



STAFF SENATE MONTHLY MEETING

MEETING MINUTES

LOCATION: Watt Innovation Center 106

DATE: Thursday, June 11, 2026

TIME: 2:30 PM

ATTENDANCE: **OFFICERS** | Victoria Perry (President), Ryan Real (Vice-President), Stacey Miller (Past-President), Candice Heatherly (Treasurer), Haley Cox (Secretary)
EXECUTIVE COMMITTEE | Marjorie Campbell (Vice-Treasurer), Aubrey Baldwin (Vice-Secretary), Alison Fecher, Allison Bower, Anna Grace Araiza, Cora Allard-Keese, Ezra Munn, Levi Roach, Mallory Maher, Meredith Williams, Penny Reid
SENATE | Ashley Persson, Barbara Howard, Connor Stephens, Cory Tanner, David Rathbone, Donne Scruggs-Buss, Hallie Cannon, Helen Diamond-Steele, Jay Cooley, John Chorazak, Lynn Tumblin, Mac Dye, Marcus Robinson, Mark Roth, Matt Howle, Nicci Hanewald, Obryan Machado, Rob Seay, Shannon Burkhalter, Shaw Hipsher, Staci Koonce, Steve Duzan, Tara Stone, Tommy Tsimbinos, Tommy West, Toni Becker, Trina Krieger

ATTENDANCE (OFFICIAL SIGN-IN SHEET)

Staff Senators: 43

Faculty Senators: 0

Non Senator Staff/Faculty: 50

Guests/Speakers: 6

ADDITIONAL PARTICIPATION (ESTIMATED)

Online viewers: ~117

- I. **OPEN COMMENTARY** | NO REQUESTS SUBMITTED
- II. **CALL TO ORDER** | 2:30PM

III. APPROVAL OF THE MINUTES

- a. Cory Tanner motions, Trina Krieger seconds the motion
- b. Vote “Aye” and hearing no objections, the motion passes

IV. SPECIAL ORDERS OF THE DAY

- a. Blake Robinson, Occupational & Environmental Safety – Ergonomics Program, see slides
- b. Tyler Saas, Associate VP for Technology Modernization & Kristen Lawson, Associate VP for Administration – Workday, see slides
- c. Rick Petillo, Sr. VP for Finance & Operations and CFO
- d. Anna Courie, Chief Well-being Officer – Well-Being Resource Hub, see slides
- e. Michael Scott, University Ombuds, see slides

V. PRESIDENT'S REPORT

- a. President’s Remarks
 - i. Recognition
 - 1. Helen Diamond Steele, 10-year milestone
 - 2. Candice Heatherly, Clemson Champion
 - 3. Senator Birthdays for June and July
 - 4. Communications Committee
 - 5. Thank you for service on shared governance committees, boards and councils
- b. Summer Outing – July 9 to the LaMaster Dairy Center & Ice Cream Innovation Center

VI. COMMITTEE REPORTS

- a. Executive – Ryan Real, Candice Heatherly, Haley Cox
 - i. Budget Balance
 - 1. Vending \$2,057.10
 - 2. Operating \$8,699.80
- b. Activities – Levi Roach & Anna Grace Araiza
 - i. Call for Senator Volunteers
 - 1. Move-In Day Refreshments Distribution – week of Aug 12-15

- a. Morning or afternoon shifts for golf cart rides to distribute drinks and popsicles to Housing, Custodial and Public Safety staff
 - 2. First Day of Class (FDOC) Tabling – Wednesday, Aug 19
- c. Communications – Cora Allard & Meredith Williams
 - i. Newsletter Sent Today
 - 1. Candice Heatherly as June’s Clemson Champion
 - 2. Suggestions welcome for future Champions
 - ii. Social Media
 - 1. Created new SS templates for fresh and consistent posts
 - 2. Senators and Committees encouraged to share relevant content
- d. Membership – Mallory Maher & Ezra Munn
 - i. Planning for Senator in-service trainings and informal activities for the year
 - ii. Provost Budget Center
 - 1. Welcome Hallie Cannon
- e. Philanthropy – Alison Fecher & Penny Reid
 - i. Fall blood drive planning
 - ii. Campus Partnership Opportunities
- f. Welfare – Allison Bower & Marjorie Campbell
 - i. Wellbeing Guidelines

VII. UNIVERSITY COMMITTEES, COUNCILS AND ADVISORY BOARDS:

- a. Academic Council – Victoria Perry
- b. Accident Review Board – Levi Roach / Meredith Williams
- c. AI Council – Ryan Real
- d. Alcohol and Other Drugs Advisory Board – Rob Seay / Steve Duzan
- e. Bookstore Advisory Committee – Marcus Robinson
- f. Clemson University Awards Committee – Penny Reid
- g. Committee on Committees – Victoria Perry / Ryan Real / Haley Cox
- h. CompStat 360 – Toni Becker
- i. Library Advisory Committee – Trina Krieger
- j. Ombuds Committee – Stacey Miller / Victoria Perry / Ryan Real / Staci Koonce

- k. Parking Advisory Committee – Levi Roach
- l. Parking Review Board – Victoria Perry
- m. Staff and Faculty Emergency Fund Committee – Victoria Perry
- n. Student Code of Conduct Review Committee – Anna Grace Araiza
- o. Vending Machine Committee – Candice Heatherly

VIII. OLD BUSINESS

IX. NEW BUSINESS

- a. Reminder: No July Full Senate Meeting

X. ADJOURNMENT | 3:56PM

- a. Motion by Candice Heatherly, second by Ezra Munn
- b. Hearing no objection, the motion passes

Minutes by Haley Cox & Aubrey Baldwin

Staff Senate Meeting

June 11, 2026

Please sign in using the QR code.

We ask that all attendees, including senators, guests, speakers, and both in-person and virtual participants, complete the sign-in form. This helps us maintain accurate attendance records for our monthly meetings.



Staff Senate

Approval of the Minutes

Blake Robinson

Occupational & Environmental Safety

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Ergonomics

Blake Robinson, CEAS II
Clemson University
Occupational & Environmental Safety

What is Ergonomics?

- The science of designing work to fit the worker.
 - Considers the match between the **person**, the **equipment** they use, the work **processes**, and the work **environment**.
- Overall goals:
 - Eliminate potentially disabling ergonomic injuries.
 - Reduce muscle fatigue.
 - Increase productivity.



What is an Ergonomics Injury?

- Also known as Musculoskeletal Disorders (MSDs) or Repetitive Stress Injuries (RSIs)
- Risk Factors:
 - Static/Awkward Posture
 - Force
 - Repetition
 - Contact Stress
 - Vibration
- Common MSDs:
 - Carpal Tunnel Syndrome
 - Tendonitis
 - Lower Back Pain
 - Tennis Elbow



Clemson University Ergonomics Program

- Employee Training
 - Risk Factors
 - MSD Prevention
 - Early Reporting
- Ergonomic Assessments of Job Tasks and Workspaces
- Clear and Effective Reporting
- Implement Feasible Controls
 - Engineering
 - Administrative



Program Scope

- Involves all CU employees whose job duties expose them to ergonomic risk factors:
 - Staff
 - Faculty
 - Student Workers
- Addresses all locations operated by Clemson University Personnel
 - Research and Innovation Campuses
 - Statewide RECs
 - CULI Facilities (YLA, Camp Programs)



Assessment Request Form

Clemson Ergonomics Website:

<https://www.clemson.edu/finops/oes/occsafetyhealth/industryhygiene/programs/ergonomics.html>

- Early Ergonomic Concerns
- Individualized Reports

Recommended For:

- Uncomfortable Workstation or Equipment
- Moving Offices or Starting Remote Work
- Concerns with Ergonomic Risks of Job Tasks
- May Be Recommended by Healthcare Providers

OES Ergonomic Assessment Form

OCCUPATIONAL AND ENVIRONMENTAL SAFETY

Please provide the following information:

Employee Name: _____

Email Address: _____

Phone Number: _____

Department or Job Title: _____

Date: _____

Supervisor: _____

Please describe your task:

Please describe your current workstation (location, building, room, or home setting): _____

Reason for request: _____

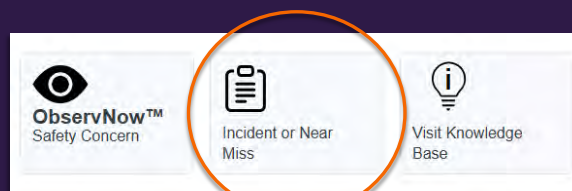
Incident Reporting

SciShield Incident Report Module

- [Clemson.scishield.com](https://www.clemson.edu/scishield.com)
- Addresses Workplace Injuries

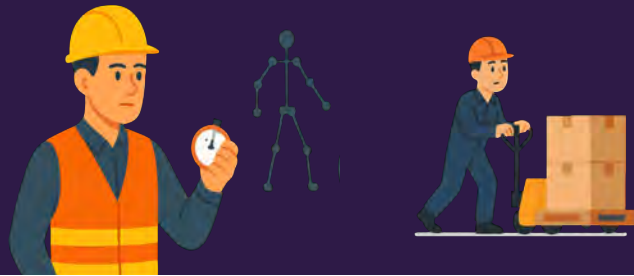
Recommended If:

- A work-related ergonomic injury or incident has occurred.
- Event Requires OES Investigation or Follow-Up
- Corrective Actions Are Necessary to Prevent Recurrence



Assessment and Investigation Process

- Background Discussion
 - Visual Inspection
 - Workstation and Work Practices
 - Use of Neutral Postures
 - Tools and PPE
 - Measurements
 - Immediate Adjustments
 - Official Report
- Ergo assessments are complimentary, but purchases are the responsibility of your department.



Home Office Assessments

- Virtual Assessments Provided Through **Microsoft Teams Video Call**
- Employee Requirements:
 - Computer with Internet Access
 - Microsoft Teams
 - Smartphone or Tablet with Working Camera
 - Ability to Move the Camera Around Workstation During Assessment



■ ■ ■ Determining Success

- **Decreased Ergonomic Risk**
- Decreased Motion/Time
- Improved Cycle Times
- Decreased Work Processes
- Improved Quality of Work
- Improved Morale



Have questions?

Reach us at:

OES Help – oeshelp@clermson.edu

Blake Robinson – trobin5@clermson.edu

Tyler Saas and Kristen Lawson

Workday

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Staff Senate Meeting

June 11, 2026

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- 2 | Training Update
- 3 | Questions
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Workday Wins

Workday Wins | Things to Look Forward To



Mobile App

Workday Mobile App lets you manage tasks in the palm of your hand, including time entry and expense approvals.



Connectivity Between Systems

With HR, payroll and finance tools in one platform, faculty and staff no longer need to switch between systems to complete daily tasks.



Enhanced Visibility

Workday brings processes that once existed in PDF forms and emails into a transparent system, allowing users to identify where in the process their requests and submissions sit.



Performance Reviews for Temporary Employees

Workday will allow TLP, TGP and TMP employees to complete an optional performance evaluation process in the same system as FTE employees.

Training Information

Training | What to Expect

You'll have a few ways to learn Workday! Before Go-Live, you'll access training in Tiger Training and materials in the Workday Training Website.



Instructor-Led Training:

Delivered training in a **classroom setting** with live instruction from a Workday Instructor



Virtual Instructor-Led Training:

Delivered training through **Zoom** with live instruction from a Workday Instructor



Self-Paced Training:

Hosted online within **Tiger Training**



Guides:

PDF documents that leverage screenshots and images from Workday



Videos:

Screen **recordings** of Workday processes with a captioned voiceover

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Training Update | Security Role Based Training

This training will be required based on security roles and access.

- Workday uses **role-based security**, which means that security roles are assigned to positions, not to individual users. Roles define who can see what information and who can take what actions in the system.
- Some employees will be assigned additional required training based on their security roles and access in the system.
- Workday Basics should be completed as a pre-requisite before completing additional job-related training.
- Assignments will be communicated in June by the Workday@Clemson training team.
- Specialized training approaches are being developed for units with unique needs.
 - For example, Cooperative Extension, Experiment Station, Regulatory Services, Livestock-Poultry Health, Public Safety, Related Orgs, and Facilities

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Training | Website

SEARCH AND FILTERS

Search All categories All roles All formats

SEARCH **RESET**

Expense for Departments and Managers

Expense for Departments and Managers

Formats: Online

Category: Procurement

Roles: Expense Data Entry Specialists, Manager

[Open Expense for Departments and Managers](#)

Create a Receipt

Create a Receipt

Formats: PDF

Category: Procurement

Roles: Employee

[Open Create a Receipt \(PDF\)](#)

Approve Expense Reports

Approve Expense Reports

Formats: PDF

Category: Expenses

Roles: Cost Center Managers, Manager

[Open Approve Expense Reports \(PDF\)](#)

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Training | Glossary

Glossary

SEARCH GLOSSARY TERMS

Search Filters: Area All areas Module All Modules

CLEAR FILTERS

Term	Definition	Legacy Term	Legacy Definition	Area	Module
Academic Appointment Track Type	Each academic appointment is associated with a Track Type. Track type defines the academic track to distinguish appointments for Adjunct, Clinical, Emeritus, Lecturer, Librarian, Post Doc, Practice Professor, Research, and Visiting. Academic track types are configured to differentiate academic appointments based on rank and eligibility for promotion, tenure, and sabbatical programs.			Human Resources	Banking and Settlement
Timesheets	Record work hours for submission, approval, and eventual payment through payroll. If enabled. Often this is enabled via the Time Tracking application instead of Payroll.			Human Resources	
Absence Home Page	Self service page where workers are able to navigate to their absence calendar, absence balances, or request a return from leave.	Kronos - My Information		Human Resources	Absence Management
Academic Appointment	Defines the relationship between an academic worker (such as faculty, instructors, or researchers) and the institution. It represents the official role, responsibilities, and terms of service for an academic position and is a key part of how Workday manages faculty data. An Academic Appointment typically includes details like: -The academic unit (college, department, or school) where the appointment is held. -The title or rank (e.g., Assistant Professor, Lecturer, Adjunct Instructor). -The appointment dates (start and end). -The Annual Work Period (e.g., 9-month or 12-month). -The Disbursement Period (how and when pay is distributed).			Human Resources	Academic Staffing

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Call to Action!

- Share Workday Wins with colleagues and reassure them that support mechanisms are in place before, during and after go-live.
- Look at the training website and watch for other ways to prepare for go-live in Workday.
- Make sure you know who is in your “Local Resource Group” for support and connection to the Workday Program Team.
- Get excited!



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Q & A

Contact Us



Submit a question: General questions about Workday@Clemson can be submitted via our “[Ask a Question](#)” webform.



General Workday questions? Send an email to workday@clemson.edu.
Questions about training? Email workdaytraining@clemson.edu

Anna Courie

Chief Well-being Officer

INTRODUCING THE

Well-Being Resource Hub

A centralized space connecting Clemson University employees to trusted programs, services, and tools for a healthier, more fulfilling work life.



Clemson University

Staff Senate Presentation

June 2026



WHAT IS THE WELL-BEING RESOURCE HUB?

A university-wide, digital space for all Clemson staff, faculty, and students to access trusted resources across all 8 dimensions of well-being.



Emotional



Physical



Financial



Social



Intellectual



Occupational



Environmental



Spiritual

WHY THIS MATTERS FOR CLEMSON STAFF

One place. Every resource. Built for you.

- ✓ No more searching across multiple websites or offices for support
- ✓ Resources curated for Staff, Faculty, and Students — filtered to what's relevant to you
- ✓ Emergency assistance is one click away — always visible on every page
- ✓ Self-help tools you can use on your own schedule — assessments, apps, and the Well-Being Library
- ✓ Explore all 8 dimensions of well-being that impact your daily life at Clemson



HOW TO NAVIGATE THE HUB



Select Your Role

Choose 'Staff' to see resources curated specifically for Clemson employees



Self-Help Tools

Self-assessments, apps, the Well-Being Library, and Well-Being Hangouts



Explore Well-Being

Browse the full resource collection filtered by dimension, type, or audience



Quick Links

Emergency Assistance, PEBA benefits, Ambassadors info, and Training resources

WHAT'S AVAILABLE RIGHT NOW



Immediate Support

Emergency Assistance links

Crisis resources & contacts

EAP (Employee Assistance Program)

Mental health & counseling services



Self-Guided Tools Further Build out coming!

Well-Being Self-Assessments

Apps & digital wellness tools

Well-Being Library

Virtual Well-Being Hangouts



Programs & Learning

Training & learning resources

Well-Being Ambassadors program

8 Dimension topic deep-dives

Campus programs & events

WHAT'S TO COME — GROWING THE HUB

We're just getting started — here's what's on the roadmap:



AI-Powered Assistant

An intelligent chatbot to help staff quickly find the right resource, answer well-being questions, and navigate the hub — available 24/7



Curated Book & App Library

Student interns will research and build out a robust collection of recommended books, wellness apps, and digital tools across all 8 dimensions



PEBA Benefits Deep-Dive

Dedicated PEBA (Public Employee Benefit Authority) content developed by our interns — clear guidance on health, dental, retirement, and more



Intern-Developed External Resources

Clemson student interns will expand our external resource library — bringing fresh perspectives and peer research to benefit the whole community

Your Well-Being Matters.

The Well-Being Resource Hub is here for you — every step of your Clemson journey.

→ [Visit the hub today](#)

→ Submit a [resource](#) or [feedback](#)

→ Share with your team



Contact & Support

Dr. Anna Fitch Courie

Chief Well-Being Officer

acourie@clemson.edu

Kayla Cleveland, Project Manager

kaylac@clemson.edu

Technical: mparri3@clemson.edu



Rick Petillo

Sr. VP for Finance & Operations and CFO

Michael Scott

University Ombuds

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OMBUDS UPDATE

CLEMSON UNIVERSITY OMBUDS OFFICE

UPCOMING TRAININGS:

Don't Tough It Out: Difficult Situations at Work

Date: September 11, 2026, from 9:00 to 12:00

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

Emotional Intelligence at Work

Date: October 30, 2026, from 9:00 to 11:00

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

Navigating Intergenerational Workplaces

Date: September 25, 2026, from 9:00 to 11:30

Location: Virtual Only

Combating Burnout and Cultivating Resilience

Date: November 6, 2026, from 9:00 to 11:00

Location: Virtual Only

Giving Effective Feedback

Date: October 14, 2026, from 9:00 to 10:30

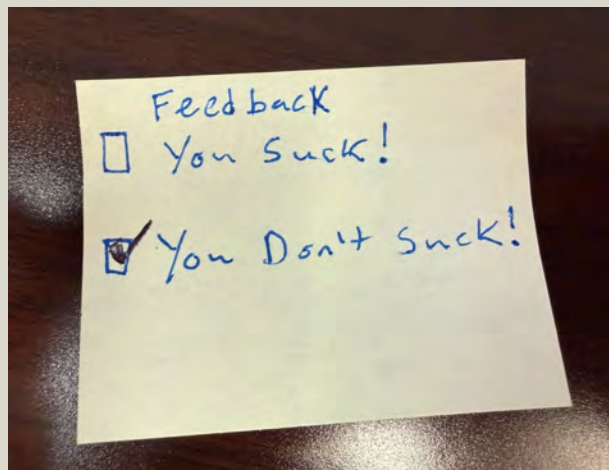
Location: Virtual Only

SIGN UP ON TIGER TRAINING!

Michael E. Scott, Associate Ombuds

CLEMSON

I Want Constructive Feedback



Michael E. Scott, Associate Ombuds

CLEMSON

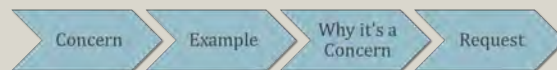
Why We Need Constructive Feedback

- **It removes the guesswork:** Am I doing a good job?
- **It highlights your value:** Does my work matter?
- **It identifies blind spots:** What am I missing?
- **It validates your hard work:** What am I doing right?
- **It helps manage your reputation:** How do others see me?
- **It prevents performance review shock:** No surprises!
- **It acts as a career roadmap:** What do I need to know to advance?
- **It builds stronger relationships with leadership:** Are we partners?
- **It increases professional confidence:** Can I keep improving?



How to Request Constructive Feedback

- Use The Concern Formula
- Shift from Feedback to Advice
 - *What is one thing I could do differently next time to be more effective?*
- Schedule Micro-Feedback Loops
 - Don't wait until your annual review!
 - Request 5-10 minutes at the beginning or end of every one-on-one
- Be Specific and Targeted
 - *Can you give me your thoughts specifically on how I completed that presentation?*
- Make it Safe to be Honest
 - *I'm looking for tough feedback because I want to master this skill.*
- Close the Loop
 - *I implemented the change we discussed in our last meeting. How do you think it is going?*



QUESTIONS OR COMMENTS?

Michael E. Scott, Associate Ombuds
864-656-6353
mesctt@clemson.edu

Michael E. Scott, Associate Ombuds

CLEMSON

 STAFF SENATE

Share your wins
with Staff Senate!



Staff Senate

President's Report



LaMaster Dairy Center

 STAFF SENATE

Staff Senate Committee Reports

Executive

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Allison Bower & Marjorie Campbell

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Staff Senate

University Committees, Councils and Advisory Boards

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UNIVERSITY COMMITTEES, COUNCILS AND ADVISORY BOARDS

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UNIVERSITY COMMITTEES, COUNCILS AND ADVISORY BOARDS

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- Vending Machine Committee – Candice Heatherly

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Staff Senate

Old Business

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Staff Senate

New Business

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STAFF SENATE

No meeting in July!

Next Meeting:

August 13, 2026

Location: Watt 106

Last chance to sign in!
Use the QR code on the slide or
around the room to sign-in.

