Members Present: Leslie Adams, Kay Bagwell, Brandie Bargeloh, Matt Bundrick, Karen Countryman, Anne Cummings, Tim Drake, Karen Erickson, Shelly Geer, Gail Gilbert, Debra Goss, Christopher Greggs, Trudy Houston, Wendy Howard, Adam Hunter, Julie Jones, Reba Kay-Purdessy, Sharon Kimbell, Julia Lusk, Amanda Menefee, Beth Newton, Angela Nixon, Dede Norungolo, Carol Pike, Judy Pruitt, Meshelle Rabon, Sarah Reeves, Andy Riggins, Chris Sober, David Stancil, Judy Tribble, Cathy Welton, Tina White, and Mandy Wright

Members Absent: Pam Barnhill, Deb Charles, Wilder Ferreira, Kim Fisher, Linda Galloway, Michael Gilstrap, Shirley Hagood, Rusty McDonald, and Stella Moore

Guests Present: Tanya DeOliveira, Ami Hood, Krissy Kaylor, John Mueller, Michelle Piekutowski, Jackie Todd, Tom Ward, 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 November 13, 2012 Staff Senate meeting as submitted. Wendy Howard seconded the motion and the vote was unanimous. The minutes were approved.

2. Special Order of the Day
   A. Walk Zone - Tanya DeOliveira from Planning & Design shared a presentation with the group about CU’s plans for bikeways and walk zones (Attachment A).

3. President’s Reports
   A. Academic Council – The next meeting is January 17, 2013.
   B. Board of Trustees – The Winter Quarterly will be January 30th and 31st in Columbia, SC.
   C. Faculty Senate Budget Accountability – Met December 10th. HR shared a compensation analysis with the group. The analysis will be shared with the Senate in February.
   D. Foundation Board – Goz Segars, Chair of the Foundation Board, would like to meet with the Senate in February.
   E. President’s Cabinet – The Cabinet met on December 10th. Minutes from the November 12th meeting were distributed to the Senate via email on December 7th.
   F. Other:
      1. Administrative Council, Michelle Piekutowski. Members from Custodial Services developed a plan for professional development and presented their proposal to Council earlier in the month. The plan was designed for a Building/Grounds Specialist I. Piekutowski spoke highly of the plan and the group that prepared the presentation.
      2. Human Resources – 1) Ami Hood informed the group that the university will be transitioning employees to a bi-monthly pay cycle beginning July 2013. Employees will be paid on the 15th and the last day of the month. 2) Krissy Kaylor provided an update on the status of the increase to health insurance premiums. She also asked everyone to review their January paystub to ensure the accuracy of the changes made during annual enrollment. Additionally, the annual limit has increased for supplemental retirement plans. If you have questions regarding compensation or benefits, you can submit them via the “Ask HR” link on the Human Resources website.
      3. Legislative Update, Deb Charles. South Carolina Senator Jim DeMint announced that he will resign from the United States Senate in January. DeMint is joining the Heritage
Foundation as its new President. Governor Nikki Haley will appoint a replacement. A special election will be held 2014. Also, the State Supreme Court has stopped the increase in the health premiums to employees until the case is resolved.

4. **Treasurer’s Report**, Karen Erickson. The balances are as follows: (a) Vending: $8,260.08; (b) Staff Senate funds: $2,342.02; (c) Travel: $500.00; (d) SDP: $10,247.07. Tim Drake moved to approve the report and Wendy Howard seconded the motion. The report was approved unanimously.

5. **Committee Reports**
   A. **Standing Committees**
   1. **Activities**, Julie Jones. Activities met December 4th to discuss our annual food drive. This year's food drive will take place during the month of February with the theme - 'Have a Heart.'
   2. **Communications**, Angela Nixon and Reba Kay-Purdessy. No report.
   4. **Policy and Welfare**, Chris Sober. The committee is working on a policy for tuition assistance with regard to online courses for staff. Additionally, the group is reviewing USC's scholarship program for employees, their dependents, and spouses. Currently there are no issues and/or progress to report on parking or the reduced workweek research.
   5. **Scholarship**, Beth Newton and Carol Pike. Scholarship met to discuss the November 5K. The committee will not meet in January.

   B. **University Committees**
   1. **Accident Review Board**, Julia Lusk and Matt Bundrick. The Board met on October 25th to review eight minor accidents. They met again on November 27th to hear the appeal of one of the accidents from October 25th where the driver was found at fault. Four more cases were reviewed on November 27th.
   2. **Alcohol and Other Drugs Task Force**, Angela Nixon. The Alcohol and Other Drugs Advisory Board held a mini-retreat Dec. 6 to start drafting the university's 5-year alcohol plan. The plan will focus less on individual student behaviors and more on environmental/cultural change strategies and a commitment from everyone on campus and in the community to promote responsible behaviors.
   3. **Human Resources Advisory, Stella Moore**. Last HRAC meeting was on Nov 7, 2012. Michelle Piekutowski discussed that fact that several employees within HR are retiring at the end of the year and that the renovations were complete so that the Office of Human Resources would return to the Administrative Services Building on November 9th. Erin Swann asked that the departments be reminded to review criminal background information on applications and consider whether the candidate has revealed a conviction that would impact their ability to the job. She reminded them that convictions do not necessarily preclude applicants. It is the nature and gravity of the crime, along with the job, that would require an individual assessment. Several different issues surrounding the HR Strategic Plan were discussed at length. They were:
   - **Success Factors**
     - Recruitment – changes/added advantages of a new recruitment system that will be provided by Success Factors.
     - Onboarding/Offboarding – Success Factors will be used to improve retention rates and the system will allow for such things as coordination of offer letters, pre-orientation communication, exit interviews, and many other things.
     - Employee Relations – will be used in the future for the employee performance management process. Some of this will include an online review process, year round online access for employees and supervisors of planning stage, goals, and accomplishments. The current paper process will continue to be used through March 2013.
• Benefits Administration – Krissy Kaylor discussed the upcoming changes to our insurance premiums.
• Compensation – Compensation plan has been implemented and staff are beginning to receive Job Analysis Questionnaires (JAQs) to assist with updating job descriptions. These are being sent out by division/college. They are allowed two weeks to complete.
• Training & Outreach – This area has been extremely busy and has begun rolling out training processes for the HR Service Center.
• Payroll Updates – the new direct deposit process is working great. There were a few problems initially, but those issues have been resolved.

4. President’s Commission on the Status of Black Faculty and Staff, Karen Donald. Black faculty attended an open forum at the Madren Center on November 30th. The Commission is currently working on compiling information gathered during the forum. The Commission will meet prior to the holiday break to develop a plan for addressing some of the concerns voiced during the forum.

5. Staff Development Program, Julia Lusk and Angela Nixon. The mid-year review process will be done mid-December. A team building event was held on October 26th and a fun time was had by all. The group became more cohesive as a result. The Steering Committee discussed changing the minimum number of years of continuous employment at Clemson University from 10 years to 5 years.

6. Unfinished Business: None.

7. New Business: None.

8. Announcement:
   A. Scholarship Commitment, Julia Lusk. The scholarship commitment for the 2013-2014 academic year is due no later than December 20th. Our 2012-2013 commitment was 10 scholarships at $1,150 each for an annual total of $11,500. The Executive Committee approved to increase the commitment for 2013-2014 to 10 scholarships at $1,500 each for an annual total of $15,000.
   B. The General Faculty Meeting is Wednesday, December 19, 2012, 1:00 p.m., Brooks Center for the Performing Arts. Julia Lusk will have an opportunity to address the audience on behalf of the Senate.
   C. Andy Riggins reminded everyone to pick-up their new employee identifications cards from TigerOne. TigerOne is temporarily distributing cards from the Hendrix Student Center. Please check their website or Inside Clemson for a listing of service dates and/or hours.
   D. Julia Lusk will be participating in the graduation exercises on December 20th. Everyone was encouraged to attend.

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

Next Meeting: Tuesday, January 8, 2013, 10:30 a.m., Madren Center
Clemson University
Bikeway Plan
&
Walk Zone
Clemson’s Bikeways Master Plan 2012
New Bike Lane on Campus
Campus Bike Parking
Balanced Approach to Safety
What is a Walk Zone?

- Designated area
- Areas of high pedestrian activity
- Not a place for bicyclists, rollerbladers, skateboards and other kinds of wheeled transport
Cornell University
Bike Map & Dismount Zone
Dismount Zone Close Ups

In the middle of campus paths

Prevents extension of street network
Dismount Zone Characteristics

- Some campus plazas
- Pedestrian-oriented bridges, walkways
Berkeley Bike Map & Walk Zone
Walk Zone Characteristics

- One area/two plazas on campus
- Concerns with lots of daily student activities, Disabled Student Program’s building
Clemson University
Possible Walk Zone