



STAFF SENATE FULL SENATE MEETING

MEETING MINUTES

LOCATION: Lee Hall 100 and Zoom

DATE: August 8, 2024

TIME: 2:30 pm

ATTENDEES: Stacey Miller (Vice President), Christy Babb (Treasurer), Alisha Maw (Vice Treasurer), Casey Wallace (Vice Secretary), Anthony Herrera, Arthur Alvarez, Beth Newton, Candice Heatherly, Colby Lanham, Cora Allard, Donna Jervis, Emily Danuser, Eric Pernotto, Ezra Munn, Haley Cox, Jennifer Blyden, Jordy Kirr, Joy Patton, Justin Scott, Kevin Allmond, Kristen Lawson, Kristi Baker, Kyle Young, Levi Roach, Mark Roth, Matthew Burns, Michael Atkins, Mimi Rose, Rebecca Harkless, Rob Seay, Ross Phillips, Sandi Priddy, Sara Dawson, Steve Fullerton, Victoria Chapman, Victoria Perry, Wendi Mattson, Winston Holton

I. OPEN COMMENT PERIOD

II. CALL TO ORDER

Vice President Stacey Miller called the meeting of the Staff Senate to order at 2:30 p.m.

III. APPROVAL OF THE MINUTES

Kristen Lawson moved to approve; Haley Cox seconded. Minutes were approved by majority

IV. SPECIAL ORDERS OF THE DAY

- a. Lee Currington and Nick Collier, Office of Institutional Excellence led by Lisa Knox/President's Office. Discussed purpose and functions. Gave rundown of areas and leadership.
 - i. Well-being: Dr. Anna Currie
 - ii. Strategic Prioritization and Initiatives: Nick Collier
 - iii. Enterprise Risk Management/Bus Continuity: Lee Currington

- iv. Continuous Improvement and Portfolio Management: Josh Barnes
- b. Brianna Lombardozi, Clemson Housing
 - i. Provided information on next week's move-in processes, statistics, traffic patterns/road closures, recommendations and requests.
- c. Tessa Byer and Michael Scott, University Ombuds
 - i. Introduction of Michael Scott, new Associate Ombuds. Discussed upcoming training

V. COMMITTEE REPORTS

- a. Activities (Vicki Perry, Donna Jervis)
 - i. Move In Pop-up
 - a. Email Vicki to sign up
 - ii. Blood Drive 9/17
- b. Advancement (Jennifer Blyden, Marjorie Campbell)
 - i. Informational Flyer to bring attention to scholarship and emergency funds
 - ii. Golf Tournament
- c. Communications (Cora Allard, Colby Lanham)
 - i. Call for Blog Material
- d. Inclusive Excellence (Arthur Alvarez, Jordy Kirr)
 - i. IE 2.0 Update – Still in planning stages for implementing, revamping and re-strategizing
- e. Membership (Beth Newton, Kristi Baker)
 - i. No update
- f. Welfare (Haley Cox, Kyle Young)
 - i. SharePoint Update- Working with Erin on buildout and common constituent concern FAQ through the intake form
 - ii. Nook Update - Employee equivalent for paw pantry. Call for volunteers; possible service days.
- g. Treasurer – Christy Babb
 - No update

VI. UNIVERSITY COMMITTEES:

- a. Accident Review Board – Christy Babb, Levi Roach

- i. Meeting scheduled
- b. Alcohol and Other Drugs Advisory Board – Rob Seay
 - i. Naloxone ONEbox® Emergency Kit locations:
<https://www.clemson.edu/studentaffairs/find-support/shs/resources/aod/narcan.html#oneboxcampuslocations>
- c. Bookstore Advisory Committee – Eric Pernotto
 - i. Meeting scheduled
- d. Committee on Committees –Jeff Anthony / Stacey Miller / Steve Fullerton
 - i. Faculty piece overview
- e. CompStat 360 – James Gowan
 - i. No report
- f. Library Advisory Board – Colby Lanham
 - i. No new business
- g. Ombuds Committee –Jake Anderson / Jeff Anthony / Stacey Miller / Anthony Herrera
 - i. Met with Tessa - Gave overall report for the year.
 - ii. Location next to Esso Club.
- h. Review Board – Matthew Burns
 - i. No report

VII. PRESIDENT’S REPORT (*Stacey Miller, Vice President*)

- a. Kristi Barker is stepping down as co-chair for Membership Committee but still maintaining Senator status. Eric Pernotto will be stepping up as co-chair.
- b. CAFLS Update - New dean, Matt Holtz; For requests, reach out to Kayla Payne or Nicole Richardson
- c. Leave Transfer – FTE positions from one state agency to Clemson, leave can be transferred. TLP or TGP cannot transfer leave but will be paid out.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

None

X. ADJOURNMENT

Vice President Stacey Miller adjourned the meeting at 3:24 p.m.

Staff Senate Meeting

August 8, 2024



Lee Currington & Nick Collier

Office of Institutional Excellence

The Office of Institutional Excellence

Nick Collier

Lee Currington

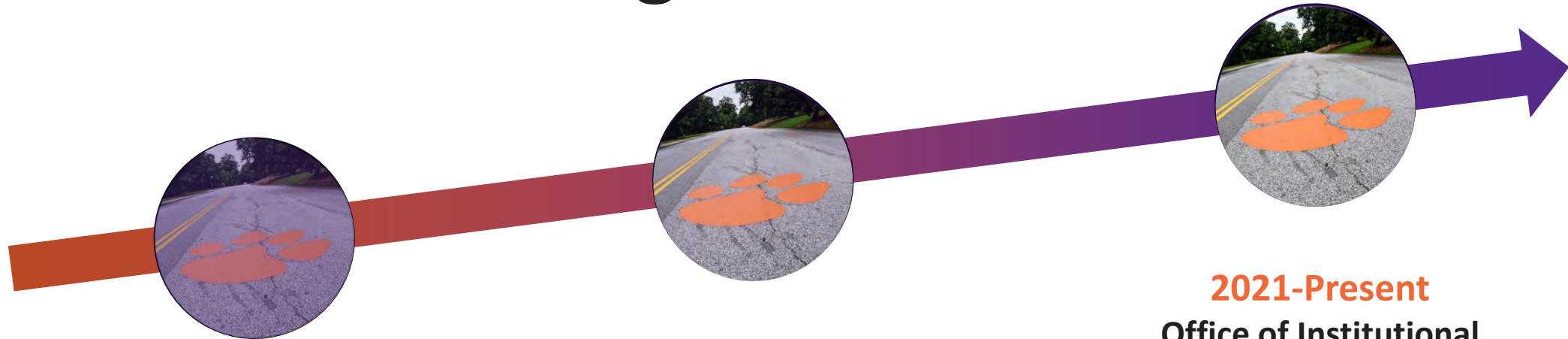
August 8, 2024

“If you could get all the people in an organization rowing in the same direction, you could dominate any industry, in any market, against any competition, at any time.”

— Patrick Lencioni



How did Clemson get here?



2006-13

Lean Office
Focus: Cost Savings, Cost Reallocation, Risk Reduction

2014-20

Lean Office

Focus: Cost Savings, Reallocation, Risk Reduction, Continuous Improvement: Quality & Efficiency in Processes

* ERM/BC in F&O

2021-Present

Office of Institutional Excellence
Office of the President

Focus: Strategic Planning & Execution, Enterprise Risk Mgt & Business Continuity, Continuous Improvement, Portfolio Mgt, Well-Being



INSTITUTIONAL EXCELLENCE

Who is OIE Today?



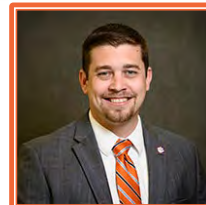
Well-Being



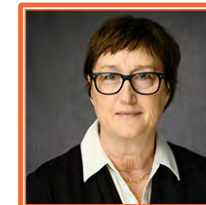
Strategic
Planning &
Execution



Strategic
Prioritization
& Initiatives



Enterprise Risk
Management
/ Business
Continuity



Continuous
Improvement
/ Portfolio
Management



Why Integrate These Areas?



Customized support - full-service to “DIY”:

- Facilitation & consultation
- Risk identification, assessment, mitigation, and reporting
- Assessments
- Change management
- Project management
- Skills development & tools/templates

Project Examples



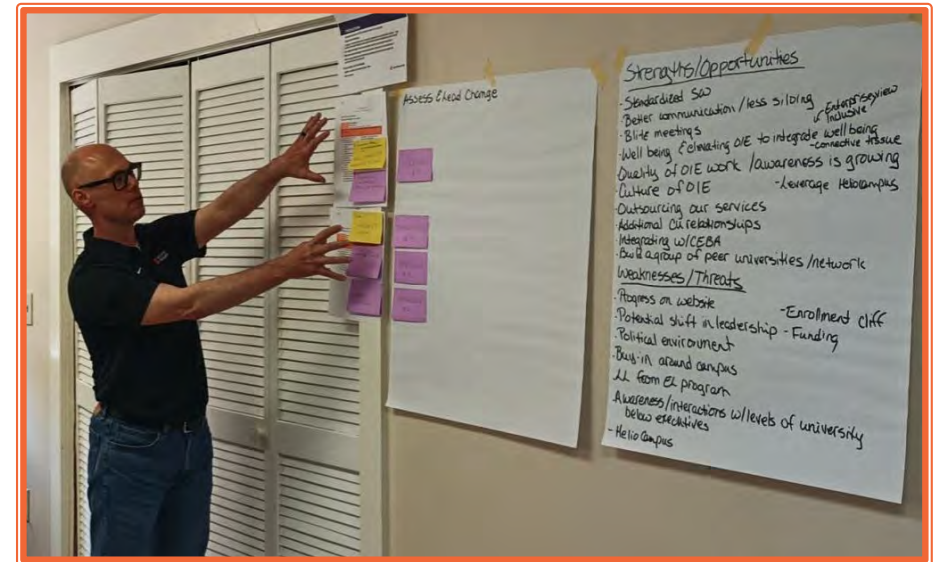
Prioritization



Strategic Planning



Risk Management



Questions?

Contact us at InstExcellence@Clemson.edu
if you would like:

- A deeper dive presentation on any of our areas
- A presentation to another team within your unit
- To discuss how we might support or assist you

www.clemson.edu/administration/institutional-excellence

Brianna Lombardozzi

Director of Housing Operations

Fall 2024 Move In Process

CLEMSON[®]
home



Students Arriving August 12-17

August 12

7am-1pm

**Sorority Members
Tiger Band Drumline
Approved Early Arrivals**

August 13

7am-4pm

**Early Arrival Groups (Tiger Band,
Welcome Leaders)
PNMs**

August 14

7am-1pm

**First Year
Continuing
Bridge**

August 15

7am-4pm

**First Year
Continuing
Bridge**

August 16

7am-1pm

**First Year
Continuing
Bridge**

August 17

7am-1pm

**First Year
Continuing
Bridge**

Move-In Appointments

All residents who plan on moving in between Monday, August 12 and Saturday, August 17 have a move-in appointment.

Information at housing.clemson.edu links residents to the Housing Portal.

A resident can select a new appointment or change an appointment and will be able to log in at any time to see their confirmed appointment.



Set your Check-in Appointment (Fall Only)

Check-in appointments are available any time after you have selected or been assigned to a space. Each resident must set an appointment in the [Clemson Home Portal](#) to determine the exact time and date that you will check in. Below you will find the dates that will be available for each student classification.

2024 Fall Move-in

- **General Move-in:** August 14-17
 - 7 a.m. to 1 p.m. Wednesday, Friday, Saturday
 - 7 a.m. to 4 p.m. Thursday
- **Sorority (Barnett, Quad, Smith) Move-in:** August 12
- **Sorority Potential New Members Move-in:** August 13
- [Orientation](#)
- [Welcome Week](#)

Students Arriving August 12-17 (as of 7/31/2024)

August 12

7am-1pm

504

August 13

7am-4pm

1415

August 14

7am-1pm

1280

August 15

7am-4pm

1448

August 16

7am-1pm

1080

August 17

7am-1pm

994

408 with no appointment at this time

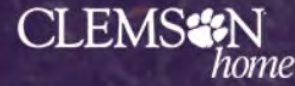
A photograph of a Clemson University campus. In the foreground, a red brick walkway curves through a grassy area. In the background, several multi-story brick buildings with many windows are visible under a cloudy sky. A semi-transparent white box is overlaid on the middle of the image, containing text.

Student, Family & University Communication

View the Clemson Home website for the most up to date information

HOUSING

DINING



QUESTIONS

SUPPORT

Move-in

Customize Your Experience
When will you be moving in?

Select A Term

-Select-

Customize

Housing

Resident Hub

Sign-Up Information

Taking Care of Your Space

Move-in

Incoming Students >

Student Employment >

WELCOME HOME!

We hope you are as excited as we are for move-in! It's an exciting time and it'll be here before we know it. To make sure you are prepared to come to Clemson, make sure you read and complete all the items below. We can't wait to welcome you to your new home and we'll CU soon!



GET READY

Make sure you have all the information needed for a successful move-in and get ready for your arrival on campus!

Set your Check-in Appointment (Fall Only)

SCHEDULE

Fall Move-In

2023 Fall Move-in

- General Move-in: August 16-19
 - Student **Orientation**: Information coming mid-April.
 - **Welcome Week**: Information coming soon.
- Fall 2023 Meal Plans Activate: August 15
- Sorority (Barnett, Quad, Smith) Move-in: August 14
- Sorority Potential New Members Move-in: August 15

2023 Summer Move-in

- General Move-in: June 25
- Student **Orientation**: June 26

<https://housing.clemson.edu/housing/move-in/>





Greetings from your Clemson Home-

It's time to start getting ready for Move-In! We hope you're as excited for the upcoming year in Tigertown as we are! Whether you're an incoming first-year student or a seasoned Tiger, we want to make sure you have all the necessary details to ensure a seamless experience as we welcome you home.

Get Ready for Move-In

Move-In Info

This is the first email in a weekly series aimed at providing you with important information and updates leading up to move-in week, but you can always access this information on our move-in webpage as well. For resident resources and downloadable guides to your Clemson Home, you can always visit our [Resident Hub](#).

[Move-In Webpage](#)

**Pre Arrival
Weekly
Communication
Started July 8th**





Move-In Packet

My Room Assignment

Lightsey Bridge 1.011A1-2

My Check-In Appointment

8/14/2024 7:00 AM

Welcome Home to Clemson and we hope you're excited for move-in! Be sure you print this packet and follow all the directions listed.

THE MOVE-IN PROCESS

- Place the Check-In Pass (page 3,4) in your windshield(s). Only 2 cars will be permitted per student*. Each car needs a check-in pass (page 3,4). Oversized vehicles are strongly discouraged.
- Follow directions to the P-5 check-in lot using the directions to the right, and campus signage. **Do not go directly to your building!**
- Staff will scan the QR code on the Check-In Pass at the first tent. Both cars will go through tent.
- Both cars will proceed through the line to the second tent. Follow the signs to split into lanes by first letter of last name. You will receive your key and a printed map. Follow directions on your map to your building.
- Unload your vehicle in the unloading zone as quickly as possible. Please use the luggage tags (page 5) to ensure your items are not lost.
- Family vehicles will need to move to the C1 parking lot. Shuttle stops will be located at the intersections of Centennial Blvd./Perimeter Rd., Centennial Blvd./Press Rd., Williamson Rd./C-2 Parking Lot., and Williamson Rd./Fort Hill St.
- Return to your building to get moved into your room.

WELCOME
HOME

Driving Directions

To Check-In: 355 Anderson Hwy, Clemson

- All vehicles must enter/exit at the Hwy. 76 entrance to the lot.
- From Anderson (Hwy 76): Turn right at the light at the intersection of Perimeter Rd/Hwy 76 into the P-5 Parking lot.
- From Tiger Blvd (Hwy 123): Turn on to Hwy 76. At the light at the intersection of Perimeter Rd/Hwy 76, turn left into P-5.

To Community: DO NOT USE GPS

Blue Route (Thornhill, Calhoun Courts, Bryan Mall):

- Drive straight thru the light onto Perimeter Road
- Turn right onto Newman Rd.

Thornhill & Calhoun Courts follow the "Sun Route" below

Bryan Mall turn left on McMillan Rd.

- Turn right at the light onto Cherry Rd.
- Turn left onto Bryan Circle into community

Sun Route (Thornhill, Calhoun Courts):

- Keep straight on Newman at light
- Turn left onto Morrison Rd.
- Thornhill turn left onto designated streets / Calhoun Courts keep straight until end of the road to community.

To Parking

- Family Parking is located in the C-1 Lot.
- Resident Parking is available in white lines in R-Lots. R-3, R-3 ext. (In C-2 designated with signage & white lines), Centennial Blvd., Press Rd.

If you have more than 2 total vehicles, you should take the extra cars directly to C-1 to park



What to Bring

- Cleaning supplies
- Trash can
- Broom & dustpan or small vacuum
- Toilet paper
- Laundry basket & detergent (HE)
- Towels (bath, hand, washcloth)
- Toiletries
- Shower flip-flops
- XL twin sheets, mattress cover, blankets
- Clothes hangers
- Storage bins
- Futon, chairs, or bean bags
- Room decorations
- Push pins or white sticky tack
- Re-usable water bottle
- A few dishes (bowl, plate, flatware)
- Can opener
- Laptop (CCIT's List)
- Flashlight and batteries
- First aid kit/medicine
- Lanyard or key/ID holder
- Umbrella, raincoat & boots
- Television
- Lamps (no halogen bulbs)
- Hair dryer, flat iron
- Power strip (no extension cords)
- Shower Curtain (Apt./Suites Only)

Visit housing.clemson.edu/tours to take a virtual tour of your building!

What Not to Bring

- Air conditioners
- Space heaters
- Ceiling canopies
- Rice cooker
- Toaster oven
- Hot plate
- Fog machine
- Smoke machine
- Haze machine
- Microwave
- Weapons, explosives, fireworks
- Candles/wax warmers
- Incense
- Halogen lamps
- Hoverboard
- Extension cords
- Pets other than fish
- Screws, nails, and command strips
- Change for laundry (it's free!)
- Refrigerators over 3.6 cubic ft

Prior to Move-In

- Set up TigerOne Mobile ID & follow Clemson Home on social media.
- Purchase a parking permit if student plans to keep a car on campus.
- Print this packet
- Plan for severe weather & emergencies (clemson.edu/cusafety).



Move-In 2024



Student Pass



Check-In Pass

Please print this page and place in the front driver's side of your dashboard prior to arriving for check-in.



.EthanTest Pitts

rlptest

Lightsey Bridge | 011A1

8/14/2024 7:00 AM

456-578-2916

WELCOME HOME

Move-In 2024



Family Pass



Check-In Pass

Please print this page and place in the front driver's side of your dashboard prior to arriving for check-in.



.EthanTest Pitts

rlptest

Lightsey Bridge | 011A1

8/14/2024 7:00 AM

456-578-2916

WELCOME HOME





Packing Labels

To prevent losing any items during move-in, please affix these labels to all your belongings.

Box Labels (Right)

Cut the labels along the thin dotted lines, then attach them using tape to boxes or flat surfaces.

Bag Labels (Below)

For items with handles or straps, cut along the thin dotted lines and fold along the thick orange lines on the labels below. Make sure to align the corners of the strip together and either staple or adhere them securely.

ROOM NO. Lightsey Bridge 011A1	ROOM NO. Lightsey Bridge 011A1
Name: .EthanTest Pitts	Name: .EthanTest Pitts
Phone: 456-578-2916	Phone: 456-578-2916
WELCOME HOME	WELCOME HOME
ROOM NO. Lightsey Bridge 011A1	ROOM NO. Lightsey Bridge 011A1
Name: .EthanTest Pitts	Name: .EthanTest Pitts
Phone: 456-578-2916	Phone: 456-578-2916
WELCOME HOME	WELCOME HOME

STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1	STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1
		Name: .EthanTest Pitts			Name: .EthanTest Pitts
STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1	STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1
		Name: .EthanTest Pitts			Name: .EthanTest Pitts
STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1	STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1
		Name: .EthanTest Pitts			Name: .EthanTest Pitts
STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1	STAPLE OR TAPE HERE	Clemson Home	ROOM NO. Lightsey Bridge 011A1
		Name: .EthanTest Pitts			Name: .EthanTest Pitts

A photograph of a university campus. In the foreground, a red brick walkway curves through a grassy area. In the background, several multi-story brick buildings with many windows are visible under a cloudy sky. A semi-transparent white box is overlaid in the center of the image, containing text.

**MOVE IN TRAFFIC PATTERNS ARE DIFFERENT
THEN NORMAL DAY-TO-DAY TRAFFIC FLOW**



Explore Home: Housing, Dining, Parking Map



CLEMSON *home*



MAP KEY

- Employee
- Commer
- Resident East
- Resident West
- Doubt Hill Resident
- BikeShare
- Bus Stop
- Metered Parking
- ADA Parking
- Emergency Phone
- Apartment
- Any Valid Permit
- Park-N-Ride East
- Park-N-Ride West
- Parking and Transportation Services
- Carpool
- EV Parking
- Construction

DINING LOCATIONS

- 1 Chick-fil-A
- 2 Starbucks
- 3 POD
- 4 POD
- 5 POD
- 6 HUB
- 7 HUB
- 8 HUB
- 9 POD
- 10 POD
- 11 POD

MOVE-IN ROUTES

- PURPLE ROUTE
- ORANGE ROUTE
- BLUE ROUTE
- Ruler Route
- Key Route
- Sun Route
- Laptop Route
- Football Route

Notable Traffic Patterns

- Fort Hill one way up from Williamson Road
 - Traffic will be guided to take a left onto Calhoun Drive at the top of Fort Hill
 - Core campus deliveries will be able to make the right onto Fort Hill to exit
- Service Drive one way, exiting through Motor Pool into Fike lot
 - On Saturday Shops Court will also be utilize
- Calhoun Drive to the left of Fernow St closed for move in parking
 - Traffic will be coming up S Palmetto Blvd > right onto Fernow St
- Only traffic entering up Alpha Beta from Heisman should be construction – move in traffic will travel down from the Core fire lane
- Bryan Mall closed; Fort Hill metered parking closed

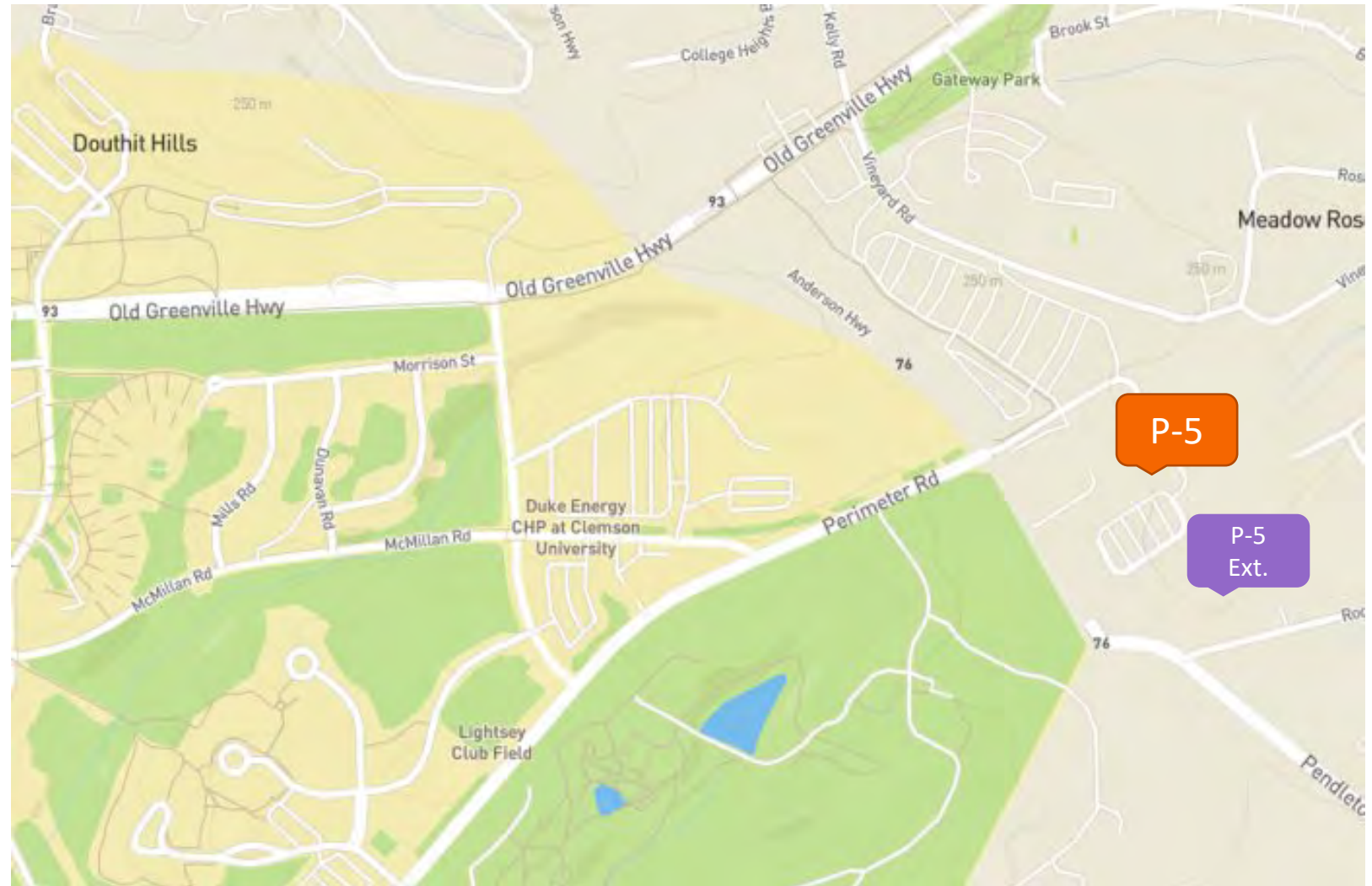
A photograph of a university campus. In the foreground, a wide, curved walkway paved with red bricks leads towards the background. To the left, a two-story brick building with large windows and a white balcony is visible. In the background, several tall, multi-story brick buildings with many windows are situated on a grassy hillside. A person is walking on the path to the left. The sky is overcast.

STUDENT ARRIVAL PROCESS

Student Check-In

P-5 – Check In Lot

P-5 Ext – Key Pickup



Check-In Process for Move In

- Students and families will go directly to P-5 at their designated appointment date and time.
- Upon arrival they will follow the traffic flow to P-5 and family vehicles will be directed to pull off in a waiting area and student vehicles will be directed under the tents to check-in.
- Page 3 of the Move In Packet should be printed by students prior to arrival and available for staff to scan the QR code to check in student.
 - Students who do not print in advance will still be checked in by mobile ID.
- After check-in, students will proceed through to P-5 Ext to pick up the key packet.

Unloading & Parking Process for Move In

- Students and families will follow the unloading route on maps provided to the unloading area for their building.
- Students and families will unload vehicles in the space designated in 30 minutes or less and then move their vehicles to the appropriate location for parking – C-1 or C-2 for families and resident parking lots for students.
 - A text message will be sent to all students 30 minutes after check-in to remind them that all vehicles must be moved to parking locations immediately.
- Move In Carts and a small number of volunteers will be available at locations for students and families to use to transport belongings to the buildings.
- Shuttles will be provided to transport students and families to and from the family parking lots.

Welcoming residents to their new home

At communities, staff will help with the unloading and move-in process by:

- Checking out Move In Carts.
- Providing directions to navigate inside of buildings. Some communities have up/down stairwells, up/down elevators, etc. to manage traffic flow in buildings.
- Reminding vehicle drivers to relocate and providing directions to designated lots and shuttle service.
- Directing trash and recycling to be broken down and placed in correct locations.
- Troubleshooting any issues or concerns with student's key/access at Area Desk, or space concerns to x5450.

A photograph of a university campus. In the foreground, a wide, curved walkway paved with red bricks leads towards the background. To the left, a two-story brick building with large windows is visible. In the background, several tall, multi-story brick buildings with many windows are situated on a grassy hillside. The sky is overcast. A semi-transparent white rectangular box is overlaid on the middle of the image, containing the text "Other Notable Items".

Other Notable Items

Tiger Transit

- Tiger Transit will assist with shuttling students, families and guests back to residential areas after they have dropped off belongings and moved to permanent parking.
- Move In Shuttles will be available on:
 - Mon Aug 12: 7am-3pm
 - Tues Aug 13: 7am-6pm
 - Wed Aug 14: 7am-3pm
 - Thur Aug 15: 7am-6pm
 - Fri Aug 16: 7am-3pm
 - Sat Aug 17: 7am-3pm

Student Mail Services Hours

- To help lessen traffic during move in hours, Student Mail Services will extend their hours:
 - Monday, August 12 – 8am-5pm
 - Tuesday, August 13 – 8am-7pm
 - Wednesday, August 14 – 8am-7pm
 - Thursday, August 15 – 8am-7pm
 - Friday, August 16 – 8am-7pm
 - Saturday, August 17 – 8am-7pm
 - Sunday, August 18 – Sunday, August 25 – 8am-5pm
- Starting Monday, August 26, normal hours of 8am-5pm Monday-Friday.

Mail Service Shuttles available on:

Tues Aug 13: 4pm-7pm

Wed Aug 14: 2pm-7pm

Thur Aug 15: 4pm-7pm

Fri Aug 16: 2pm-7pm

Sat Aug 17: 2pm-7pm

What can you do to help support move in?

The most important thing to remember is that we are all here because of the students! We know that move in creates a week of chaos on campus after a nice quiet summer, University Housing really appreciate everyone's partnership in supporting the process.

- Welcome students & ease families minds. Student are excited and nervous to be here – same with families. Help create a welcoming environment for all of our new Tigers.
- Be flexible with your staff if the work allows. Campus will be extra full this week, traffic will be heavy, and parking will be less than desirable. If your team can work remotely for a period of time, this could be the week to allow that.
- If you have a meeting scheduled in the heart of campus where folks may think they can drive in and find parking, PLEASE encourage them to walk over or provide a virtual option. Traffic will be congested, and parking will be VERY limited.

Tessa Byer & Michael Scott

University Ombuds

OMBUDS UPDATE

CLEMSON UNIVERSITY
OMBUDS OFFICE

UPCOMING TRAININGS:

Emotional Intelligence at Work

Date: Sept. 20, 2024, 9:00 to 12:00

Location: Virtual Only

Cultivating Resilience: How to Overcome Life's Setbacks

Date: Oct. 25, 2024, 9:00 to 11:00

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

Giving Effective Feedback

Date: November 15, 2024, 9:00 to 10:30

Location: Virtual Only

Open to faculty, staff, and students
Register on Tiger Training Today!

Welcome, Michael Scott!



QUESTIONS OR COMMENTS?

Tessa Byer, CO-OP[®], University Ombuds

864-656-5353

tbyer@clemson.edu

Staff Senate

Committee Reports

Staff Senate

President's Report

An aerial photograph of a university campus. In the center is a large, calm pond reflecting the sky. A wide, curved concrete walkway surrounds the pond, and it is filled with many people walking. The background shows green trees and several brick university buildings under a blue sky with scattered white clouds.

Staff Senate

Next Meeting:

September 12, 2024

Lee Hall 100 & Zoom