Minutes

Members Present:  Michael Atkins, Pam Barnhill, Kathy Boice, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Tim Drake, Karen Erickson, Angela Gambrell, Ellen Gideon, Laurie Haughey, Reggie Hawthorne, James Huff, Bill Hughes, Jon Isbill, Deborah Koon, Phil Landreth, Laura Oglesby, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Jonathan Styles, Ginger Swire-Clark, Marlene Ventura, Scot Wardlaw, Tina White, Mandy Wright, Jonathan Wylie

Members Absent:  Lydia Arneson, Barbara Bergman, Negar Edwards, Michael Gilstrap, Dianne Harris, Pam Hawthorne, Trudy Houston, Bill Hurst, Nell Kennedy, Janice Kleck, Sheri Stanley, Gloria Walker, Samuel White

Guests Present:  Lynn Boiter, Kim Griffio, Wendy Howard, Lindsay Howerton, Taylor Morris, Jen Phillips, Dan Schmiedt, George Smith, Missy Smith, Matt Watkins

President Tim Drake welcomed guests and called the meeting to order.

1. Approval of Minutes:  Rose Ellen Davis-Gross moved to approve the minutes of the September 8, 2009 Staff Senate meeting as submitted.  Dave Crockett seconded the motion. The vote was unanimous.

2. Open Commentary
   A. Clemson Dining Services, Jen Phillips and Missy Smith. A flier was distributed to the group featuring specials from Seasons by the Lake (Attachment A). The restaurant is located in the Conference Center and Inn and has a view of the lake. For additional information, call 656-7444 or send an e-mail to smith12@clemson.edu.

3. Announcements from the President
   A. Board of Trustees, Tim Drake. The Board of Trustees met on October 15-16, 2009. In response to Trustee Bill Amick’s challenge, Trustees pledged $8,000.00 toward the Staff Scholarship Endowment as a gesture of appreciation for the way Clemson staff pulled together and worked through tough times that resulted from budget cuts Clemson sustained last fiscal year. It was stated that the positive attitude of Clemson staff is evident, and it is appreciated by the Administration and by the Board of Trustees.
   B. President’s Cabinet, Tim Drake. (Attachment B).

4. Treasurer’s Report, Karon Donald for Pam Hawthorne. The remaining FY10 balance in E&G is $1,000 in Travel, and $3,909.35 in Other. The Vending balance is $4,428.71. Karen Countryman moved to approve the report as read. Laurie Haughey seconded the motion. The vote was unanimous.
5. Committee Reports

A. Standing Committees

1. Activities, Karon Donald for Negar Edwards. Helping Hands and Bethesda Ministries were selected for the 2009 Staff Senate Holiday Drive (Attachment C). Donation boxes will be located across campus until the second week of December.

2. Communications, Wade Culler. A winter newsletter is currently being drafted. Committee chairs and senators were encouraged to submit content.

3. Scholarship, Reggie Hawthorne. The tournament on October 9 included 7 corporate plus sponsors, 4 corporate sponsors, and 17 hole sponsors. Approximately 30 individuals and local businesses donated prizes or other services. 25 volunteers assisted with the tournament and the event grossed over $12,000. Net proceeds in excess of $7,400 will benefit the Staff Senate Endowed Scholarship Fund. Hawthorne thanked Mandy Wright for all of the hard work she put into making the October tournament a success.

B. University Committees

1. Bookstore Advisory, Dianne Harris. 1) Bookstore Advisory met on 10-29-09 in the Hendrix Center. Fall rush was very successful and sales were above budget. Pre-pack forms and web ordering at registration is working out very well for students getting first crack at buyback books. Buyback begins again the 2nd week of December. 2) Christmas open house will be at the Hendrix Student Center Friday, December 4, 2009 9AM to 4PM. Refreshments and cookies will be provided. Santa will be present from 10 AM to 1 PM and there will be drawing for prizes every hour. Shop till you drop with an additional 10% discount (total of 20% with your ID).

2. Joint City/University, Karon Donald. JCUAB met November 2. Updates on agenda items were discussed. Issues of particular interest to staff are the Joint Transportation Project, Clemson Transportation Continuity Council, and ITGA Annual Conference. Donald introduced Kim Griffio to the group. Griffio is the new director for ITGA. Griffio shared information about the ITGA.

3. Parking Visioning Committee, Rose Ellen Davis-Gross and Sheri Stanley. George Smith, an associate vice president from Student Affairs discussed the Principles of Parking presentation distributed via e-mail on November 9, 2009 (Attachment D).

4. Recreation Advisory, Dexter Hawkins. The committee met on November 4. The committee reviewed under New Business: Thanksgiving/Christmas break schedule, Strategic Priorities and Initiatives, Core Campus Expansion, Student Government-Constituency Reports, Football Parking-Report, Business Plan-University Beach, Pool Problems-Petition, and Student Affairs-GALA. Under Old Business: Martin Inn Passes, Age Restrictions and Attire, and Weight Room Floor-Replacement. The last meeting for the semester is scheduled for December 2. Detailed information on any of the topics can be supplied upon request.

5. Student Conduct Code Review, Scot Wardlaw. The SCCR met to welcome new committee members and review several appeals.

6. 2009 United Way Steering Committee, Susan Pope. Clemson is currently around $90,000 of our $100,000 goal and the deadline for pledges was extended. Clemson’s goal will be met if only 90 new people pledge $2.50 per week. Donations are needed now more than ever and each donor dollars makes Pickens County a better place for everyone. Lindsay Howerton from the United Way stated that over 500 children were helped during the holidays last year. Clemson Community Care, Helping Hands, and Prevent Child Abuse are just a few organizations that benefit from donations to United Way. Individuals seeking assistant or information can call 2-1-1. The call is free and confidential. 2-1-1 links individuals with specialist that can direct them to needed help or volunteer opportunities within the community. Specialist are available 24 hours a day and in all languages. Additional information can be obtained by calling (864) 850-7094 or by visiting www.uw-pc.org.
6. Unfinished Business
   A. **Staff Representative to the BOT**, Tim Drake. A letter requesting a Staff Representative to the
      Board of Trustees, along with a procedure for nominating a representative, was given to
      Chairman David Wilkins by Tim Drake on October 16. We are awaiting a response to this
      request.

7. New Business:
   A. **Ad hoc Committee on Staff Development**, Bill Hughes. Hughes introduced members in
      attendance from the ad hoc committee and briefly reviewed the contents of the report. The Final
      Report of the Ad Hoc Committee on Staff Development (Attachment E) was distributed to the
      Senate via e-mail on November 4, 2009 and again on November 9, 2009. Rose Ellen Davis-
      Gross moved to accept the report as submitted. Karen Countryman seconded the motion. The
      vote was unanimous. Bill Hughes moved to disband the Staff Senate Ad Hoc Committee on Staff
      Development. Dave Crockett seconded the motion. The vote was unanimous.
   B. **Staff Development Program Steering Committee Appointments**, Tim Drake. The Staff
      Senate has two seats on the SDP Steering Committee. The Senate was notified about the
      committee and the Senate seats on September 30, 2009 via e-mail. Steering Committee
      applications have been received for Laurie Haughey and Mandy Wright. Receiving no additional
      applications, Dave Crockett moved to accept Haughey and Wright by acclamation. Rose Ellen
      Davis-Gross seconded the motion.

8. Announcements: Taylor Morris from the Student Senate spoke briefly. He extended an invitation to
   the Staff Senate to attend their meetings. The Student Senate meets each Monday at 7:00 p.m. in the
   Student Senate Chambers.

9. Adjournment: There being no further business, the meeting adjourned.

Next Meeting: Tuesday, December 8, 2009, 10:30 a.m., Seminar Room I, Madren Conference Center
Please help Staff Senate and Helping Hands by making a donation during this holiday season. These items are for children ranging from age 2 - 12 in the Oconee, Pickens and Anderson County area.

We need your help!

Please Donate New:
- Clothes
- Toys
- Toiletries
- Non-Perishable Items
2009 Parking Visioning Committee
PARKING VISIONING COMMITTEE

• Review all aspects of Parking and Transportation systems for better support of day-to-day operations and of the university goals and priorities.
VOTING COMMITTEE MEMBERS

- Undergraduate Student Senate (2)
- Undergraduate Student Government Cabinet (2)
- Graduate Student Government (2)
- Faculty Senate (2)
- Staff Senate (2)
- Athletics/Major Events (1)

7 votes needed to advance a policy decision
PRINCIPLES OF PARKING

Principle 1:

The transportation system includes all mobility elements related to campus access, including parking, transit, pedestrian movement and other alternate travel modes.
PRINCIPLES OF PARKING

Principle 2:

The transportation system should be planned and managed to support broader University goals expressed in the campus master plan, goals for achieving a pedestrian friendly campus, campus housing objectives, promotion of healthy lifestyles and environmental sustainability.


**PRINCIPLES OF PARKING**

**Principle 3:**

The University should plan for a progressively lower parking ratio that is accomplished through parking demand reduction measures, but the University should provide sufficient parking capacity to meet the remaining demand if it is financially feasible.
PRINCIPLES OF PARKING

**Principle 4:**

Walking, biking, riding transit, carpooling and other alternatives to single occupancy vehicle use should be encouraged.
PRINCIPLES OF PARKING

Principle 5:

The campus master planning process should anticipate, assess and plan for any impacts on parking sufficiency.
PRINCIPLES OF PARKING

Principle 6:

Clemson should be guided by a parking philosophy that utilizes both “district” and “perimeter” strategies for the placement of parking.
PRINCIPLES OF PARKING

Principle 7:

Consistent, reasonable and impartial parking enforcement is critical to the proper management and efficient use of campus parking resources.
**PRINCIPLES OF PARKING**

**Principle 8:**

The funding framework for parking and transportation services should rely more on parking permit revenue, transportation fees, and user fees than on parking citation revenues for its core funding.
PRINCIPLES OF PARKING

Principle 9:

The parking and transportation system should emphasize effective communication of policies and transportation options as a way to increase the level of service and support provided to the campus population.
PRINCIPLES OF PARKING

Principle 10:

Management of the transportation system should include funding for operation, maintenance and replacement of facilities, buses and related amenities as a basic part of its planning and budgeting process.
PRINCIPLES OF PARKING

Principle 11:

The campus should be a “visitor friendly” place with appropriate way-finding to direct casual visitors to parking that is appropriate for the purpose of their visit.
PRINCIPLES OF PARKING

**Principle 12:**

Regular visitors and vendors should be expected to pay for parking. Groups and major event attendees should be expected to pay for use of parking resources and/or the transit system.
NEXT STEPS

• Transit Services Evaluation
  ➢ Analyze ride check data
  ➢ Route evaluation
• Financial Modeling
  ➢ Determine TDM program plans
  ➢ Conduct Lean Evaluation
  ➢ Determine lot maintenance, cost and priority list
  ➢ Evaluate all revenue streams
• Finalize System Operation Recommendations
Questions
FINAL REPORT
of the
STAFF SENATE AD HOC COMMITTEE
ON STAFF DEVELOPMENT

Submitted to the
Staff Senate of Clemson University
November, 2009

Committee Members: William Hughes, Chair; Lynn Boiter, Staff Senate; David Crockett, Staff Senate; Karon Donald, Staff Senate; Tim Drake, Staff Senate; Wendy Howard, Women’s Commission; Beth Kunkel, Faculty Senate; Robbie Nicholson, Women’s Commission; Joyce Peebles, University Libraries; Dan Schmiedt, Staff Senate; Isaac Wallace, Black Faculty & Staff Commission

Participants/Contributors: Office of Human Resources; Office of Staff Ombudsman; Office of Assessment; Professor Tharon Howard; Fall 2008 ENGL 853; Visual Communication students; Fall 2009 ENGL 853 Visual Communication students; Professor Thomas Britt and graduate students
Clemson University
Staff Development Program

History

From the initial development and implementation of Clemson University’s 2011 Goals, operational methods to address key strategies related to the inclusion of staff in achieving key 2011 goals have not been clearly articulated. Specific strategies needing methodological structure include: 1) the establishment of a staffing and compensation philosophy, 2) how to evaluate and reward performance, 3) how staff can provide relevant service and outreach, and 4) how volunteerism can be increased among staff.

In March 2007, an exploratory committee was assembled by Staff Senate President Lynn Boiter at the urging of the Women’s Commission. This exploratory committee included Lynn and Staff Senate Vice President Dan Schmiedt, Wendy Howard of the Women’s Commission, and Isaac Wallace of the Commission on Black Faculty and Staff Affairs. As a result of this exploratory committee meeting, an Ad Hoc committee was commissioned by the Staff Senate and representation was expanded to include other staff senators as well as representatives of the Faculty Senate, University Libraries and University Human Resources. The purpose of the ad hoc committee was to study this issue and make recommendations to the University administration.

The Committee researched peer and aspirant top 30 institutions but found no comprehensive model that would help address all of the targeted goals. The Committee determined the best foundation for developing a working proposal was the Clemson University Libraries “Career Success Program” which had been approved by Clemson University and the South Carolina State Office of Human Resources. The Libraries plan was implemented beginning with the 2007 EPMS cycle and was already reporting positive results.
Clemson University
Staff Development Program

Goals

Three over-arching goals were established for developing an institution-wide staff development plan. These goals are:

- Provide a framework to encourage and reward performance excellence and professional development
- Strengthen engagement and bond between staff and university
- Plan should be employee driven, performance based, and peer reviewed

Guiding Principles

The agreed upon guiding principles for an effective staff development plan include:

- Initiative must directly support Clemson’s stated goals and strategies
- Provides tangible benefits to the employee, work unit, University, and community
- Rewards excellence and enhancement of job-related skills and knowledge, as well as relevant service and volunteerism
- Participation is optional to all qualified staff throughout the University
- Has well defined success criteria, evaluation, and rewards
- Success criteria are challenging, yet obtainable
Clemson University  
Staff Development Program  

Program Creation  

Based on these goals and principles, the ad hoc committee began preparations to present the concept to the university Administrative Council (AC). Because the committee decided that individual Council members should be asked for input, teams of two ad hoc committee members scheduled visits with nearly every Council member during the fall of 2007. Feedback from the Council members included questions about funding, program administration, and relating program activities to University functions, among others.

This feedback was incorporated into the draft program that was presented to the Administrative Council on February 25, 2008. The Administrative Council gave its approval to the concept and instructed the committee to flesh out the details of a full proposal to bring back to the Council for consideration.

The full proposal to the Administrative Council took place on June 30, 2008, with the AC being asked to fund a pilot year implementation of the SDP concept for up to 100 staff. The Council re-endorsed the concept with the proviso that more explicit staff managerial involvement be incorporated into it, and authorized modest startup funding for the SDP. However, the group declined to commit to a firm number of participants in the pilot.

In response to budget cuts in the fall of 2008, Clemson President James Barker asked that the ad hoc committee delay further pursuit of the SDP until July 2009. However, even during this time, President Barker continued to laud the concept publicly and in March 2009 the committee sought another audience with Barker to explore whether the pilot might still be able to proceed. Committee Chair Bill Hughes and Dave Crockett met briefly with Barker on March 24, 2009, and received his blessings for representatives of the committee to return to the Administrative Council with the program proposal. Barker also asked that the committee prepare a timetable with a proposed deadline for approval of the concept and a later deadline for final Council commitment to a firm number of participants.

Former Staff Senate Presidents Dan Schmiedt and Crockett were selected to represent the ad hoc committee before the Administrative Council at its regular meeting on April 27, 2009. The Council approved proceeding with the SDP pilot, but again without committing to the funding of any specific number of candidates to the program. The committee sent a follow-up letter to President Barker on July 7, 2009 re-stating the original program desire to enroll as many as 100 participants in the pilot, and requesting that the Administrative Council respond no later than August 19. 2009.

President Barker personally responded to the letter on August 9. Despite extreme budgetary pressures that had forced the demise of other important University programs,
Clemson University
Staff Development Program

Program Creation

the President advised that the Administrative Council had formally agreed to an SDP
pilot population of 25, and restated the desire for the pilot to move forward on the
timetable outlined in April 2009.

With this historic letter in hand, the ad hoc committee returned to regular
meetings and set about the process of evolving from a Staff Senate ad hoc effort to a full-
fledged University-wide committee with formal bylaws and procedures for implementing
the pilot test of the SDP in the spring of 2010 – more than three years after the first
discussions on the concept were held – with the first graduates slated to emerge July 1,
2011.
Clemson University
Staff Development Program

Program Administration

Committee Structure

The SDP will be administered by two levels of committees. There will be a campus-wide Steering Committee and several Peer Review Committees.

Steering Committee:

The purpose of the SDP Steering Committee is to provide oversight and continuity for the administration and execution of the SDP program, ensuring that the program is administered in accordance with stated program goals and guiding principles. The objectives of the SDP Steering Committee are to insure successful outcomes for the program, thus benefitting Clemson University, individual work areas, and participating staff.

Composition of the SDP Steering Committee includes representation from Clemson University’s constituency groups, including, but not limited to the 2 representative from the Staff Senate and 1 representative from the Faculty Senate, Extension Senate, the Presidential Commission on the Status of Black Faculty and Staff, and the Presidential Commission on the Status of Women. Human Resources, Office of Assessment, Staff Ombudsman and other relevant staff will serve in a consultative capacity. Constituency representation of respective constituency bodies shall be the prerogative of the constituency body, with the expectation that nominees be able to meet the time commitments of serving on the SDP Steering Committee and have no conflicts in serving in such capacity.

Employees nominated to serve on the SDP Steering Committee shall exemplify high standards of behavior, performance, and dedication to Clemson University as indicated by the following criteria:

- 5 years of continuous Clemson University service
- In current position at least one year recommended
- Received at least a “Meets/Successful” on their last two EPMS reviews or faculty equivalent
- Have received no documented disciplinary actions through Human Resources within the previous 2 years of nomination or faculty equivalent

Peer Review Committee:

Nominations for the Peer Review Committee membership will be accepted through an application process. Members will be from their peer groupings (based on State job titles). The number of Peer Review Committee members will be based on the number of SDP participants in each group. Each Peer Review Committee member will serve as a
Clemson University
Staff Development Program

Program Administration

member for approximately 2 years (2 cycles of the program) and will be an advisor in the
SDP group they are representing. Each Peer Review Committee will have a Facilitator
(who will serve as Chairperson) selected by the Peer Review Committee members.

The Peer Review Committee will guide SDP participants through the program as per
the listed guidelines. They will ensure the SDP participant’s activities represent a
challenge appropriate for their position within their organization. Members of this
committee will regularly monitor the progress of SDP participants. Even though
responsibility for completing the program rests with the participant, the Peer Review
Committee will be made aware of circumstances affecting program completion as they
occur. Once a participant has completed their portfolio activities, the Peer Review
Committee will conduct a peer review of the portfolio.

To ensure the integrity and fairness of the Peer Review Committee and the SDP,
employees selected to serve on the committee shall exemplify high standards of behavior,
performance, and dedication to Clemson University. They shall normally meet the
following standards:
• 5 years of continuous Clemson University service
• In current position at least one year
• Received at least a “Meets/Successful” on their last two EPMS reviews
• Have received no documented disciplinary actions through Human Resources
  within the previous 2 years of nomination
Clemson University
Staff Development Program

Program Administration

Program Eligibility

Participation is intended to be competitive and will be dependent on available funding. To ensure the greatest success of the program, and to accommodate forecasted funding, eligibility will be limited. For the pilot year, beginning in July 2010, the following eligibility criteria have been established artificially high due to the limited number of participants:

- At least ten years continuous Clemson University service as of 12/31/2009
- Employee has been in their current position at least one year as of 12/31/2009
- February 2010 EPMS document rates them as ‘Meets/Successful’ (or equivalent) or higher
- Employee has not had any formally documented HR disciplinary action within two years prior to 12/31/09
- Employee has not received a salary increase of greater than 5% within the last two years as of June 2010
- Employee’s salary is not currently at the top of their pay band
- Employee is not currently in the SC State TERI program

These eligibility criteria will be relaxed in successive years as participation is hoped to reach approximately 250 employees per year. However, the selection process will remain competitive. An annual review will occur to determine available funding for successive years with the actual number of participants based on forecasted funding. It is intended that employees will participate no more frequently than once every three years.
Employee Notification of Eligibility

Potentially eligible employees will be notified in January of each year. This notification will include applicable eligibility criteria, notice to attend an informational meeting, informational web site address, and Peer Review Committee contact information. Final determination of eligibility will be based on a review of recently completed EPMS evaluations, HR disciplinary actions, and other pertinent information.

Employee Application

Eligible Employees wishing to participate must initiate the application process by completing an application form. This form will include a statement that the employee is familiar with and accepts the success criteria of the program.

The completed application is then forwarded to the employee’s supervisor for their review and approval. The supervisor will acknowledge they are familiar with and accept the success criteria of the program. If a supervisor denies an application, they are required to provide a statement explaining why the applicant was denied participation. All applications, approved or denied, must be returned to the SDP office by the stated deadline.

Once all applications are received, the Peer Review Committees will screen the applications and select participants. Selection will be limited to the number of participants allowed by budget considerations. Competitive criteria will be used to determine participation.

Applicants and their supervisors will be notified of acceptance into the program. This notification will include instructions, program completion success criteria, and invitation to an orientation meeting. Supervisors will document SDP completion as an Objective in the employee’s EPMS Planning Stage.
Clemson University  
Staff Development Program  

Program Administration  

The Development Plan  

Upon acceptance, the employee documents their proposed developmental activities on a provided form. Development plans will have three broad components:  
- Professional Development – includes at least 80 hours dedicated to improving job-related skills and abilities (skills training, seminars, mentoring, job-related committees, etc.) Employees will coordinate professional development activities with their supervisor.  
- Personal Development – includes at least 30 contact hours dedicated to realizing lifetime learning goals, but not necessarily related to an employee’s current job (advanced education, short courses, etc.)  
- University Involvement – includes at least 40 hours of activities dedicated to fostering a greater connection between the employee and the mission of the University’s mission and goals (campus committees, relevant University service activities, seminars, etc.)  

Once completed, the proposed development activities are forwarded to the appropriate Peer Review Committee for review and approval. This committee will evaluate the development activities to ensure they meet the overarching program goals and guiding principles.  

Participant Progress  

The employee is responsible for meeting agreed upon success criteria of their individual development plan. Frequent communication and interaction between the employee and their supervisor will be required to ensure smooth progression through the program. Employees will obtain supervisor approval to spend time away from their job to participate in program activities. This may include a requirement to take leave and/or make up work if needed. Should the employee experience problems, or if participation affects their job performance, they may be removed from the program with concurrence between the supervisor and the Peer Review Committee.  

Employees will document their progress to ensure a complete record of progress and completion is available for peer review and program assessment. At a minimum, Peer Review Committees will receive quarterly progress reports from the SDP participants.
Clemson University  
Staff Development Program  

Program Administration  

Program Completion  

Upon completion of all development activities, participants will submit their accomplishments to the Peer Review Committee for review. The submittal will include a checklist of the program activities and any supporting documentation. In the event all success criteria are not met satisfactorily, the participant will be notified and will be afforded 30 days to clear up any discrepancies.

Upon completion of the peer review, the Peer Review Committee will forward the results to the Steering Committee. The Peer Review Committee will provide an explanation for any participants who failed to complete the program successfully. The Steering Committee will notify supervisors and applicable senior management (Deans, Directors, etc.) with the results of their employees’ development program.

The Steering Committee will compile the completion information and prepare the required forms and obtain the required signatures to initiate the performance raises for successful participants. Once all approvals are obtained, successful participants will be notified in writing the performance raise amount and the effective date.

A participant successfully completing the program should receive a 10 percent raise to their base salary up to a maximum of $4,000. This raise should be effective with the first full pay period of the new fiscal year. This amount may be reevaluated on a periodic basis to compensate for cost of living and/or other factors.

Record Keeping  

Upon completion, program documentation will be returned to the participants. Documentation indicating program completion and accompanying letter of salary increase will be placed in the employee’s University Personnel file and their departmental personnel file.

Program Assessment  

The effectiveness of this program will be evaluated annually using appropriate assessment tools. The results of this assessment will be provided to the Administrative Council and will be used to tailor the program to meet emerging needs of the University and participants.