



# STAFF SENATE FULL SENATE MEETING

## MEETING MINUTES

**LOCATION:** Watt Center 106

**DATE:** December 14, 2023

**ATTENDEES:** Jake Anderson (President), Jeff Anthony (Vice President), Christy Babb (Treasurer), Ryan Real (Secretary), Alisha Maw, Angie Harris, Ann Marie Alexander, Arthur Alvarez, Beth Newton, Brittney Calwile, Casey Wallace, Colby Lanham, Cora Allard, Courtney Wald, Donna Duncan, Elizabeth Bennett, Eric Pernotto, Ezra Munn, Haley Cox, Jake Grove, James Gowan, Jamie Martin, Jennifer Blyden, Kevin Allmond, Kristen Lawson, Kristi Baker, Levi Roach, Mary Erin Morrissey, Michael Lewis, Rebecca Harkless, Ross Phillips, Sandi Priddy, Sara Dawson, Stacey Miller, Vicki Perry, Victoria Chapman, Winston Holton

**TIME:** 2:30 pm

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### **I. OPEN COMMENT PERIOD**

None received

### **II. CALL TO ORDER**

President Jake Anderson called the meeting of the Staff Senate to order at 2:32 p.m.

### **III. APPROVAL OF THE MINUTES**

The minutes from the November meeting were approved as read/distributed.

### **IV. SPECIAL ORDERS OF THE DAY**

- a. Tony Wagner, Executive Vice President and Chief Operating Officer
  - i. Thanked employees for their hard work this year, and provided a general preview of a busy start of 2024 and legislative updates
- b. Kelly Collins, CECAS Chief of Staff, and Kristen Lawson, Director of Strategic Initiatives for F&O
  - i. Provided an update on ERP implementation plan (see attached presentation)
- c. Brenda Burke, University Records Officer, and Taylor Matthews-Naylor, Records Analyst

- i. Provided an overview about University records management and everyone's responsibilities (see attached presentation)
- d. Tessa Byer - Clemson University Ombuds
  - i. Upcoming training
  - ii. The damaging power of "should" and the alternative "I choose (not) to \_\_\_\_ because" → (see attached presentation)

## V. COMMITTEE REPORTS

- a. Treasurer – Christy Babb
  - i. Budget Update
    - 1. Vending           \$13,521 (yep—it went up!)
    - 2. Operating       \$3,217
- b. Teams Update & Feedback Gathering - Erin Fall
- c. Activities (Vicki Perry, Jake Grove)
  - i. Degree Attainment Lunch - January 17 at 12 p.m.
  - ii. Advising appreciation
- d. Advancement (Victoria Chapman, Melinda Fischer)
  - i. Fundraising update
- e. Communications (Cora Allard-Keese, Ryan Real)
  - i. Newsletter:
    - 1. Blog approved!
    - 2. Clemson Champions
  - ii. Senate is working on new website template
- f. Inclusive Excellence (Alisha Maw, Jamie Martin)
  - i. Drafting future newsletter features
  - ii. CEBA
- g. Membership (Beth Newton, Kristi Baker)
  - i. Bylaws update
- h. Welfare (Jeff Anthony, Stacey Miller)
  - i. Internal unit Remote Work Policies/guides being reviewed by HR
  - ii. Early discussions with UNC System Staff Assembly
  - iii. Senator Wellness Initiative
  - iv. PATS exploring new parking tier
  - v. [Governmental Affairs Public Officials Policy](#) reminder—please review
  - vi. Staff Senate Mission Statement

## VI. UNIVERSITY COMMITTEES/COMMISSIONS:

- a. Accessibility Commission – Ross Phillips
- b. Accident Review Board – Christy Babb, Jeff Anthony
- c. Alcohol and Other Drugs Advisory Board – Jeff Anthony
- d. Asian, Pacific Islander, Desi-American Commission – Jake Grove
- e. Bookstore Advisory Committee – Jamie Martin
- f. Campus Rec Advisory Board – Ross Phillips / Rob Seay
- g. Commission on the Black Experience – Brittney Calwile
- h. Commission on Latino Affairs – Sara Dawson
- i. Commission on Women – Mary Erin Morrissey
- j. Committee on Committees – Jake Anderson / Jeff Anthony / Ryan Real
- k. CompStat 360 – Jeff Anthony
- l. LGBTQ+ Commission – Arthur Alvarez
- m. Library Advisory Board – Colby Lanham
- n. Ombuds Committee – Melinda Fischer / Jake Anderson / Jeff Anthony
- o. Parking Review Board – Matthew Burns
- p. Veterans Commission – Bradley Elliott

**VII. PRESIDENT’S REPORT**

- a. Spring Meeting Locations (McKissick Theater in Hendrix Student Center in January, March)
- b. February 8 CUICAR Trip/Meeting
  - 9:00 Depart Clemson University
  - 10:00 Arrive at CUICAR
  - 10:15 – 11:30 Tour/Visit with staff at CUICAR
  - 11:30 – 1:00 Lunch with CUICAR staff
  - 12:45 Last call/Bathroom call
  - 1:00 – 2:30 Staff Senate Monthly Meeting
  - 2:45 Depart CU-ICAR
  - 4:00 Arrive at Clemson University
- c. Military-Connected Services and Support Committee Request
- d. Battle of the Senates Fundraiser
- e. 2024 Holiday Calendar

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

**X. ADJOURNMENT**

President Jake Anderson adjourned the meeting of the Staff Senate at 3:52 p.m.

Minutes submitted by: Ryan Real

Minutes approved on: (January 11, 2024)

# Staff Senate Meeting

December 14, 2023



**Kelly Collins**

**CECAS Chief of Staff**

**Kristen Lawson**

**Director of Strategic Initiatives for F&O**

# Enterprise Resource Planning Update

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Staff Senate

December 14, 2023

# Today's Presenters



**Kristen Lawson**

ERP Chief of Staff

Director of Strategic Initiatives –  
Finance and Operations



**Kelly Collins**

ERP Voice of the Customer Lead

Chief of Staff - CECAS

# Business Transformation: Opportunity

**Transformational** multi-year investment to make systems:  
modern and dynamic  
transparent and efficient

Change systems from an obstacle to the **foundation** for success  
enable efficient business processes  
recalibrate internal resources  
provide real-time data-driven decision tools  
**support strategic investment**



# Business Transformation: Innovation

Core focus on two transformational initiatives:

- 1. Core Finance and HR Systems\*** Will enable broad transformation outcomes across the enterprise and impacted functions.
  - Final negotiations are being handled by the state procurement office, with estimated implementation kick-off dependent on those outcomes.
- 2. Revenue-Based Budget Model** Will realign accountability and responsibility with financial results to drive long-term growth for the strategic plan
  - Steering Committee built a model framework during 2022-2023; now, in two shadow years of operationalizing the model design and supporting stakeholder knowledge of the model across campus.

\*Student Information System is not included in this implementation.

# Enterprise Resource Planning Update

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# Clemson's ERP Implementation



Migrates core Human Resources and Finance processes to one system.



A cloud-based, modern enterprise resource platform.



A solution that replaces disparate, decades-old systems.



A coordinated system capable of delivering an outstanding employee experience.



Empowers the University mission of teaching, research and service.

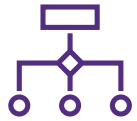
# Clemson ERP Guiding Principles



Remember the customer's perspective.



Sustainable and built to last.



As common as possible, as different as necessary.



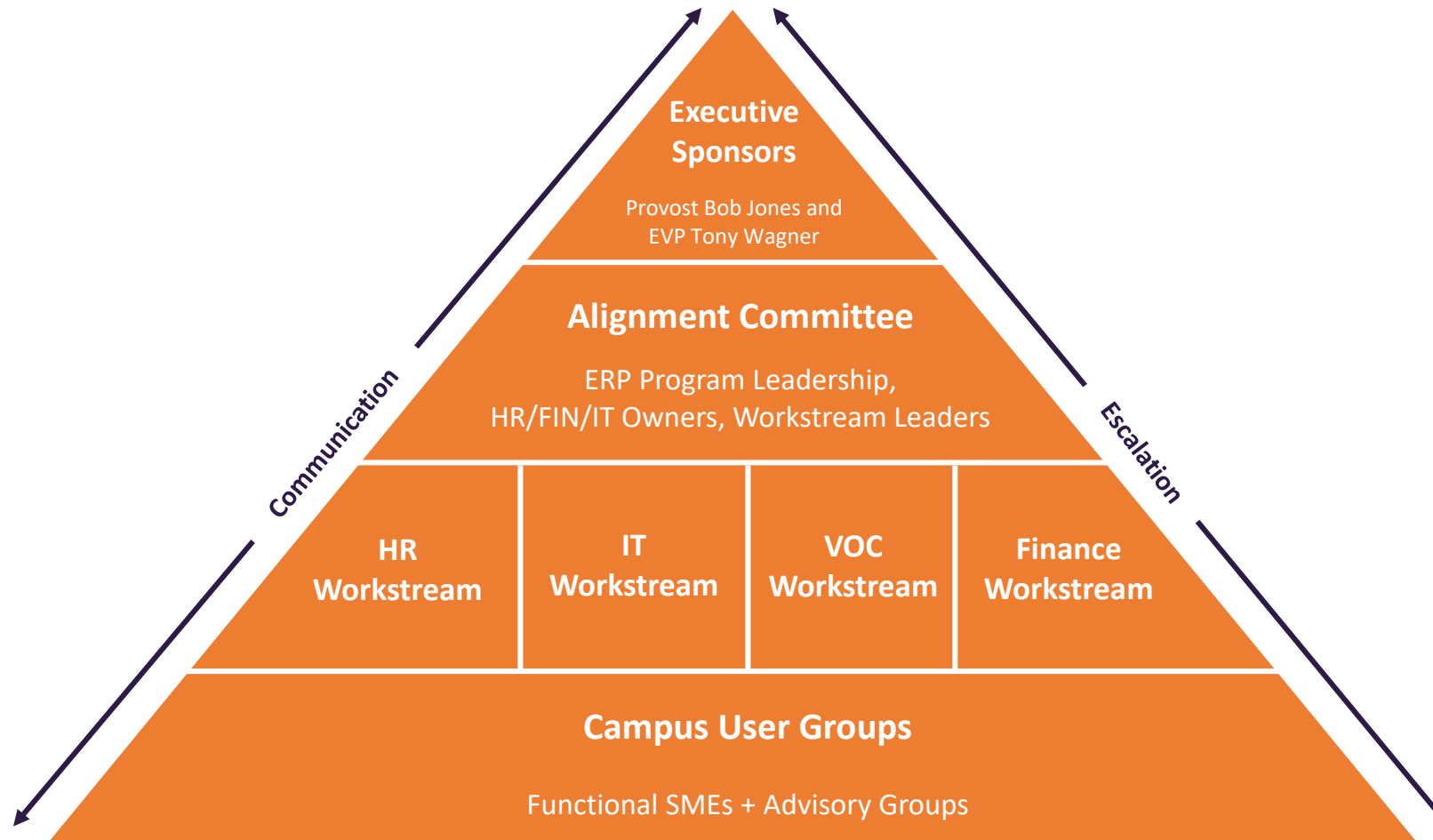
Don't let past practice get in the way of best practice.



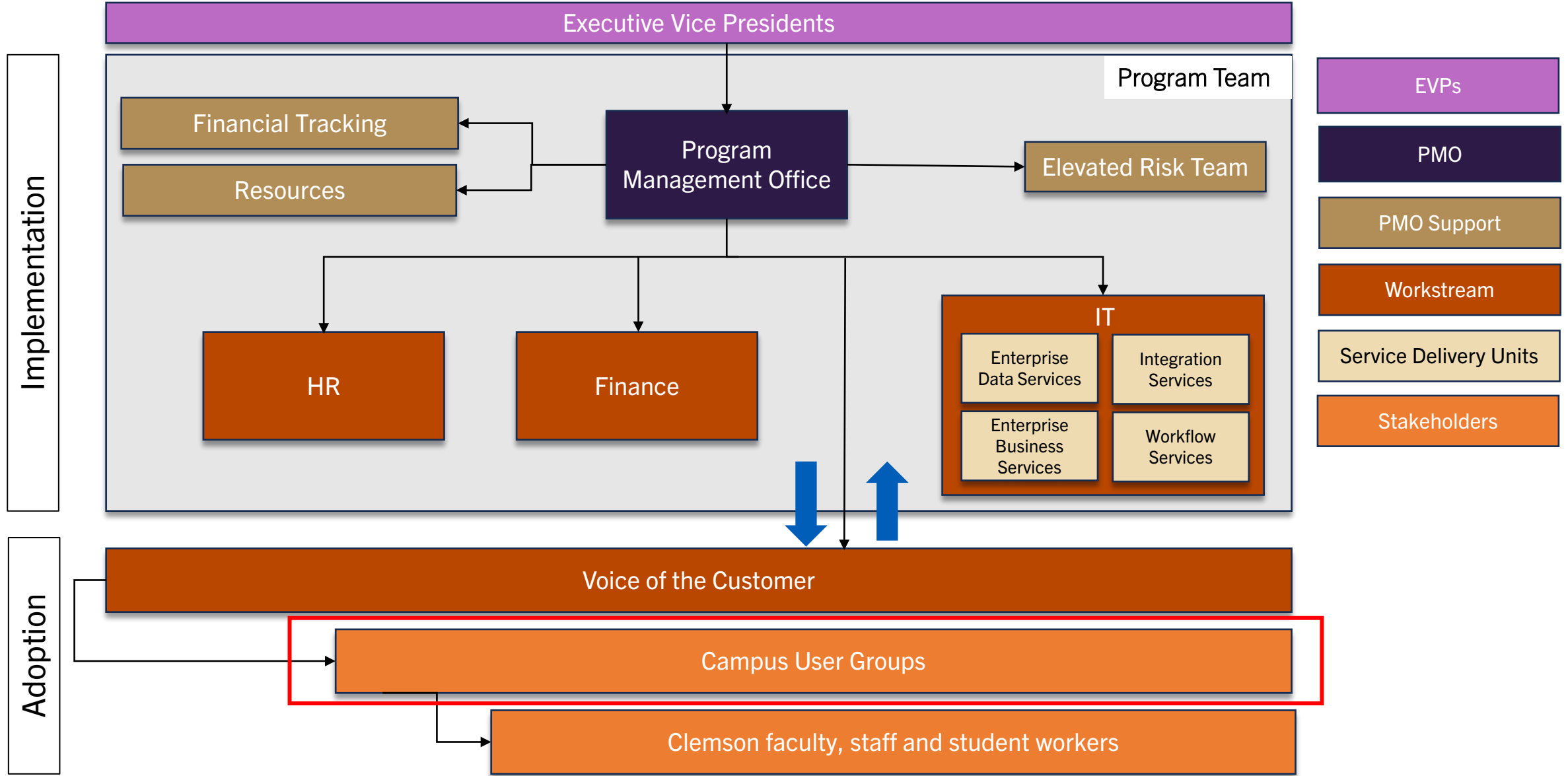
Enable business efficiency.

# ERP Governance

The following triangle summarizes the key governance committees that will be core to the successful implementation of the ERP.



# ERP Program Organizational Structure



# ERP Pre-Implementation Activities



**ONBOARD CLEMSON  
PROGRAM TEAM**



**WELCOME SYSTEM  
INTEGRATOR**



**ASSEMBLE CAMPUS  
USER GROUPS**



**PREPARE ASB  
FACILITY**



**DEVELOP PROGRAM  
PRIORITIES**



**INTEGRATE CLEMSON  
AND SI PROJECT PLANS**



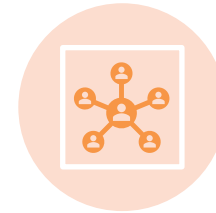
**TRAINING FOR PROGRAM  
TEAM MEMBERS**



**CHART OF ACCOUNTS  
REDESIGN PROJECT**



**LAUNCH PROGRAM  
WEBSITE**



**BEGIN CADENCY BUSINESS  
TRANSFORMATION BRANDING  
PROJECT**

# The Path Forward

The Clemson ERP Program has built a solid foundation for its future system implementation and remains committed to stewarding the effort in an organized and stakeholder-inclusive manner.

## Preparing for What's Next

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- **Defining Success** – Clemson will define what success looks like and how success will be measured throughout the duration of the ERP phases.
- **Ongoing Communication & Updates** – Establish project communications to build awareness, promote opportunities for stakeholder input, and increase overall visibility of the project.
- **Campus User Group Engagement** – Clemson will engage user groups across the University to gain representative perspectives and involvement throughout the design, implementation, and training phases of the new system.



# Voice of the Customer Overview

While the HR, Finance and IT workstreams focus on **implementation** of the new ERP system, the Voice of the Customer workstream focuses on **adoption**.

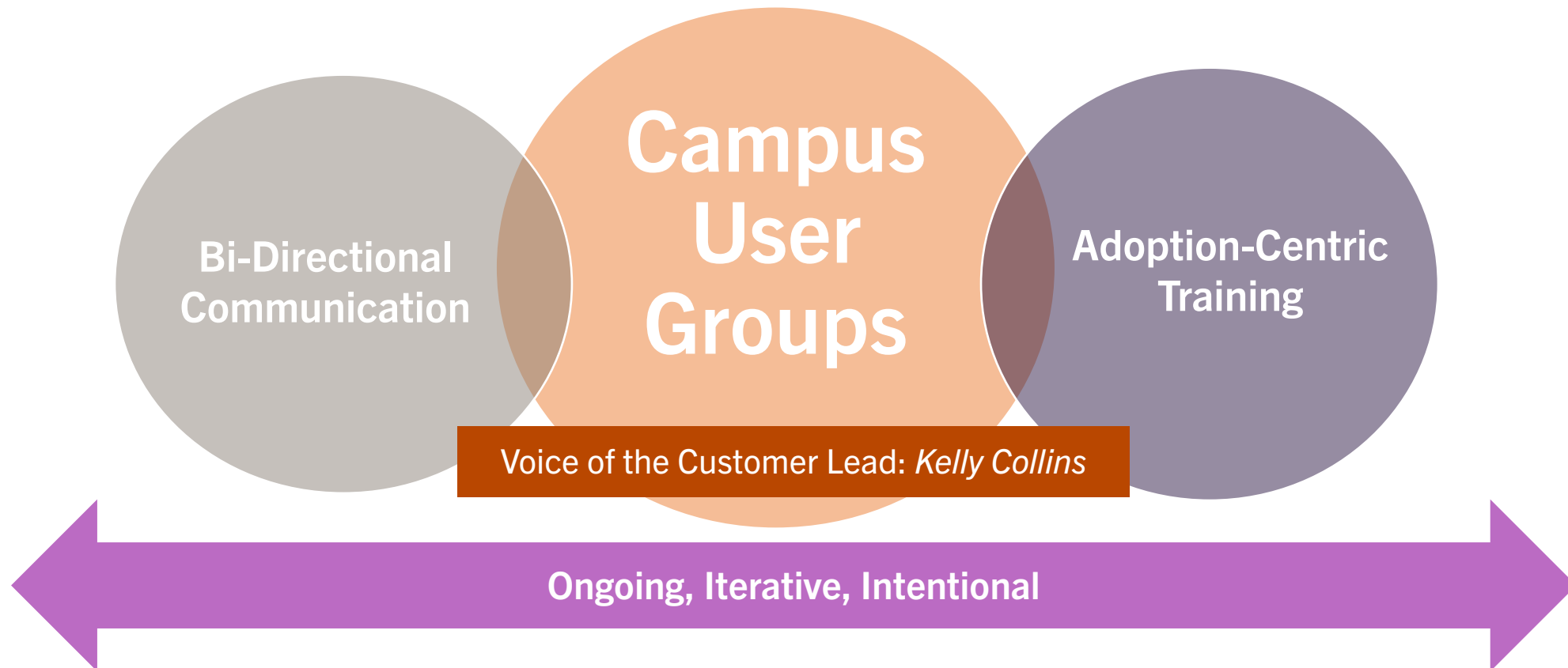
Our goal is to prepare staff, faculty and student workers to **use the new system in a way that improves their day-to-day job experience**.

We **begin with engagement and communication to build awareness and knowledge** of the new ERP, followed by training and assessment of Clemson's organizational readiness.



# Voice of the Customer

The “Voice of the Customer” connects campus user groups and training and communication activities. It distills the mutual interests of campus stakeholders during the implementation to improve the program’s value to the end-user.

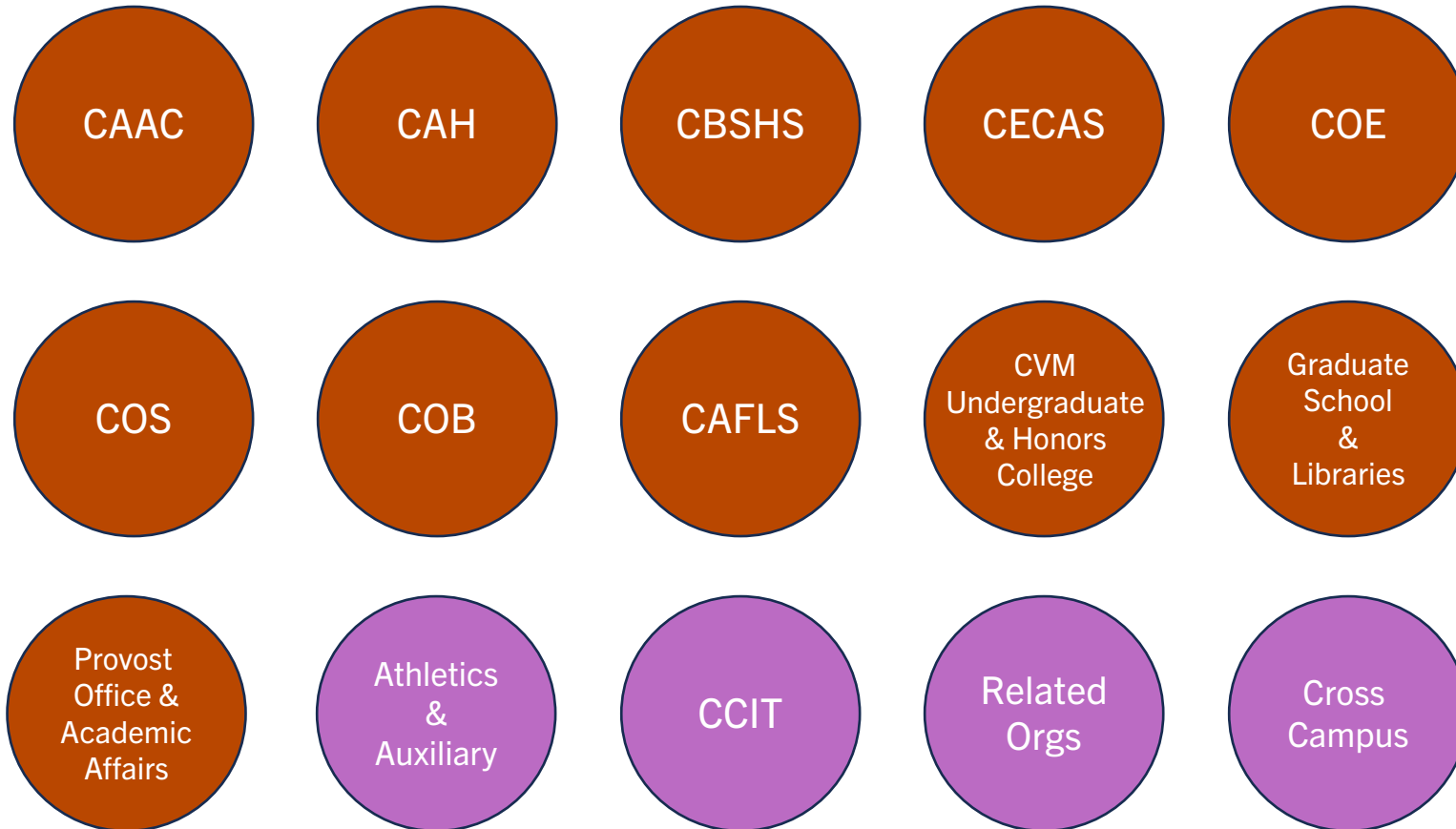


# Campus User Groups

Critical link between the ERP program and the greater Clemson community.

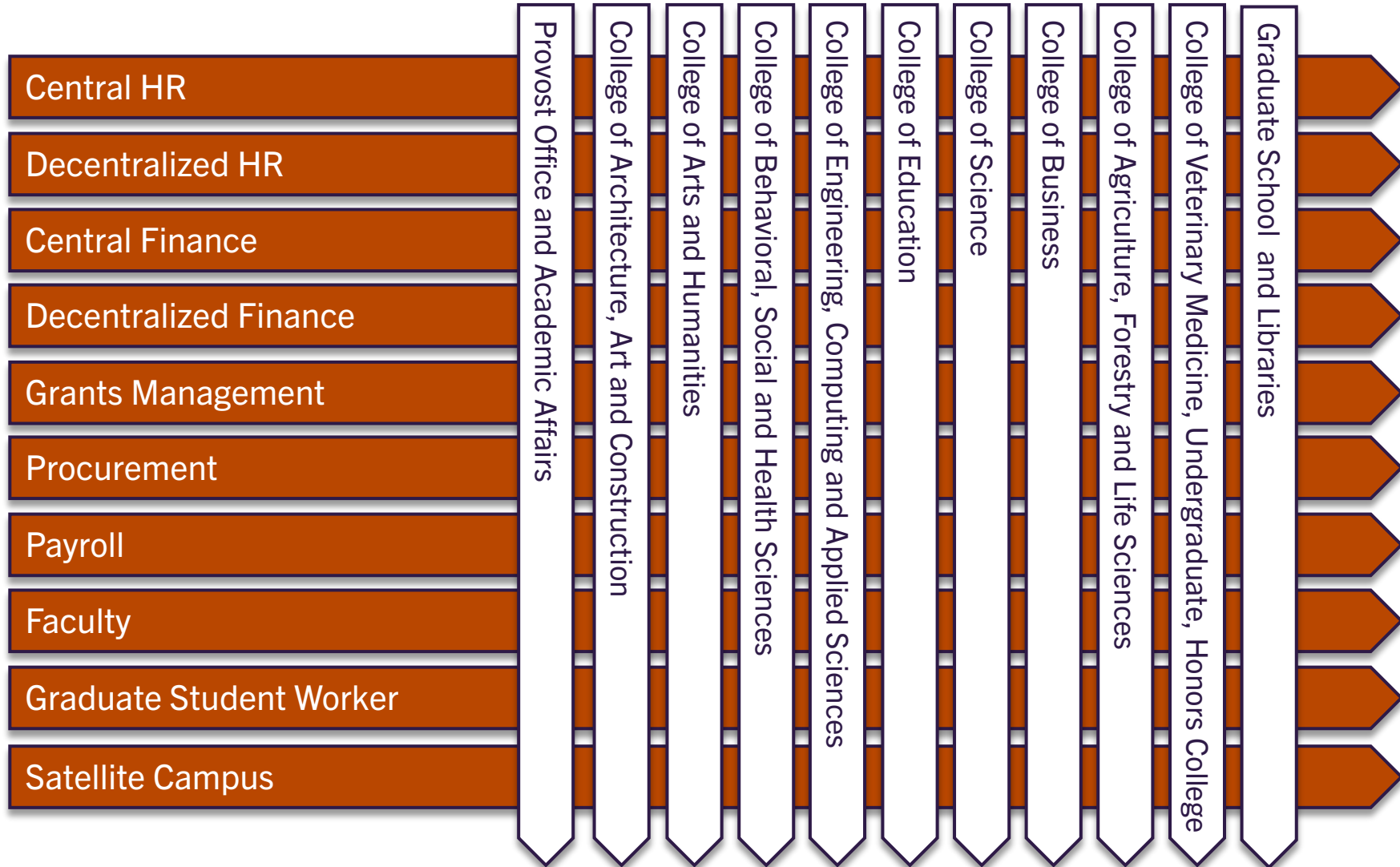
- **Represent the interest of each of Clemson's colleges and non-academic divisions** by:
  - Receiving ERP program status updates and previews/education of the new ERP system.
  - Participating in key ERP activities where the perspective of each college and division is needed.
  - Endorsing the ERP program's outcomes at each phase of the implementation.
- Serve as the communicator and ambassador for the ERP program on behalf of their college, division or organization.
- **Cross-functional membership** with decentralized and centralized contributors.
- **15 total user groups** – 11 academic and 4 non-academic, plus 8 functional committees.
- **Kickoff for User Group leads meeting**; kickoff event for all campus user group leads is scheduled for December.

# Campus User Groups and Committees

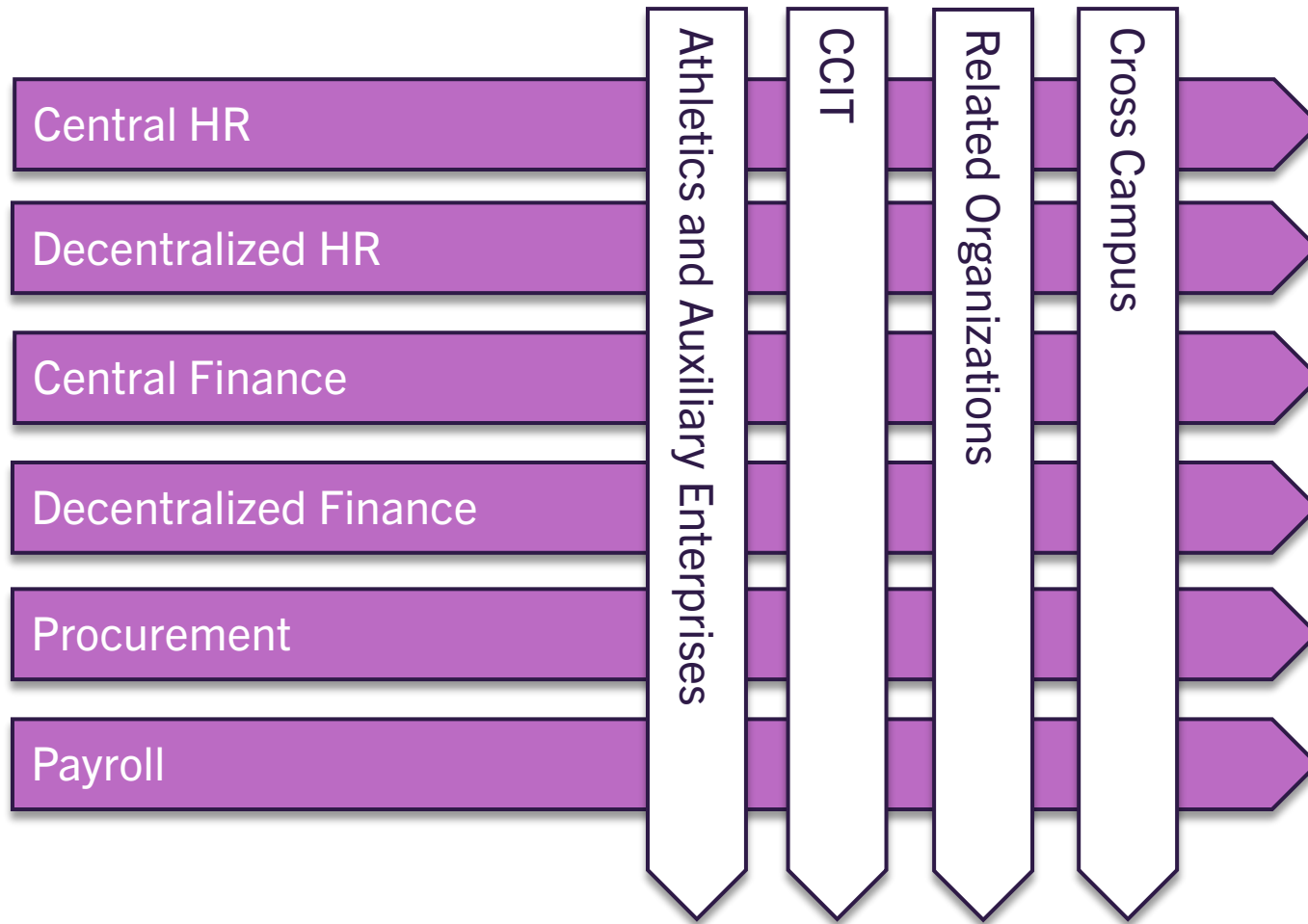


Academic User Group    Non-Academic User Group    Functional Committee

# Academic Campus User Group Composition



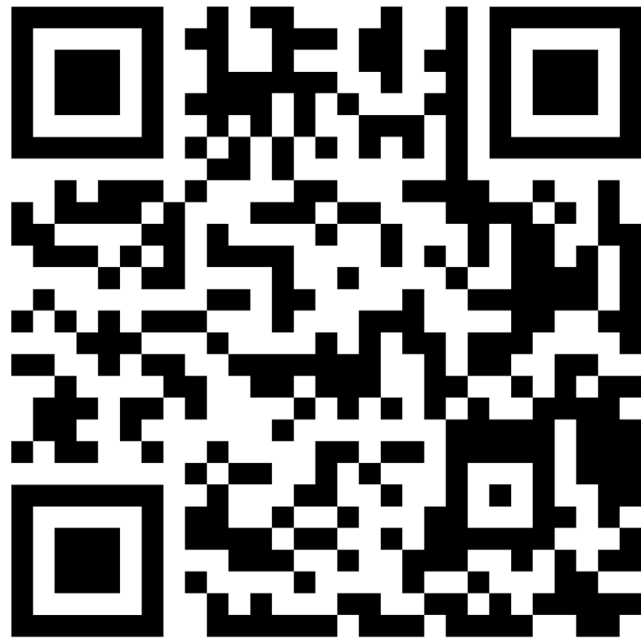
# Non-Academic Campus User Group Composition



# Contact Us

## Ask a Question

[Link to form](#)



## Request a Presentation

[Link to form](#)



**Thank you**

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**Brenda Burke**

**University Records Officer**

**Taylor Matthews-Naylor**

**Records Analyst**



# RECORDS MANAGEMENT

## Just the Basics Records Compliance

# 2023

Brenda L. Burk  
University Records Officer

Taylor Matthews-Naylor  
Records Analyst

December 14, 2023



## Did you know . . .

- . . . you cannot just throw out official records of the university?
- . . . Records Management is everyone's responsibility?
- . . . Records Management is here to help?
- . . . if you scan a paper record you just can't throw out the hard copy?
- . . . together we will be in compliance & protect ourselves & the university for unnecessary litigation?

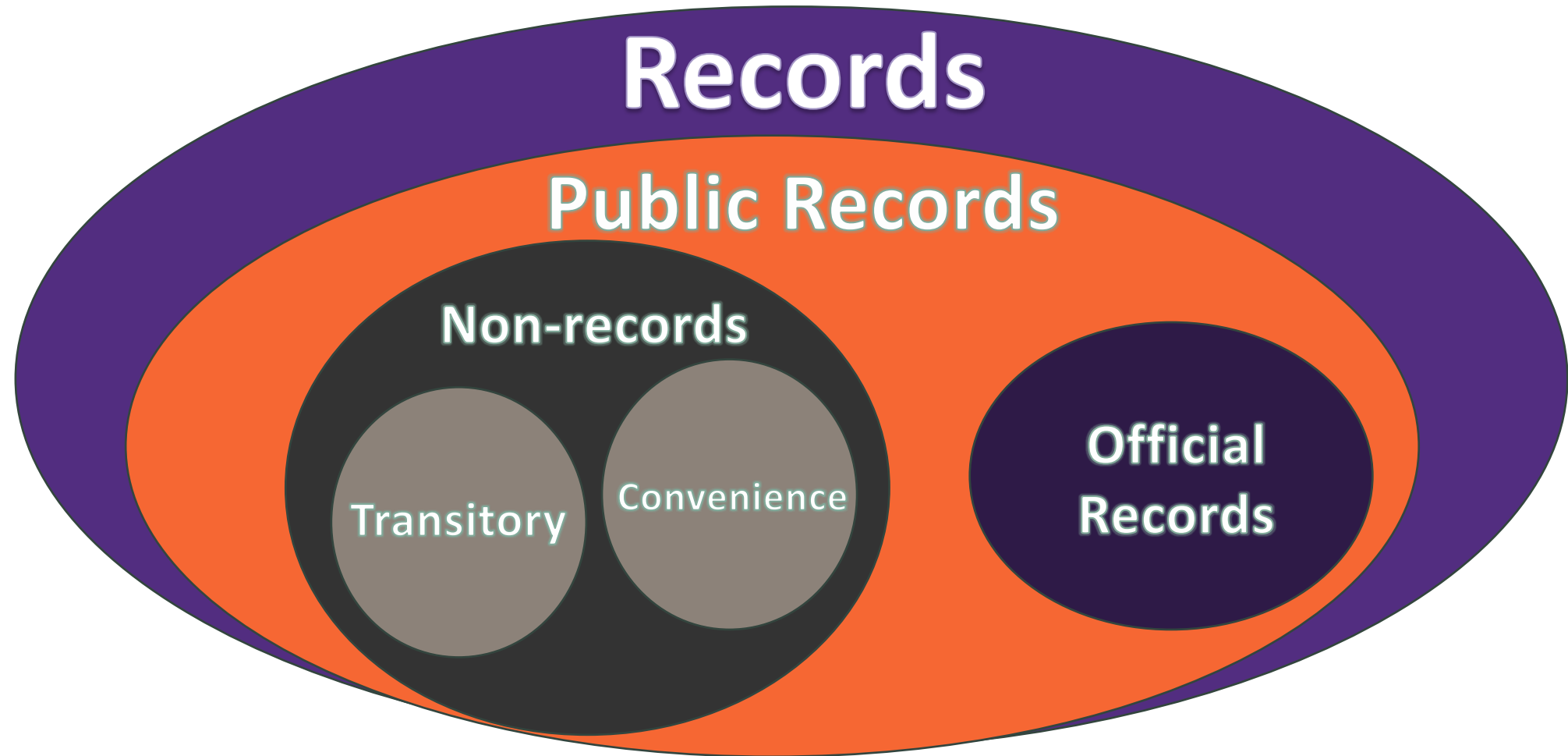
## In 10 minutes we want you to know

- What is Records Management (RM) and its purpose?
- What is a Record?
- What are Records Schedules?
- RM Services
  - Records Center
  - Training
  - Consultations

## Importance of Records Management

1. Ensures that records are available when needed
2. Protects records from improper or unauthorized destruction and deletion
3. Ensures that records are not retained unnecessarily
4. It's the law! (defined in [Title 30](#) of SC Code of Laws)

## Creation: What is a Record?



## What is a records schedule?

- Purpose
  - Describes the records
  - Length of time retained
  - Final disposition
- Two types of schedules
  - General
    - state level
    - university level
  - Specific

### CLEMSON UNIVERSITY

ALL ADMINISTRATIVE AND ACADEMIC  
DEPARTMENTS

CU 10580

### DEPARTMENTAL PROCUREMENT RECORDS

Description: Created by departments to document payment from the university to outside vendors. Consists of vouchers, purchase orders, invoices, receiving reports, requisitions, procurement credit card information, budget information, payroll vouchers, and other financial information.

Retention: 7 years; destroy.

Supersedes: CUAAAD-7

Schedule approved 1988; Revised 10/27/1999

## RM Services - Records Center

- Open to all Clemson University departments
- Provides secure and confidential storage of documents that meets the state storage policy
- Low-cost option compared to large-scale information management services
- Processes bi-annual secure destructions of documents stored in the Records Center
- Processes requests for record retrievals



## RM Services – Trainings and Consultations

- Provide overall training sessions
  - Check out TigerTraining to register and attend
- Provide specialized consultations and trainings
- Monthly virtual chat sessions
  - When: 3<sup>rd</sup> Wednesday of the month (next one – January 17, 2024)
  - Time: 10:30 am
  - Where: <https://clemson.zoom.us/j/92152211278>

# Records Management Contact Information

Email – [recmgmt@clemson.edu](mailto:recmgmt@clemson.edu)

Website - <https://libraries.clemson.edu/records-management/>

Brenda Burk

University Records Officer

[bburk@clemson.edu](mailto:bburk@clemson.edu)

864-656-5176

Taylor Matthews-Naylor

Records Analyst

[tmmatth@clemson.edu](mailto:tmmatth@clemson.edu)

864-656-0680

**Tessa Byer**

**Clemson University Ombuds**

OMBUDS UPDATE

CLEMSON UNIVERSITY  
OMBUDS OFFICE

# UPCOMING TRAININGS:

Emotional Intelligence at Work

Date: March 15, 2024, 9:00 to 12:00

Location: Virtual Only

Cultivating Resilience: How to Overcome Life's Setbacks

Date: April 26, 2024, 9:00 to 11:00

Location: University Facilities Center, 280 Seneca Creek Rd, Room A-251

Open to faculty, staff, and students

Register on Tiger Training Today!

When you are trying to make a decision or make a change, one of the most psychologically damaging words is...

# *SHOULD*



Guilt/  
shame



Deficit mindset



Judgment



Failure

# What am I going to do next?

Instead of: I should \_\_\_\_\_ because \_\_\_\_\_ (others do, others say I should, I would feel guilty otherwise, I will look bad if I don't, etc.)

I choose to \_\_\_\_\_ because \_\_\_\_\_. I choose not to \_\_\_\_\_ because \_\_\_\_\_.



# What am I going to do next?

Tessa's example:

Instead of: I should work out because otherwise I will feel guilty.

I choose to work out today because it helps me relieve stress and show up more intentionally at work and at home. OR I choose not to work out today because I want to spend that time with my family.

# QUESTIONS OR COMMENTS?

Tessa Byer, CO-OP<sup>®</sup>, University Ombuds

864-656-5353

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

# Staff Senate

## Committee Reports

# Staff Senate

## President's Report

 **STAFF SENATE****February General Meeting**

Clemson University International Center for  
Automotive Research (CU-ICAR), Greenville

Thursday, Feb. 8 • 1-2:30 p.m.



**Staff Senate**

**Next Meeting:**

**January 11, 2023**

**McKissick Theater in Hendrix**