Minutes

Members Present: Leslie Adams, Kay Bagwell, Deb Charles, Karen Countryman, Anne Cummings, Karen Erickson, Kim Fisher, Linda Galloway, Shelly Geer, Gail Gilbert, Michael Gilstrap, Debra Goss, Christopher Greggs, Trudy Houston, Wendy Howard, Adam Hunter, Julie Jones, Reba Kay-Purdessy, Sharon Kimbell, Julia Lusk, Rusty McDonald, Amanda Menefee, Stella Moore, Beth Newton, Angela Nixon, Dede Norungolo, Carol Pike, Judy Pruitt, Meshelle Rabon, Chris Sober, David Stancil, Judy Tribble, Tina White, and Mandy Wright

Members Absent: Brandie Bargeloh, Pam Barnhill, Matt Bundrick, Tim Drake, Wilder Ferreira, Shirley Hagood, Sarah Reeves, Andy Riggins, and Cathy Welton

Guests Present: Krissy Kaylor, Johnson Link, John Mueller, Arlene Stewart, Jackie Todd, and Matt Watkins

President Julia Lusk welcomed guests and called the meeting to order.

1. Approval of Minutes: Tina White moved to approve the minutes of the October 23, 2012 Staff Senate meeting as submitted. Stella Moore seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day
   A. Arlene Stewart from Student Disability Services shared information on accommodations for students with disabilities. Stewart noted that about 700 students with documented disabilities are served each semester. The majority have invisible disabilities (Attachment A).
   B. Johnson Link, CU Chief of Police, reviewed a draft policy addressing video surveillance with the Senate (Attachment B).

3. President’s Reports
   A. Academic Council - The Council met on October 29th. Some of the issues discussed were changing the name of the Office of International Affairs to the Office of Global Engagement, increasing the minimum hours required to receive a Ph.D., and the effective date of the Latin Honors changes.
   B. Compensation Advisory - Rumame Samuels is working on the staff market comparison for review.
   C. Foundation Board – The Board’s next meeting is November 15-16.
   D. President’s Cabinet – The Cabinet met on November 12th. Minutes from the October 8th meeting were distributed to the Senate via email on November 8th.
   E. Other:
      1. Administrative Council, John Mueller for Michelle Piekutowski. The Council is working on items from last month’s Board of Trustees meeting.
      2. Human Resources – John Mueller announced that building renovations are complete and HR staff members have moved back into the Administrative Services Building. Additionally, Krissy Kaylor informed the group about an upcoming change to payroll. The method of collecting the employee portion of insurance premiums is changing from monthly to bi-weekly. Currently the premiums are collected in the month prior, but now the premiums will be collected in the current month beginning January 2013. December premiums will be collected in November, so no insurance premiums will be deducted from employees pay in December.
3. Legislative Update, Deb Charles. The state’s data breach was discussed briefly.

4. Treasurer’s Report, Karen Erickson. The balances are as follows: (a) Vending: $8,762.48; (b) Staff Senate funds: $2,517.69; (c) Travel: $500.00; (d) SDP: $10,599.42. Deb Charles moved to approve the report and Michael Gilstrap seconded the motion. The report was approved unanimously.

5. Committee Reports
   A. Standing Committees
      1. Activities, Julie Jones. Activities did not meet in November. As the new year approaches we'll be gearing up for our annual food drive.
      2. Communications, Angela Nixon and Reba Kay-Purdessy. No report.
      3. Membership, Karen Countryman. The committee is working on upcoming Senate elections.
      4. Policy and Welfare, Chris Sober. Policy and Welfare met on October 23rd. The committee continued discussion of the availability and cost of online master degree programs. The director of online education, DeWitt Salley, has agreed to take the matter forward with the Provost to determine a course of action. A proposal to move Clemson to a 4-day work week is being investigated by the committee. The committee is currently working to survey other universities in the southeast to see if any are operating on a 4-day week.
      5. Scholarship, Beth Newton and Carol Pike. The 5K was a success. Over 100 runners registered for the 5K and 21 children for the Fun Run. The event grossed over $7,800 and should net $4,000 to benefit the Staff Senate Scholarship Fund. The November 9th edition of The Tiger featured an article about the event.
   B. University Committees
      1. Alcohol and Other Drugs Task Force, Angela Nixon. The task force is now reviewing results of last year's game day research and has planned a retreat to discuss next steps based on those results.
      2. Athletic Council, Deb Charles. Athletic Council met on November 6th. The new athletic director has been announced. The NCAA is deregulating much of the oversight it has provided, and each college or university will take on those duties at a time in the future to be determined.
      3. President’s Commission on the Status of Women, Karen Erickson. President’s Commission on the Status of Women: Last month, a child care survey was sent out to all faculty, staff and graduate students on behalf of the Commission by Provost Helms. Hopefully, everyone shared their views as this data will be instrumental as we move forward (deadline was 11/10). If you have any other thoughts or concerns, please let Karen Erickson or Tina White know and we will share with the sub-committee members.

6. Unfinished Business: None.

7. New Business:
   A. December Meeting, Julia Lusk. The Executive Committee is working on a holiday social. Information regarding the December meeting will be disseminated to the group as soon as details are finalized.

8. Announcements
   A. Team Up for Clemson Regatta Update, Angela Nixon. The Senate’s team finished last, but the regatta was a lot of fun. Best of all, the event raised $7,800 to support local charities.
   B. LGBTQ Task Force, Julia Lusk. The ad hoc group met with President Barker the first week of November to discuss the creation of a task force. The meeting went well and Julia Lusk expects to receive information on the task force soon.

9. Adjournment: There being no further business to discuss, the meeting adjourned.
Student Disability Services (SDS) at Clemson University
Arlene C. Stewart, Ed.D.
Director, SDS

About 700 Clemson Students with documented disabilities served each semester
50,000 million Americans = pwd = one in five

10% of PWDs have a Bachelors degree compared to 26% of the general population

SDS Mission
To provide equal access for students at Clemson with documented disabilities
Access not Success !!!!

So . . . . Who Are These Students?
Fall 2012 Total students: 681 (10/12/12)

<table>
<thead>
<tr>
<th>Disability</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADHD</td>
<td>313</td>
<td>46%</td>
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<tr>
<td>Psychological</td>
<td>65</td>
<td>10%</td>
</tr>
<tr>
<td>TBI</td>
<td>9</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Visually Impaired</td>
<td>8</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Deaf/HOH</td>
<td>9</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>LD</td>
<td>157</td>
<td>23%</td>
</tr>
<tr>
<td>Medical</td>
<td>113</td>
<td>17%</td>
</tr>
<tr>
<td>Mobility</td>
<td>7</td>
<td>&lt;1%</td>
</tr>
</tbody>
</table>

Documentation
- Rigorous
- Vetted
- Some reviewed annually
In Class Accommodations:

• Academic Accommodation Letters = ext. time, reduced distraction exams, notes, recordings, computer use in class and for essay exams

People First Language

Problems become a disability when they interfere with major life activities. The disability is only one facet of the individual, not the primary presenting factor.

Therefore:

• Students have learning disabilities; they are not Id students.
• Students use a wheelchair; they are not confined to a chair.

Out of Class Accommodations:

• housing, priority registration, assistive technology, RCL, course substitutions, referrals

Questions ?????????
Video Surveillance Policy

Executive Summary

Clemson University is obligated to provide a safety conscious and enriched environment for its faculty, staff, students and those visiting the campus at all times. A portion of the plan to keep the campus community safe is by using video surveillance technologies. This allows the public safety department to assess trends and foresee problems in an effort to increase their response time and to cover a larger portion of the campus and therefore better utilizing already limited resources. Likewise there is a need to systematically protect the privacy of the members of the campus community when using technologies associated with video surveillance. A unified approach to where, when and what types of video surveillance are deployed along with a proactive approach concerning how the system is to be used and by who is the only way to effective use this technology on a campus our size.

Advances in technology coupled with the lower cost of ownership have prompted many departments across the campus to invest in their own video surveillance systems causing a distributed and non-congruent variance in established systems. There is no single point of contact for any system and no centralized database of where and what kind of video surveillance is available to the campus public safety. This has grown to be ineffective, create a feeling of big-brother among the campus members and in some cases created large duplication of efforts with no overall governance in the event of crisis.

This policy is designed to outline the governance structure of video surveillance at Clemson University and all members of its community will be expected to adhere to the policy.

Policy

Any video surveillance device installed, used, monitored, or recorded on or within premises otherwise considered to be Clemson University property must have the approval of the Director of Law Enforcement and Safety, his/her designee, or any committee/council designated by the Executive Director of Public Safety and charged with the governance of video surveillance for Clemson University. It is the responsibility of the Executive Director of Public Safety to establish and maintain approval and operational guidelines concerning the installation and continued use of video surveillance technologies.
The Executive Director of Public Safety, designee or designee committee/council assumes no financial responsibility to the installation or maintenance of any video surveillance system installed on Clemson University property. Departments that desire to install, use, or monitor video surveillance equipment must first seek and be granted the appropriate approval by the Executive Director of Public Safety, be financially responsible for all costs associated with installation and maintenance and adhere to all guidelines established by the Executive Director of Public Safety, designee or designee committee/council. In addition to any specific operational guidelines overseen by the Executive Director of Public Safety, all video surveillance equipment will follow these general principles.

**General Principles**

**A.** Clemson University is committed to the development and perpetuation of programs designed to provide a safe and healthy campus. Integral to this commitment is the use of video equipment to deter crime, to assist in response to security issues and to provide leads whenever possible for criminal investigations. Safety and security purposes include, but are not limited to:

- Protection of individuals, including students, faculty, staff, and visitors;
- Protection of property, both university owned and privately owned;
- Patrol common areas and areas accessible to the public;
- Investigation of criminal activity and/or disciplinary issues.

**B.** Any video recorded, collected or preserved in any manner is the property of Clemson University and cannot be released to external entities without the proper approval process established by the Executive Director of Public Safety and/or Clemson University’s Chief Public Information Officer.

**C.** Any diversion of video technology for other purposes (e.g. monitoring of political or religious activities, personal gain, employee performance, or any reason other than safety or security concerns) would tend to undermine the acceptability of these resources for their intended purpose and is therefore prohibited by this policy. No video surveillance equipment will be installed for the sole purpose of covertly monitoring employee behavior in the absence of evidence pointing to criminal behavior involving a particular employee(s). Capturing conduct on camera incident to monitoring for safety and security purposes, however, does not prevent Clemson University from taking appropriate action (e.g., disciplinary action, criminal complaint).

**D.** Video monitoring for security purposes will be conducted in a professional, ethical and legal manner and will not violate anyone’s reasonable expectation of privacy. Personnel involved in video monitoring will be appropriately trained and regularly supervised in the responsible use of this technology.

**E.** Video monitoring of public areas for security purposes at Clemson University is limited to uses that do not violate the reasonable expectation to privacy as defined by law. Cameras will NOT be installed in an area where there is an "expectation of privacy". Individual’s or groups’ behavior may warrant specific monitoring with
community safety in mind. However, no one will be selected for monitoring based on discriminatory criteria such as gender, race, sexual orientation, national origin or disability.

**F.** Covert video surveillance equipment that complies with other areas of this policy and used within the legal bounds and process may be used. Covert cameras will only be used to aid in criminal investigations and require approval of the Executive Director of Public Safety.

**G.** Video surveillance equipment found to be illegal, installed without approval, or used in such a manner that violates any portion of this policy can and/or will be removed and/or confiscated under authority of the Executive Director of Public Safety and at a cost to be billed to the violating department or individuals.

**H.** For purposes of this policy, webcams in scope are ones intended for use on official Clemson University websites, not ones used for personal video uses such as chat, experimental lab observation or video conferencing capabilities. Webcams personally owned and operated by individuals are not in scope, but still may subject the owner to statutory privacy and workplace laws when being used. Privately owned cameras will be the sole responsibility of the user. Employees are to check with their supervisor before using personally owned or operated webcams in their workspace.

Specific guidelines and the approval process for video surveillance installations are maintained by the Executive Director of Public Safety and are included as attachments.

**Purpose**

This policy is to serve as the governing document covering the installation, use and monitoring of any video surveillance device installed and under the control of Clemson University, its employees, or any business affiliated partner using such technologies on Clemson University property. It is not the intent of this policy to restrict departments from using video surveillance technologies either for safety or for novelty reasons within their respective areas but to establish a governance structure and guidelines for continued operational use. The intent is to promote the use of these technologies, but in a consistent, ethical and appropriate manner.

This policy does not in any way imply or guarantee that video surveillance devices will be indefinitely operational or actively monitored at any time. The presence of physical video surveillance does not in any way imply that activity is recorded or monitored. Public areas will be defined as any portion of Clemson University’s buildings or facilities that are accessible to the general public and where no expectation of privacy is granted by statutory law. Additionally, public area monitoring may extend to common areas of the campus where typically only members of the campus are reasonably expected to gather and no expectation of privacy is granted by statutory law (e.g. hallways, building entrances and lobbies, etc). All privacy protections granted by law will be adhered to.
Definitions

CCTV – Closed Circuit Televisions are video camera technologies used to transmit a signal to a specific place for viewing or recording that is not broadcast to the general public for consumption. Typically these specific locations have a limited set of monitoring devices or recording devices designed for the sole purpose of observing or retrieving these images.

Video Surveillance Device – Camera or camera equipment used in the collection and/or monitoring of video imagery for the purposes of observing persons, places or things. These may include CCTV systems or web based cameras known as webcams, and some may have the capability to store images in an electronic format for later viewing.

Webcams - are video cameras designed to feed images in real time to a computer or computer network via USB, wired ethernet or through Wi-Fi enabled connections, some many feed real time imagery to webpages for viewing.

Communications (who needs to know, who does it affect or apply to)

All members of the Clemson University community (faculty, staff, students, and visitors) and any affected business associated partners of Clemson University.

Disciplinary Sanctions

The University will impose disciplinary sanctions on employees who violate the above policy. The severity of the imposed sanctions will be appropriate to the violation and/or any prior discipline issued to that employee.

All suspected violations of this policy should be reported to the Executive Director of Public Safety. In certain situations other university, state, or federal representatives might be included in those investigations.

References and Related Documents

Revisions

Current:
Next Revision:
Administrative Update:

Approvals
Guidelines for Completing
Clemson University Police Department’s
Video Security System Application/Permit

Enter department name and number requesting and responsible for the proposed system.
ie. Police Department # 4012

Provide contact information for three individuals, one of whom can be contacted for information and/or access to your system at all times.

Prior to presenting this form, please review the Clemson University Video Surveillance Policy. Briefly describe the proposed camera location(s) and the areas intended to be monitored with this (these) camera(s) as well as the security concern prompting the placement.

If this placement is covert and being placed pursuant to a criminal investigation provide case number, purpose and location of proposed placement, proceed to signature line and present form directly to the Executive Director of Public Safety.

Let us know of your intentions regarding monitoring.

Storage device refers to devices such as digital video recorders (DVR) or computer servers (local or remote).

Several factors affect the length of time that systems can store video. What is the minimum time that you intend for this system to retain recordings?

Many systems provide their own viewing platforms. Two commonly in use on campus are Integral’s Remote View Client Genetec’s live viewer.

Prior to signing and submitting this form, be sure you fully understand the university’s entire policy. Pay particular attention to portions of the policy regarding ownership of, and access to, video. Also familiarize yourself with proper and improper placement and use of video surveillance along with consequences of improper use. This form should only be signed and submitted by someone who is in a position of sufficient responsibility for and control of the proposed system to ensure compliance with policy.

The portion of the Application/Permit below the bold line near the bottom of the page is for use by the Executive Director of Public Safety or their designee.
Clemson University Police Department
Video Security System
Application/ Permit

University department requesting new video placement

Names of Contacts_________________________ phone number_________________________
_________________________ phone number_________________________
_________________________ phone number_________________________

Is this a covert system being placed pursuant to a criminal investigation? Yes___ No___

If yes case number_________________________

Purpose and location of system:

Will this system be monitored? Yes___ No___

If yes, by whom will it be monitored? ___________________________ Ph. #_________________________

Will this system be recorded? Yes___ No___

If yes what kind of storage device will be employed?

For how long, if known will recordings be stored?

If law enforcement should require access to specific recording(s) by what remote viewing platform will that be achieved?

I have read, understand, and agree to abide by the Clemson University Video Surveillance Policy and take full responsibility for operation of the above described system and its continued compliance with this policy.

Name (print)_________________________ Signature_________________________ Date____

Clemson University Police Department
Approved______ Disapproved______ Reason for disapproval_________________________

Name (print)_________________________ Signature_________________________ Date____