

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, August 8, 2023
3:00 – 4:30 p.m.
Close-Hipp Building, Lumpkin Auditorium, 8th Floor

PRESIDING: Megan Colascione, Executive Vice President

Call to Order – Megan Colascione, Executive Vice President

Executive Vice President Colascione officially called the meeting to order at 3:01 PM. Executive Vice President Colascione welcomed staff senators and visitors to the staff senate meeting. She reminded attendees that only Staff Senators who are in person are permitted to speak during the meeting.

Roll Call/Attendance Report - Katherine Hilson, Secretary

Secretary Hilson checked the roll after taking attendance. According to the attendance report, 44 senators were in attendance, six senators were absent, one senator gave a proxy, and four senators were virtual.

Establish Quorum – Chris Burkett, Parliamentarian

Based on the attendance report, Secretary Hilson declared a quorum was established and Parliamentarian Burkett declared business could be conducted.

Approval of Minutes – Megan Colascione, Executive Vice President

There were no changes to the July 11, 2023, staff senate meeting minutes. Senator Culpepper made a motion to accept the July 11, 2023, general body staff senate minutes as written. Senator Hodge seconded the motion to accept the minutes as written. All senators were in favor. The motion was adopted and carried, and the minutes were accepted as written.

Reports of Committees:

Membership: Bill Boland/Julia Hodge

The Membership Committee finalized its 2023-2024 committee charter with the following goals:

Fall 2023

- I. Membership Procedures
 - a. Review bylaws to become familiar with current procedures.
 - b. Review staff senate policies and procedures of SEC and SC institutional counterparts to assess whether or not any changes should be made to our membership procedures.
 - c. Review current apportionment of senators and determine whether or not any changes should be recommended.
 - d. Review current onboarding process and materials for senators elected in midterm.
- II. Elections
 - a. Review and revise, as needed, the timeline and process for elections.
 - b. Prepare to hold officer elections.

Spring 2024

- I. Membership Procedures

- a. Recommend any updates to the bylaws related to the operation of the Membership Committee.
 - b. Recommend any new changes to the apportionment of senators.
 - c. Further develop onboarding modules and checklists for senators elected in midterm.
- II. Elections
- a. Manage the executive board elections process for officers.
 - b. Manage the general body elections process for senators.
 - c. We had our first committee meeting on July 18 where we discussed our goals and how we plan to accomplish them.
 - d. Since that meeting, Bill and Julia (co-chairs) met with Jessica McKie to get a preliminary understanding of the current state of the membership procedures, including the review of other university staff senate procedures, the current apportionment of USC staff senators, and the staff senate election process.
 - e. Our next steps will include getting access to the election voting system, reviewing other university staff senate procedures, and begin discussing any recommendations for amending our membership procedures and apportionment of senators.

Communications: Thom Harman/Michaela Taylor

- I. We had a good first meeting, worked on our charter, goals, and roles, and are looking forward to a good year.
- II. Our goals: improving social media presence, improve Staff Senate website, develop/improve senate brand, improve communications to all constituents (not just email; will include some template creation, maybe a QR code for digital signage, logo creation is complete).
- III. We will ask senators to contact us with their communication needs (e.g., will email, print, and campus signage hit all their constituents? If not, how can we help them do that?)

Staff Policy and Well-Being: Beth Herron/Cassandra Pope

- I. We have established our committee members and contacts throughout different areas of campus we want to make sure to keep up with and share out information from. These areas include:
 - i. ADA
 - ii. Equal Pay/Well-Being/Mental Health
 - iii. Physical/Mental Health
 - iv. Compensation/Benefits
 - v. Leave Policy
 - vi. Wellness & Onboarding (staff & faculty more open to discuss mental health)
 - vii. Work/Life Balance
 - viii. Class/Comp Study, Headspace App, Dining Services for Staff
 - ix. Continue efforts w/ Ombudsman for staff, sharing benefits w/ constituents, overall wellness

Professional Development: Georgia Doran/Rebecca Christopher

- I. Fall 2023

- a. Compile a comprehensive list of all PD opportunities.
 - i. Review last year’s survey results regarding professional development
 - ii. Set up an introductory meeting with the Office of Professional Development to better understand their mission and to determine if it is possible to increase capacity for some of the more popular current courses; as well as, to learn more about current and future scheduled professional development offerings, and to brainstorm ways in which we can increase awareness of these offerings and address any challenges experienced by the office and/or our constituents in accessing professional development opportunities.
 - iii. Share the list of PD opportunities with staff senators each month to increase awareness of current educational benefits for staff.
 - b. Seek new resources to assist in creating new on campus training and professional development for staff, as well as through Professional Associations and Organizations outside of the USC.
- II. Spring 2024
- a. In partnership with the OPD create a staff survey to determine needs for future staff professional development opportunities.
 - a. Set up a meeting with OPD to discuss idea for survey.
 - b. Work with OPD to develop and send survey to staff.
 - c. Review and complete a thematic analysis of survey results to be presented to this committee, the executive team, and the OPD.
 - b. Explore and plan for a new Networking/PD opportunity for staff across campus to be held at a future date.

Community Projects: Toni Karl/Amanda Minnet

- I. Pop Tops Drive
 - a. <https://rmhcofcolumbia.org/OtherWaystoHelp/>
 - b. Each Senator takes a labeled container to help collect soda tabs
 - c. Toni Karl and Amanda Minnet will bring containers to the General Session meeting on August 8th
- II. Richland School District One
 - a. Ty-Shawn Dow is connecting with a school from Richland One to adopt two teachers – currently waiting on wish list
 - b. We are asking Senators to bring donations to the September General Session
- III. Service Saturdays
 - a. Senators are encouraged to sign up for Service Saturdays @ 8:30 a.m.
 - b. [Service Saturdays - Leadership and Service Center | University of South Carolina \(sc.edu\)](https://www.sc.edu/service-saturdays/)
 - i. August 26th
 - ii. September 16th
 - iii. October 28th
 - iv. November 18th
- IV. Move-In Ambassadors
 - a. Senators are encouraged to sign up to welcome students
 - b. [Move-In Ambassadors - Housing | University of South Carolina \(sc.edu\)](https://www.sc.edu/move-in-ambassadors/)
 - i. Wednesday, August 16th
 - ii. Saturday, August 19th

- iii. Sunday, August 20th
- iv. Monday, August 21st

By-Laws: Julia Bellon/Marissa Buck

- I. The Bylaws Committee would like to propose the following updates to the current Staff Senate bylaws:

Article V: Election Procedure

D. In the event of a tie in the election of any Senator, a runoff will be held between the tied candidates. This run-off will be held within 2 weeks of the stated deadline of the original voting. If the tie is not broken after the runoff, the candidate with the longer time of service to the University will be designated as the winner.

Article V: Election Procedure

E. In the event of a tie in the election of any Officer, a runoff will be held between the tied candidates. This run-off will be held within 2 weeks of the state deadline of the original voting. If the tie is not broken after the runoff, the candidate with the longer time of service to the University will be designated as the winner.

Article VI: Committees

Section 1: Committees

Awards and Recognition Committee:

The purpose of the Awards Recognition Committee is to plan and implement the annual Staff Senate Award program, as well as consider and implement additional USC staff recognition opportunities. The Committee will create opportunities to recognize and appreciate Staff on the USC campus.

Scholarship and Fundraising Committee:

The Scholarship and Fundraising committee is responsible for soliciting philanthropic funds to support various staff senate initiatives. Funds raised by this committee will be housed in the staff Senate Educational Foundation account.

Staff Senate Awards Committee (Ad-Hoc): Bridgett Leslie

- I. Committee Vision for the Upcoming Academic year
 - a. To execute an USC Staff Day to recognize ALL staff
 - b. To execute the 2nd annual Staff Awards Ceremony
- II. Goals for Fall 2023
 - a. Review awards criteria and qualifications and determine if changes are needed
 - b. Confirm awards program celebration location
 - c. Develop an "All Staff" draft resolution to recognize staff
 - d. Work with internal USC lobbyists, Senators and House of Representatives to develop a resolution and proclaim a designated date in Spring '24 to be the USC Staff Recognition Day
 - e. Identify sponsors to support costs, activities, food, and possible giveaways for recognition day

Staff Senate Scholarship/Fundraising Committee (Ad-Hoc): Chelsey Malloy

- I. We did not meet because it's still just me. If anyone wants to join, please let me know!
Thank you!

Additional Announcements

EVP Colascione is going to serve as the liaison for the EPMS refresh project. She asked for feedback from the senators who attended the different focus groups and shared her experience.

Upcoming meetings:

- 9/12 – General Body Meeting
- 10/10 – General Body Meeting
- 11/14 – General Body Meeting

Move-In Days:

Wednesday, August 16, 2023
Saturday, August 19, 2023
Sunday, August 20, 2023
Monday, August 21, 2023

Shift Times:

7:30 AM – 10:30 AM
10:00 AM – 1:00 PM
12:30 PM – 3:30 PM
3:00 PM – 6:00 PM

Go to [Move-In Ambassadors](#) to register!

Adjourn

Staff Senate had a professional development speaker and public business concluded. Senator Duvall made a motion to adjourn. Senator Culpepper seconded the motion to adjourn. All senators were in favor. The formal meeting adjourned at 3:26 PM.

Next meeting: Tuesday, September 12, 2023, at 3:00 p.m. in the Lumpkin Auditorium, Close-Hipp Building, 8th Floor.

Respectfully Submitted,

Katherine Hilson

Secretary
Staff Senate