

**UNIVERSITY OF SOUTH CAROLINA  
STAFF SENATE MEETING**

Tuesday, December 12, 2023  
3:00 – 4:30 p.m.  
Close-Hipp Building, Lumpkin Auditorium, 8<sup>th</sup> Floor

PRESIDING: Tyson Lusk, President

***Call to Order*** – Tyson Lusk, President

President Lusk officially called the meeting to order at 3:00 PM. President Lusk welcomed staff senators and visitors to the staff senate meeting. He 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, 36 senators were in attendance, 17 senators were absent, no senators gave proxies, and no 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*** – Tyson Lusk, President

There were no changes to the November 14, 2023, staff senate meeting minutes. Senator Rose made a motion to accept the November 14, 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.

Our first order of business today is to vote on the Bylaw Amendment that passed unanimously at the last meeting. Parliamentarian Burkett had a second reading of the prospect Bylaws change:

Amend the USC Staff Bylaws Article VII, Section 1, Letter B, Number 1 from:

1. All Senators are eligible to serve on a committee. Senators may serve on multiple committees.

To be revised to read:

1. Senators will be assigned to one standing committee by the Executive Committee. A standing committee must have a minimum of four (4) assigned Senators. If a standing committee falls below the four (4) Senator minimum, Senators may be reassigned by the Executive Committee. Senators may serve on additional committees on a volunteer basis as long as it does not impact their duties associated with their assigned committee.

Senator Bellon made a motion to approve the amendment as written. Senator Chambers seconded the motion to approve the amendment as written. All senators were in favor. The amendment to the Bylaws was adopted and were accepted as written.

## **Reports of Officers:**

### ***Tyson Lusk, President***

- We will have an abbreviated meeting today as we have electronic reports for the minutes and have a guest speaker for a closed professional development session.

## **Reports of Committees:**

### **Membership:** William Boland/Julia Hodge

- Apportionment Proposal
  - Discussed and agreed upon proposal to increase number of senators
  - Emailed proposal to Executive Committee for discussion and next steps
- Elections
  - Reviewed prior year's election timeline and duties
  - Discussed our next steps for this year's executive and general elections
  - Also, discussed a recent senator vacancy and the process for filling the seat

### **Communications:** Thom Harman/Michaela Taylor

- Continuing to collect information on staff communications across the university.
- Regular staff senate email recaps have started. Will send the Tuesday following every meeting.
- If any committee has updates to their bylaws that need updated on the website, please share with Michaela Taylor and/or Thom Harmon to update the Staff Senate website.

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

- The revised Fair Labor Standards Act passed and approximately 800 employees will be affected across all USC campuses and systems. HR is reviewing options to best support these employees and the University. They will be using the same methodology as they did in 2020, including analyzing similar and identical positions and seeking input from departments.
- HR and DoIT have decided to upgrade our current EPMS forms beginning in January 2024. DoIT will need to complete training beforehand, so the initial deadline of 4/1/24 will likely be pushed back. The state is doing away with the trial period concept. Those who transfer positions in the University and perform poorly will be put on a performance improvement plan (PIP). Details of this policy are coming summer 2024, so HR will be able to incorporate the regulations as they wrap up EPMS work. HR also plans to align employee review dates within divisions.
- Five of the nine members of SUAC voted in favor of allotting \$10,000 to staff senate awards. A smaller group will review these recommendations next.
- Megan Colascione reminded the committee to complete the staff incentives survey. She asked if this committee would like to partner with the executive board to share findings with senate body and with our respective leadership. Attendees declared this new business and discussed an interest in how incentives can be tailored to meet the needs of each division and to review which incentives are effective in their purpose.

### **Community Projects:** Toni Karl/Amanda Minnet

- Collection taken at the November 14<sup>th</sup> General Body Session for two donations:
  - Student Success Center – delivered Nov. 16<sup>th</sup>
  - Kayla Stephens, 7<sup>th</sup> grade World Geography at Hand Middle School – delivered Nov. 17<sup>th</sup> to Ms. Stephens’s classroom
- We are halfway to our pop top drive goal to support RMH of Columbia!

**Professional Development:** Georgia Doran/Rebecca Christopher

- We are hosting a closed Professional Development with Jeff Black for Staff Senators today.
- When we survey staff senators, we may use a new survey platform that is being used by Student Affairs.
- OPD Office and trainings offered can be found here:  
[https://sc.edu/about/offices\\_and\\_divisions/human\\_resources/professional\\_development/index.php](https://sc.edu/about/offices_and_divisions/human_resources/professional_development/index.php)

**By-Laws:** Julia Bellon/Marissa Buck

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- Bylaws Committee will work with Communications Committee after the December meeting to have the Bylaws on the Staff Senate website updated for all changes which have been approved from July – December (2 Ad Hoc Committees became Standing Committees, wording regarding voting which results in a tie, and minimum number of assigned Senators to a committee).

**Staff Senate Awards and Recognition Committee (Ad-Hoc):** Bridget Leslie

- The Awards and Recognition Committee has established a static meeting day and time of the 3rd Thursday at 2 p.m.
- Our next meeting is January 18th.
- We have received notice from the Director of Revenue Contract Management and Support that the use of the Carolina Card during our Staff Senate Staff Recognition Day is possible.
- We will discuss logistics soon.
- The Chairman verbally reminded the Director of State Government Relations of our request needed for the joint resolution.

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

- No report this month.

***Additional Announcements***

- Reporting none.

**Upcoming meetings:**

- Happy New Year!
- 1/9 – General Body Meeting

***Adjourn***

Senator Culpepper made a motion to adjourn. Senator Epps seconded the motion to adjourn. All senators were in favor. The formal meeting adjourned at 3:06 p.m.

**Next meeting: Tuesday, January 9, 2023, at 3:00 p.m. in the Lumpkin Auditorium, Close-Hipp Building, 8<sup>th</sup> Floor.**

Respectfully Submitted,

Katherine Hilson

Secretary  
Staff Senate