

CLEMSON UNIVERSITY STAFF SENATE
May 10, 2016, 10:30 AM, Hayden Conference Center, Botanical Gardens

Agenda

1. **Approval of Minutes**
2. **Special Order of the Day**
 - A. **James Wilkins**, Experimental Forest
 - B. **Steve Robbins**, TigerOne
3. **Open Commentary**
4. **President's Reports**
 - A. **Other:**
 1. **Human Resources**, Jim Kerr.
 2. **Legislative Update**, Tina White.
5. **Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of May 5th are (a) Vending: \$4,022.98; (b) Staff Senate funds: \$1,941.53; (c) Travel: \$23.76; (d) SDP: \$353.86.
6. **Committee Reports**
 - A. **Standing Committees**
 1. **Activities**, Roberta Balliet.
 2. **Communications**, Bindu Rangaraju.
 3. **Membership**, Shelly Geer and Bindu Rangaraju.
 4. **Policy and Welfare**, Terri Vaughan. Policy and Welfare will hold the first meeting on Tuesday, May 17 at 10:30 a.m. in room 801 University Union. The Senate received a recommendation that Clemson designate one or two parking spaces for expectant mothers across campus. The recommendation will be forwarded to Parking and Transportation Services.
 5. **Scholarship**, Dan Hofmann.
 - B. **University Committees**
 1. **Accident Review Board**, Rebecca Trutwin and Tom Warnock. The Accident Review Board met 4/19/2016. Accidents involving Clemson University vehicles were reviewed and discussed. The corrective/disciplinary action for all cases was unanimous. The next Driver Improvement Program will be 6/2/16.

Clemson University has adopted the South Carolina Fleet Safety Program established by the S. C. State Budget and Control Board. This program applies to all employees who have occasion to drive Clemson University vehicles.

Classes are provided for Clemson University employees at no charge. Registration may be accomplished by calling the Office of Risk Management (864) 656-3354 or by sending an e-mail to the following: riskmanagement@clemson.edu

Driver Improvement Program: New employees or reassigned employees who fit any of the following categories must attend the driver improvement class within 90 days and must maintain a valid certificate as long as the employee is operating a state vehicle:

- Employees who operate a state-owned vehicle as part of their job
- Employees permanently assigned a vehicle
- Employees at fault in a preventable accident in a university vehicle
- Employees whose motor vehicle records shows nine or more violation points, two State vehicle accidents, or three total vehicle accidents

In accordance with the state's program, Clemson University has established an Accident Review Board to review all accidents involving Clemson University vehicles. South Carolina Code of Law 1-11-141 provides that a state employee operator may be assessed up to \$200 if found to be at fault in an accident after a review of the records conducted by the Accident Review Board.

The University screens motor vehicle records of all employees annually.

7. Unfinished Business

8. New Business

9. Announcements

10. Adjournment

Next Meeting: Tuesday, June 14, 2016, 10:30 a.m., Location TBA

CLEMSON UNIVERSITY STAFF SENATE
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Minutes

Members Present: Roberta Balliet, Laura Clay, Leigh Dodson, Leslie Doss, Billy Edwards, JoAnna Floyd, Shelly Geer, Debra Goss, Jeff Holliday, Wendy Howard, Adam Hunter, Beverly Lavier, Amanda Menefee, Meg Newton, Rhonda Powell, Cody Price, Janeen Putman, Bindu Rangaraju, Sarah Reeves, Andy Riggins, Janine Sutter, Tom Taylor, Rebecca Trutwin, Terri Vaughan, Michelle Voyles, Tom Warnock, Tina White, Janay Whitesel, Sue Whorton, Savannah Wigington, Deveraux Williams, and Holly Williams

Members Absent: Phillip Addington, Mac Bevill, Kelli Blankenship, Dan Hofmann, Jeff Kallin, Jan Lay, Jeff Leyh, Rusty McDonald, Aubrey Miller, Herb Parham, Lavonne Sloop, Joey Thames, and Erin Thomas

Guests: Allyson Davis, Steve Robbins, Tom Ward, and James Wilkins

1. Approval of Minutes: Tom Warnock moved to approve the minutes from the April 19, 2016 Staff Senate meeting as written. Roberta Balliet seconded the motion and the vote was unanimous. The minutes were approved.
2. Special Order of the Day
 - A. James Wilkins, Educational and Resource Coordinator, spoke to the Senate about the South Carolina Botanical Garden (SCBG) and the Clemson Experimental Forest. Wilkins reported that the first-ever Forest Fest took place April 23 at the Clemson Experimental Forest. Clemson Forest Fest was a free event held in the Lake Issaqueena Area of the Clemson Experimental Forest. The fest was a family-friendly event with a variety of activities. Some of the many activities were: guided trail tours, wildflower walks, bird identification, and forestry and forest management demonstrations.

Wilkins explained that the Clemson Experimental Forest spans 17,500 acres and is funded by timber resources, so funding fluctuates with the timber market. Currently the focus is on sustainable forest management and improving outreach. Since the forest is used for education, research, and recreation, new trail signage and maps have been created. Maps are available for purchase in the SCBG gift shop and events can be found on their calendar. Forest trail maps can be downloaded from the Clemson Experimental Forest website.
 - B. Steve Robbins, TigerOne Card Services Executive Director, updated the Senate on the Access Control Project (Attachment A).
3. Open Commentary: None.
4. Treasurer's Report, Leslie Doss. Funds remaining in the operating budget as of May 5th are (a) Vending: \$4,022.98; (b) Staff Senate funds: \$1,941.53; (c) Travel: \$23.76; (d) SDP: \$353.86.
5. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet. The committee met with Major Brock Lusk to discuss ideas of ways the Staff Senate can assist with Military Appreciation Week the first week of

November. The committee will meet again with him at a later date. The donation drive benefiting the Golden Harvest Backpack Program will be in August & September. There will be an easy online donating webpage set up, so look for more details soon. Some ideas the committee is discussing for senate members include a retreat and softball game. The next Senate meeting will be in the Athletics baseball facilities with a tour.

2. Communications, Bindu Rangaraju. New members were welcomed and the first meeting is in the process of being scheduled.
 3. Membership, Shelly Geer and Bindu Rangaraju. Has not met.
 4. Policy and Welfare, Terri Vaughan. Policy and Welfare will hold the first meeting on Tuesday, May 17 at 10:30 a.m. in room 801 University Union. The Senate received a recommendation that Clemson designate one or two parking spaces for expectant mothers across campus. The recommendation will be forwarded to Parking and Transportation Services.
 5. Scholarship, Dan Hofmann. No report.
- B. University Committees
1. Accident Review Board, Rebecca Trutwin and Tom Warnock. The Accident Review Board met 4/19/2016. Accidents involving Clemson University vehicles were reviewed and discussed. The corrective/disciplinary action for all cases was unanimous. The next Driver Improvement Program will be 6/2/16.

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6. Unfinished Business: None.
7. New Business: None.
8. Announcements: None.

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

Next Meeting: Tuesday, June 14, 2016, 10:30 a.m., Clemson Baseball Facility

BACKGROUND

- System End-of-life (EOL) of our largest system and in general aging systems (both hardware and software)
- Multiple electronic door access systems across campus (on and offline)
- No single standard for controlling access to buildings (combination of manual data entry and automation)
- Opportunity to move to more secure technologies (HID iClass SE) (other options include biometrics, BLE, NFC)

PROJECT SCOPE

- University initiative to convert and install a new electronic building access system over the next 5 years
- Approximately 120 buildings and 2000 doors on and off campus (~double current doors)
- University investment of \$5.9 million one-time
- Project Phases
 - I Convert existing doors on existing systems (~900 doors) >> Summer 2017
 - II Add new doors on existing facilities (~400) doors and install system in existing facilities currently without access control (~700 doors)

POLICY HIGHLIGHTS

Web Site:

<http://www.clemson.edu/campus-life/campus-services/cupd/>

Access Control Policy (October 2015)

- Legacy systems (including exterior and interior doors) and existing facilities (exterior doors) will transition to the new system and are included in the project implementation
- ALL doors with access control will have electronic access controls installed and maintained centrally by the university and be compatible with the TigerOne card
- The implementation budget does NOT include new construction and remodeling of existing facilities as these would be part of the construction budget and come online when the facility opens
- Departments are responsible for doors out of scope (interior doors). Opportunities to include these doors will be evaluated during transition

Video Surveillance Policy (May 2013)

PROJECT SUMMARY

- Reliable and secure platform to meet the 24x7 demands of the university
- An integrated solution incorporating multiple technologies
- Cost effective for both the institution and departments to maximize value and benefits
- A single standard that is scalable to address future university priorities
- Unified platform for access control and video