

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, December 13, 2022
3:00 – 4:30 p.m.
Close-Hipp Building, Lumpkin Auditorium, 8th Floor

PRESIDING: Rushondra James, President

Call to Order – Rushondra James, President

President James called the meeting to order at 3:00 PM and welcomed staff senators and visitors to the full staff senate meeting.

Roll Call/Attendance Report - Katherine Hilson, Secretary

Secretary Hilson checked the roll after taking attendance. According to the attendance report, 29 senators were in attendance, 17 senators were absent, 3 senators gave proxies, and 4 senators were virtual.

Establish Quorum - Bo Hart, Parliamentarian

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

Approval of Minutes – Rushondra James, President

There were no changes to the November 8, 2022, staff senate meeting minutes. Senator Mathwig made a motion to accept the November 8, 2022 general body staff senate minutes as written. Senator Epps 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 Officers:

Rushondra James, President

Shared updates from the first six months of Staff Senate.

- Created Ad-Hoc Committees:
 - Fundraising and Scholarship- Family Fund for donations and pay roll deductions
 - Staff Senate Awards- Outline for a sustainable awards program to recognize staff on the university level
 - Staff Senators Apportionment- In progress – Bailey Peterson will chair
- Established Staff Senate Extended Leadership Committee Meetings
 - All executive committee members, and committee co-chairs invited
- Established Regular Meetings with Provost Arnett
 - Staff Senators included on all Dean’s Search Committees
- Staff Senate Ombudsperson Request Submitted for AY '24
 - Awaiting official notification of results, however received letter of support from HR
- Submitted Proposal for an official USC Staff Appreciation Day
 - Sent to Derrick Meggie (State & Gov’t Relations)
 - Awaiting session to begin for official consideration in January
- Connected with the SC State Employees Association

- Carlton Washington attended Staff Senate General Body Meeting, August 2022 and will meet with the Senate again during the Spring 2023 semester
- Staff Senate Represented On-Campus (Visibility):
 - HR Benefits Fair (Table to Recruit New Members)
 - Business Expo (Table to Recruit New Members)
 - President's Holiday Open House
 - Move-in Day (Through On-Campus Housing)
 - Secured t-shirts and scheduled senators to volunteer
 - Light the Way for Women in Higher Education Leadership
- Executive Representation on Campus:
 - University Policy Committee
 - Staff Senate representation requested on the University's Policy Advisory Committee (Office of the Provost)
 - President's Advisory Council on Diversity, Equity, and Inclusion
 - Two members of Staff Senate requested for membership/ representation on this inaugural council
- Staff Senate President Inclusion:
 - Included on the President's Executive Committee
 - Investiture Committee (Staff Senate President Included on Program)
 - Invited to participate in commencement exercises
 - Staff Senate Administrative Assistant
- Interviewed and hired a staff senate administrative assistant:
 - Jessica McKie manages the day-to-day activities of the Staff Senate and serves as a point of contact
- Meeting Space:
 - Secured (for no charge) use of Close/Hipp Lumpkin Conference Room
- Goals for Spring 2023:
 - Inaugural Staff Senate Awards Roll Out and Ceremony
 - Staff Recognition
 - Establish Guidelines for Staff Senate Scholarship
 - Membership Drive/Elections: Officers and Senators
 - Comprehensive Staff Senate Orientation
 - Host a reception for Staff Senators to connect with Executive Leadership
 - Update on University Parking
 - Update on Staff Ombudsperson
 - Professional Development Activities
 - Consider a Staff Mentoring Program
 - (Insert your idea here) – I want to hear from you!
- Timeline for Spring:
 - January 10, 2023 –Dr. Donna Arnett, Executive Vice President for Academic Affairs and Provost
 - February 14, 2023
 - March 14, 2023 – J. Rex Tolliver.- VP for Student Affairs and Academic Support
 - April 11, 2023 –President Amiridis
 - May 9, 2023
 - June 13, 2023
 - June 22, 2023- Staff Senate Orientation
- Reminders and Encouragement:

- Request a meeting with your college, department, unit, or division head at least once per semester, if you haven't already
- Attend General Body Meetings, Committee Meetings
- If unable to attend, let the appropriate individuals know and dedicate a proxy
- Provide an update to your constituents after each GB Meeting
- Communicate Staff Senate priorities to your constituents
- Engage in dialogue: bring ideas, propose changes and resolutions as you deem necessary, pay attention to what's going on and share out!

Reports of Committees:

Membership: Kelley Fink

- Our committee is in the thick of preparing and planning for the officer and senator elections that will happen this spring.
- Most of us in this room will roll off this spring, so will either reapply for another term, or promote another person from our area to be a new senator.
- We are working with the Communications Committee to promote individuals to nominate and/or apply for senate, as well as take part in the voting process.
- We are working on a senator on-boarding and off-boarding process.
- We are also working on a mentorship program to work with all of you and your committees to create a process when a new senator comes on board, they will have a mentor in their committee through the larger senate.
- Future projects include proposal for the 2024 elections process for officers.
- We're also working on a notebook for our committee so that those who follow have guidelines on what to expect and the different tasks to prepare for.
- Working on a staff involvement proposal to include staff outside of senate positions.

Communications: Dwuan Sellers/Craig Brandhorst

- First, I want to thank the Communications Committee so much for all that they've been doing! There are so many things they handle behind the scenes!
- We have asked all co-chairs for a communications liaison from each Staff Senate committee. As we know, the website can use lots of updates, so we are looking for fresh content.
- Partnered with the Membership Committee to create this form to ask a few questions to use information to kick off the elections process.
- Hoping that we can update videos for the website to give it a third dimension.
- We had an internal communications liaison from central communications, and we lost that position. We have found two additional members from central communications who are going to assist us with making updates and working with us for all our website updates and needs regarding CMS and beyond.

Staff Policy and Well-Being: Megan Colascione/Ja-Nae Epps

- No updates at this time.

Professional Development: Senator Kupfer on behalf of Senator Georgia Doran

- Meeting and working on Emotional Intelligence training in June.
- Talking with Senator Steve Bernie regarding safety in the workplace and deciding the best way to present that to staff in senate or staff at large.
- Scheduling other trainings as we are able.

- In November there was a call for a focus group for the class and compensation study and it was useful time spent and I hope it will bring some clarity for the process moving forward.

Community Projects: Senator Morgan on behalf of Senator Joseph Fortune

- We found out so much about Gamecock Pantry and in case you all didn't know, a lot of staff utilize the pantry, especially over the break.
- Planning for a school supply drive next semester and we can do a lot together!
- We are looking at how we are reaching staff and want to continue to share information so people know we are out here and helping as we can!

Bylaws: Kim Rose

- Working on the bylaws and language to be more concise for this upcoming year to determine senators' status, especially focused on the At-Large Senators.
- We will work on that, approve it and bring it to Senate in January 2023.

Staff Senate Awards Committee (Ad-Hoc): Chris Burkett

- The Award Proposal has been vetted and submitted by the committee. It has also been reviewed and approved by the Executive Committee. We are waiting to hear feedback from VP Agardy and as soon as we hear more, we will share out with all of you.

Staff Senate Scholarship/Fundraising Committee (Ad-Hoc): Senator Michelle Knight on behalf of Senator Loren Murphy

- To date we have received \$125 from two individual donors, and we have three who have signed up for payroll deduction.
- We would like to encourage you and your constituents to donate as well.
- We will share out information on what we hope to utilize this fund for.

Additional Announcements

Senator Kupfer encouraged and challenged everyone in the room and online to set a goal to contribute to the fund and think about submitting either a small one-time donation, or a payroll deduction. Every little amount helps!

Senator Hull thank you all for your donations today but if you have a minute to stick around to help me carry down materials to take for the Gamecock Pantry, please do!

EVP Lusk on behalf of all the senators from athletics we want to say thank you to everyone who is involved in making football happen! It's truly all hands-on deck and we appreciate it and of course we beat Clemson! Go Gamecocks!

Senator Fink asked if the QR code could be put back up on the screen so that we can develop materials to promote Staff Senate.

Adjourn

Senator Burkett made a motion to adjourn. EVP Lusk seconded the motion to adjourn. All senators were in favor. The formal meeting adjourned at 3:46 PM before the Senators moved into a closed professional development session.

Next meeting: Tuesday, January 10, 2023 at 3:00 p.m. in the Lumpkin Auditorium, Close-Hipp Building, 8th Floor.

Respectfully Submitted,

Katherine Hilson

Secretary
Staff Senate