
 - iv. Bookstore Advisory Committee – Jamie Martin
 - Seeking Chair Elect—no volunteers during time of meeting
 - a. There will be follow up regarding the responsibilities of the chair elect and chair
 - Kevin Herrington, Bookstore General Manager, is retiring after



being on staff for 22+ years

- a. Anne Marie Powell has been hired as Bookstore General Manager and will begin this new role October 3rd
- Smooth start to Fall 2022 Academic Year
 - a. No equipment failures
 - b. On-site purchasing felt like pre-pandemic
- HEOA Compliance (federal requirement) was discussed at length
 - a. It is important for all lecturers/faculty to submit all required materials to the Bookstore
 - b. Students can then choose if they would like to purchase at the Bookstore, or through other resources
- v. Campus Rec Advisory Board – Ross Phillips / Rob Seay
- vi. Commission on the Black Experience – Brittney Calwile
- vii. Commission on Latino Affairs – Mary Todd
 - Hispanic heritage month – check the website for events!
- viii. Commission on Women – Stephanie O’Brien
- ix. Committee on Committees –Melinda Fischer / Jake Anderson / Ryan Real
- x. CompStat 360 – Jeff Anthony
- xi. LGBTQ+ Commission – Arthur Alvarez / Jordy Kirr
- xii. Library Advisory Board – Melissa Freudenberger
- xiii. Ombuds Committee –C.J. Smith / Melinda Fischer / Jake Anderson / Rebecca Harkless
- xiv. Parking Review Board – Matthew Burns
- xv. Veterans Commission – Bradley Elliott
- e. President’s Report – Melinda Fischer
 - i. QEP Update
 - 5-minute Experiential Learning survey:
https://clemsontech1.qualtrics.com/jfe/form/SV_9ZxJkXqJ9TQ0aNg
 - Contact Abby Baker for more information:
 - a. bakera@clemsontech1.edu or qep@clemsontech1.edu
 - ii. Compliance Trainings – they will lock down your credentials if they are not completed by Nov. 1

6. UNFINISHED BUSINESS AND GENERAL ORDERS

7. NEW BUSINESS

- a. Concurrent Resolution: Vote
 - i. Motion made by Jeff Anthony to support the resolution. CJ Smith seconded. The motion passed by majority.



8. ADJOURN 4:05pm

ANNOUNCEMENTS:

1. Senate Fall Social: @ Board of Trustees Suite of Memorial Stadium October 27th at 4:30pm
2. Executive Committee meeting: hybrid – November 3rd at 3:00pm
3. Full Senate Meeting: hybrid @ Senate Chambers – December 8th at 2:30pm

Staff Senate Meeting

October 13, 2022



An aerial photograph of a university campus. In the center is a large, circular pond with a walkway around its perimeter. The walkway is crowded with many people, likely students, walking. The pond is surrounded by green lawns and trees. In the background, there are several multi-story brick buildings, typical of a university campus. The sky is blue with scattered white clouds. The overall scene is bright and sunny.

Tony Wagner

**Executive Vice President for
Finance & Operations**

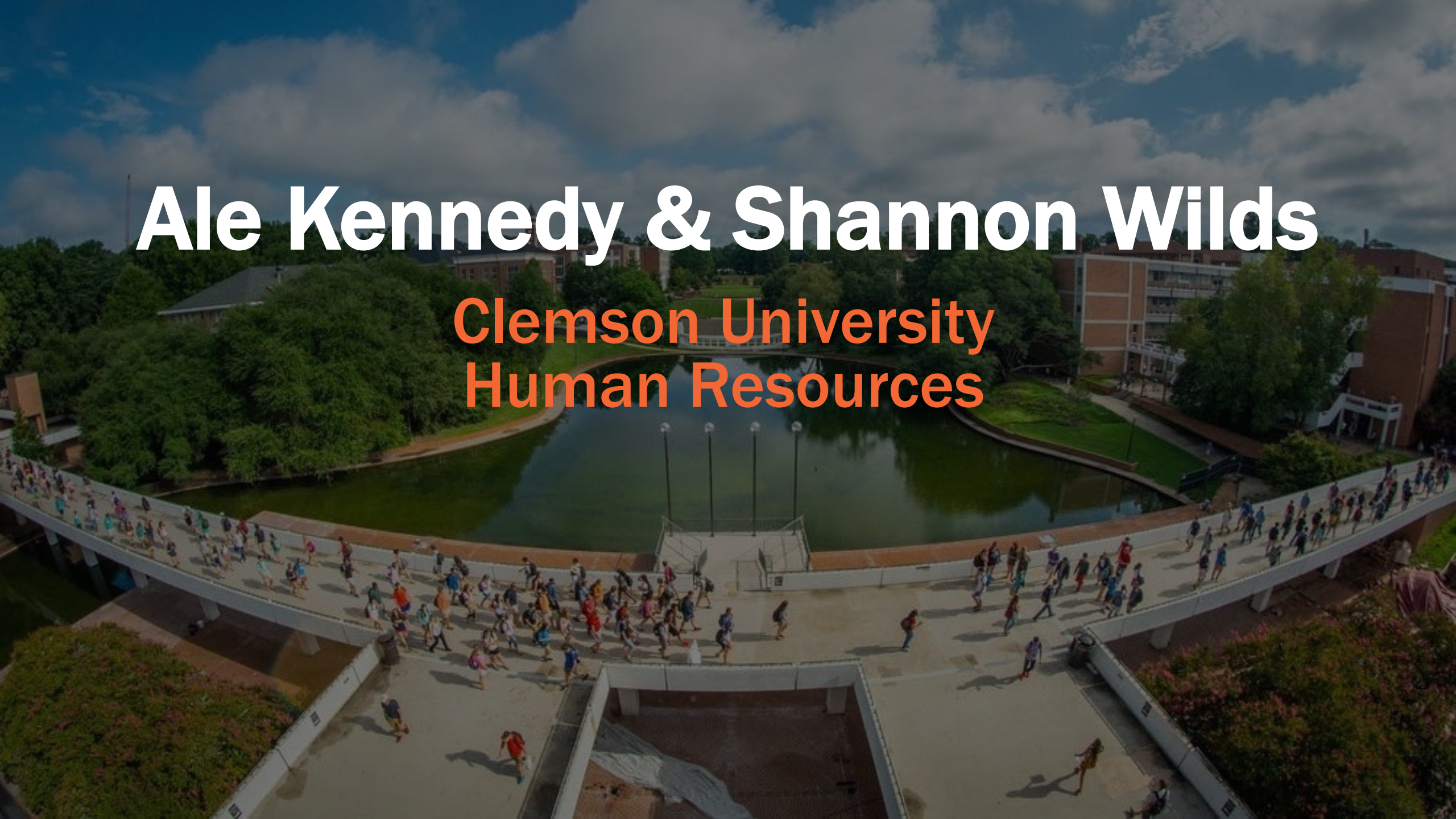


Amy Smith

**Vice President for
University Relations**

Ale Kennedy & Shannon Wilds

Clemson University
Human Resources



Open Enrollment & Paid Parental Leave



Shannon Wilds
Benefits Director

Overview & Highlights

Open Enrollment 2022

- What's New for 2023
- Key Dates
- Open Enrollment Options
- Key Takeaways
- Resources & Support

What's New for 2023?

- An 18.1% employer only rate increase.
- Small decrease in Optional Life and Dependent Life Spouse premiums.
- Small increase in Supplemental Long-Term Disability premiums.
- Increase in copayments, deductibles and coinsurance (see slide 4 for details).
- Expanded adult well visit coverage that allows all State Health Plan primary members to have a well visit each year at no member cost.

2023 Cost Sharing Increases

	2022	2023
Standard Plan		
Deductible	\$490/\$980	\$515/\$1,030
Coinsurance Maximum	\$2,800/\$5,600	\$3,000/\$6,000
Physician’s Office Copayment	\$14	\$15
Outpatient Facility Copayment	\$105	\$115
Emergency Room Copayment	\$175	\$193
Prescription Drug Copayment	\$9/\$42/\$70	\$13/\$46/\$77
Savings Plan		
Deductible	\$3,600/\$7,200	\$4,000/\$8,000
Coinsurance Maximum	\$2,400/\$4,800	\$3,000/\$6,000

Key Dates

Open Enrollment 2022

- **First Day of Open Enrollment** **October 1, 2022**
- **Close of Open Enrollment** **October 31, 2022, 11:59 pm EST**
- **Documentation Submission** **December 1, 2022**
- **Effective Date of Changes** **January 1, 2023**

Important Note

Benefits changes that require an effective date prior to or after January 1, 2023, should be processed separately from Open Enrollment.

Examples*

Birth of a new child, loss of eligibility, retirement, immediate beneficiary changes, etc.

*This is a representation list of examples and is not all-inclusive of situations that may require an effective date before or after January 1, 2023

Options for Eligible Employees Open Enrollment 2022

- **PEBA Insurance**
 - Health
 - Vision
 - Optional Life*
 - Dependent Life – Spouse*
 - Dependent Life – Child
 - Supplemental Long-Term Disability (SLTD)*
- **PEBA MoneyPlus Accounts**
 - Medical Spending Account
 - Limited-use Spending Account
 - Dependent Care Spending Account
 - Health Savings Account*
- **Aflac Supplemental Insurance**

Notes*

*Optional Life amounts over \$50,000 or increases to dependent life spouse coverage require medical evidence.

*New SLTD enrollments and decreases to waiting period require medical evidence.

*HSA accounts are only available to Savings Plan Subscribers. Subscribers can also make changes throughout the year.

Key Takeaways for Open Enrollment 2022

- **2022 is not a “Dental Year”**
 - Next Opportunity: October 2023 or Special Eligibility Situation
- **MoneyPlus Flex Spending Accounts Require Re-Enrollment**
 - Medical Spending Account
 - Dependent Care Spending Account
 - Limited Use Medical Spending Account
- **Important to Review Benefits & Deductions**
 - Check elections & life insurance beneficiaries before OE
 - Verify accuracy of payroll deductions with first paycheck in January 2023

Key Takeaways for Open Enrollment 2022

- Copayments, deductibles and coinsurance will increase in 2023
 - Refer to Page 5 of the [insurance summary](#) for details
- [Optional Life and Dependent Life Spouse](#) premiums for some age brackets will decrease in 2023
- [Supplemental Long Term Disability](#) premiums will increase in 2023
- Adult well visit coverage will be available for all State Health Plan primary members each year at no member cost

Where to Get Support & Enroll for Open Enrollment 2022

- **Get Started with Open Enrollment**
 - Info & Resources Clemson.edu/OE
 - PEBA Enrollment MyBenefits.sc.gov
- **Aflac Group Information Sessions & Appointments**
 - Session schedule is available on the [Clemson Insurance Open Enrollment Webpage](#)
- **Schedule Appointments with HR Open Enrollment Navigators**
[Clemson Insurance Open Enrollment Webpage](#)

Additional Information Available on the Tiger Training Platform

- I. 2022 Open Enrollment Overview
- II. Aflac Supplemental Insurance
- III. Navigating PEBA's MyBenefits
- IV. How to Complete the Notice of Election Form

Clemson University is EXCITED to offer.....

**Paid Parental Leave
Effective
October 1, 2022**

Eligibility for PPL

Governor Henry McMaster signed into law S. 11, which amends the SC Code of Law to provide **PPL** to employees who occupy all or part of a full-time equivalent position (FTE) effective October 1, 2022.

- **Clemson University faculty and staff in all or part of a full-time equivalent (FTE) position are eligible to receive **PPL**.**
 - Employees in a non-FTE position are not eligible for PPL.

Paid Leave

- PPL will provide paid leave at 100% of their **base** pay for the birth, adoption, or foster care placement of a child.
- PPL for eligible part-time FTE employees will be prorated corresponding to the % of their weekly average hours.

Leave: Birth

Employee who:	Paid Parental Leave
Gives birth to a newborn child	6 weeks
Co-parent gives birth to a newborn child	2 weeks

PPL taken for birth MUST be taken CONSECUTIVELY.

Leave: Adoption

A child under the age of 18 initially placed for adoption

Employee who:	Paid Parental Leave
Primarily responsible for the care of the child	6 weeks
Not Primarily responsible for the care of the child	2 weeks
Only one eligible SC state employee may be designated the parent primarily responsible for the care of their child	

PPL taken for adoption MUST be taken CONSECUTIVELY.

Leave: Foster Care

Employee who:	Paid Parental Leave
Fosters a child under the age of 18 in state custody	2 weeks

An eligible employee's PPL may be taken:

- consecutively, or
- upon request and approval in two one-week increments

The employee is not permitted to take leave in increments smaller than one week.

PPL Guidelines

- If both parents are employees of Clemson University, the PPL can be taken concurrently, consecutively or at different times.
- An eligible FTE employee will receive **NO MORE** than **ONE** occurrence of PPL for any twelve-month period.
- No child may have more than two parents eligible for PPL.

Family Medical Leave Act (FMLA)

Paid Parental Leave **MUST** run concurrently with leave taken pursuant to FMLA and any other unpaid leave to which the employee may be entitled as determined by OHR.

Requesting PPL

- The employee must submit a PPL Request form to OHR
 - The form can be found on the PPL webpage
- Employee must provide documentation within 30 days of the qualifying event

Required Documentation

Qualifying Event	Required Documentation
Birth	<ul style="list-style-type: none">• Birth Certificate or Proof of Birth• Certified DNA Results• Custody Order
Adoption	<ul style="list-style-type: none">• Adoption order and/or agreement confirming the initial date of placement
Foster Care	<ul style="list-style-type: none">• Foster Care Placement Agreement• Custody Order

The employee is required to supply only one form of documentation and may choose which to provide.



For additional information concerning Paid Parental Leave **scan the QR Code** or visit:

<http://www.clemson.edu/human-resources/benefits/parental-leave.html>

For additional questions, contact Ask-HR.



Questions??



An aerial photograph of a university campus. In the center is a large, calm pond reflecting the sky. A wide, curved concrete bridge spans across the pond, and it is densely packed with people, many of whom appear to be running. The surrounding area is lush with green trees and several multi-story brick buildings. The sky is blue with scattered white clouds. The overall scene suggests a large-scale outdoor event, such as a marathon or a fun run, taking place on a university campus.

Nicci Hanewald & Kat Owens

**Clemson United Way
Campaign Liaisons**

Lyndy Schonhar

United Way of Pickens County

Join Us!

Let's Go Tigers! Join Coach Rittman and the Clemson Tiger for tailgate goodies along with some valuable information on how you can help make this United Way employee campaign the best yet! So, let's show our communities that Clemson Family pride!

Where: President and First Lady's Suite (Football Stadium - Gate 16)

When: October 19, 2022 12:00pm-1:00pm (drop-in)

Thanks to Aramark for sponsoring this event!



Scan for more
information



Tessa Byer

Clemson University Ombuds

OMBUDS UPDATE
CLEMSON UNIVERSITY
OMBUDS FOR STAFF

OMBUDS DAY

October 13, 2022



INTERNATIONAL
OMBUDS
ASSOCIATION

Ombuds Quiz!

Keep track of your answers, and whoever scores highest (in-person or online) gets a prize!

1. From what language does the word “Ombuds” originate?

- A. German
- B. Latin
- C. Norwegian
- D. Swedish
- E. Russian

2. What University opened the first Ombuds Office in the United States?

- A. Eastern Montana University
- B. Clemson University
- C. UCLA
- D. Yale University
- E. University of Iowa

3. Which of the following is NOT an Ombuds Standard of Practice?

- A. Confidentiality
- B. Impartiality
- C. Advocacy
- D. Independence
- E. Informality

4. What kind of Ombuds Office does Clemson have?

- A. Organizational Ombuds
- B. Advocate Ombuds
- C. Classical Ombuds
- D. Media Ombuds
- E. Executive Ombuds

5. What year did Clemson's Ombuds Office open?

- A. 1989
- B. 1998
- C. 2011
- D. 2016
- E. 2020

6. What body advocated for the addition of an Ombuds for Staff at Clemson?

- A. Provost's Office
- B. Staff Senate
- C. Faculty Senate
- D. Access & Equity
- E. Office of Ethics and Compliance

7. What kind of services does an Ombuds Office offer?

- A. One-on-one coaching
- B. Referrals to other resources
- C. Mediation
- D. Training
- E. All of the above

8. When people ask you what an Ombuds is, what should you say?

- A. A confidential place to talk about your situation.
- B. A resource that can help with conflict resolution.
- C. A place to explore formal options without committing to them.
- D. A place to go to help you figure out what you are going to do next.
- E. All of the above.

QUESTIONS OR COMMENTS?

Tessa Byer, Ombuds for Staff

864-656-5353

tbyer@clemson.edu



Staff Senate Committee Reports



Staff Senate Concurrent Resolution