

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, July 13, 2021
3:00 – 4:00 p.m.
Lumpkin Auditorium - Close-Hipp Building

PRESIDING: Dr. Shelley Dempsey, Chair

Call to Order – Shelley Dempsey, Chair

Staff Senate Chair Shelley Dempsey called the meeting to order at 3:00p.m. and welcomed staff senators and visitors to the first full staff senate meeting.

Roll Call/Attendance Report - Andrenette Hudley, Secretary

Secretary Andrenette Hudley called the roll and provided an attendance report. According to the attendance report, 41 senators were in attendance, 3 senators were absent, and 1 senator was virtual, and 2 senators gave proxies. Bo Hart gave proxy to Kim Rose and Shannon Ellis gave proxy to Priscilla Ramsey.

Establish Quorum - Tyson Lusk, Parliamentarian

Based on the attendance report, Parliamentarian Tyson Lusk declared a quorum established and business can be conducted.

Invited Guest Speaker - Caroline Agardy, Vice President, Human Resources

Caroline Agardy presented on the following topics:

Classification and Compensation Study

Redesign of Classification and Compensation System and Market Based Study

Current System

- 10 Broad Pay Bands, 85% wide from minimum to maximum
- 387 position classifications in nine job families
- Wide diversity of jobs in one pay band
- Structure is not aligned with external market
- Advantages: clear and consistent classifications, career paths

Proposed Redesigned Class & Comp System

- Competitive, market-based structure with formal internal titles
- Policies for pay administration to ensure:
 - Fairness and consistency across the institution
 - On-going maintenance
- Better foundation for career paths & progression
- Development of a pay philosophy and increased communication & transparency

Steps in Process

- All position descriptions were updated
- Establish new job titles, career framework & job mapping
- Market assessment – matching jobs with market
 - Development of a compensation philosophy
 - Salary structure design
 - Develop cost estimates

- Communication
- Program Implementation phase

Telecommuting Update

Overview

- In March, we were directed by the Governor to return staff employees to the workplace and did not permit telecommuting with exceptions pre-COVID
- New guidance and toolbox were provided on June 17th
- UofSC HR added Addendum to Policy – permitting some telecommuting*
- UofSC HR is in the process of socializing the draft revised telecommuting policy
- HR is working with some departments to develop assessment tools for the position and the employee to determine whether the job/employee is a candidate for telework
- New policy must be approved by the Division of State HR

Types of Telecommuting

- **Regular or Reoccurring** – may be full-time or part-time, such as one or two days per week or parts of a workday
- **Periodic or Intermittent** – usually short-term work assignments of less than 3 months
- **Temporary or Emergency** – used for a short-term illness, transportation emergency due to weather, a natural disaster, pandemic health crisis, or other similar emergency events
- **ADA Accommodation** – involves medical documentation of a disability

Eligibility and Criteria

- Employees must complete one year of satisfactory service with the university. Employees in WNSP or with a recent disciplinary action are not eligible. These requirements may be waived if the primary work location is offsite.
- Discretion of the university, and the privilege can be revoked at any time.

Next Steps

- Submission of revised policy
- Development of assessment tools
- Development of department telecommuting plans demonstrating efficiencies and cost savings
- Adoption of policy
- Approval of plans

Supplemental Benefits

- Universal Life Insurance/LTC
- Short Term Disability
- Critical Illness
- Accident

Budget Report – Bridget Leslie, Treasurer

Senator Bridget Leslie gave the following report.

Requested Budget

- Requested a budget of \$4500 for FY 21 to cover orientation and start-up expenses (ex. Nametags and Orientation Venue)
- Requested a budget of \$10K for non-personnel expenses and consideration for a personnel budget allocation
- Approved budget of \$4500 for FY 21
- Approved budget of \$35K for FY 22 to include a personnel budget allocation

Operating Budget

- In FY21, CL063 was transferred \$4,500 and had total expenses of \$3,068. The difference will be rolled forward into our carryforward, assuming no changes are made. We are in post-close activities and a final carryforward number is forthcoming.
- For FY22, CL063 was approved with a total operating budget of \$35,000 funded by support unit allocations. Includes a personnel allocation of \$25K.
- The Budget Office is in the process of uploading budgets to all units as we speak. Hopefully, these will be uploaded within the next week or so. At that time, line allocations will be made to align with the proposed budget line allocations.

FY 2022 Budget Goals

- To secure a recurring budget allocation
- To secure a recurring administrative support allocation
- To develop internal budget request and procurement request procedures

Reports of Committees - *Charters and Key Initiatives*

Membership – Vanessa Berry/ Carolina Maulana

Committee Vision for the Upcoming Academic year

The purpose of the Membership Committee is to assess representation in each of the organizational units, conduct all Senator and Officer elections, and implement new Senator orientations, and maintain a list of outgoing Senators and other vacancies in Staff Senate.

Roles of Committee Members

- Executive Committee Liaison(s) - Leena Holt and Angela Wright
- Chairperson(s) - Vanessa Berry and Caroline Maulana
- Co-Chair Responsibilities:
 - Prepare agendas ahead of each committee meeting; send meeting reminders to committee members.
 - Submit written reports to the Executive Committee detailing the activities of the Membership Committee. These reports will include the date and time of each monthly committee meeting, attendance, and a summary of the presentation and actions taken.
 - Submit any considerations to the Executive Committee for the following month's Staff Senate meeting.
- Timekeeper - Caroline Maulana
- Notetaker - Kelley Fink
- Senators
 - The following members will serve as the catalyst for committee focus areas:
 - Staff Representation - Mike Dial
 - Senator Recruitment - Kelley Fink
 - Elections - Vanessa Berry
 - Vacancies/Attendance - Michelle Knight
 - Officer Elections - Margie Lambries
 - New Senator Orientation - Delphine Bigony

Goals for the 2021-2022 Academic Year

- Fall 2021
 - Elections — Review and revise, as needed, the timeline and process for elections (December 2021)
 - Vacancies — Collaborate with the Bylaws Committee for the following goal:

- ❖ Develop standard operating procedures for filling vacancies (December 2021)
- ❖ Officer Elections — Review and revise, as needed, the timeline for the officer elections process (December 2021)
- Spring 2022
 - Staff Representation — Assess, report, and revise (as needed) the representation for Staff Senate.
 - ❖ Conduct initial assessment (February 2022)
 - ❖ Review and assess representation and submit recommendations for revisions. Submit bylaw revisions as needed (May 2022).
 - Senator Recruitment — Collaborate with Communications Committee for the following goals:
 - ❖ Develop plan/process for recruitment activities for 2022-2023 year (April 2022)
 - New Senator Orientations
 - ❖ Review and revise (as needed) the new Senator Orientation Program (March 2022)
 - ❖ Develop a process for New Senator Orientation when filling vacancies (May 2022)

Communications – Lauren Angelo-Duck/ Bailey Watts

The purpose of the Communications Committee is to relay the activities and contributions of the Staff Senate to all University staff as well as work to improve communication efforts across campus. They believe the best communication strategy is centered upon full access to information and open, transparent dialogue between Senators, their constituents, and University leadership.

Committee Vision for the Upcoming Academic year

In the 2021-2022 academic year, we plan to improve the transparency and communication with staff across campus by:

- Relaying the mission, purpose, activities, and contributions of the Staff Senate to all University staff.
 - This can be achieved through the Staff Senate website, social media, and a periodical (such as a newsletter or blog).
 - We hope to clarify the mission and purpose of the Staff Senate to avoid misinformation and relay to staff that this body exists to represent and serve them. To gain the trust of our constituents, it is critical that our communication is transparent and honest.
- Ensuring that all Staff Senators have the tools and support needed to create open channels of communication with their respective constituents and college/division leadership.
- Prioritizing accessibility in staff communications so that *all* staff can be involved and stay up to date on the programs, policies, and issues that affect them.

Membership and Roles Defined

- Executive Committee Liaison: Andrenette Hudley & Rushondra James
- Co-Chair: Bailey Watts
- Co-Chair: Lauren Angelo Duck
 - Co-Chair Responsibilities:
 - ❖ Prepare agendas ahead of each committee meeting; send meeting reminders to committee members.

- ❖ Submit written reports to the Executive Committee detailing the activities of the Communications Committee. These reports will include the date and time of each monthly committee meeting, attendance, and a summary of the presentation and actions taken.
- ❖ Submit any considerations to the Executive Committee for the following month's Staff Senate meeting.
- Senators:
 - Emily Davis
 - Shannon Ellis
 - Craig Brandhorst
 - Antonio Peterson
 - Laveta Gibson
 - Jason Darby
 - Dwuan Sellers
 - All members will: complete projects based on committee goals, assist with the execution of recruitment and selection processes, serve on designated subcommittees, and serve as a representative of the committee within respective role/area. Other duties as needed.

Goals for the 2021-2022 Academic Year

- Fall 2021
 - Ensure that all Staff Senators have the tools and support needed to create open channels of communication with their respective constituents and college/division leadership.
 - Create and distribute a Microsoft Form to determine the communication methods and channels (Listserv, Microsoft Team, etc.) each Senator has and/or requires in order to effectively communicate with all staff within their unit.
 - ❖ Review and analyze the results of the Microsoft Form to determine next steps. We may want to pursue a policy for all Staff Senators to be provided resources to communicate with their constituents upon election.
 - A resolution will be needed to move forward – consult the Executive Committee for understanding on process for policies.
 - ❖ Share the results with the Staff Senate body to highlight the different ways Senators are interacting with their constituents. We can all learn from each other!
 - Work with the Office of Communications and Public affairs to update the Staff Senate webpage and create Staff Senate visuals and brand resources, including a letterhead and logo
 - ❖ Delegate a committee member as a web administrator. This will require someone to go through [web training](#) if the delegated person hasn't already done so.
 - Advocate for all Staff Senators' contact information to be posted on their college/unit webpages along with a question/comment/concern callout forms for constituents to complete
 - ❖ This may involve reaching out to the [media contact](#) within each unit or the Office of Communications and Public Affairs
 - ❖ These forms should accept anonymous submissions to facilitate open, honest communication

- Coordinate the distribution of Staff Senator headshots and determine how we would like to use these on the website, (and other places, if deemed necessary)
 - ❖ For those who we do not have headshots for, retrieve the professional shot of their choice
- Relay the mission, purpose, activities, and contributions of the Staff Senate to all University staff.
 - Reach out to central HR and/or the Office of Communications and Public Affairs for a Listserv to communicate to all Columbia and School of Medicine Greenville staff on behalf of Staff Senate.
 - Create, update, and monitor social media accounts for Staff Senate
 - ❖ Discuss which social media platforms best serve the needs of the Staff Senate and its constituents
 - ❖ Create social media accounts; link them to a shared email account
 - ❖ Define the responsibilities of each committee member in updating/monitoring these accounts
 - ❖ Ensure that the handles are included on the Staff Senate website; encourage Senators to share them with their constituents for Staff Senate updates and engagement.
 - ❖ Brainstorm and create a process for Senators to submit social media posts (e.g. updates on their committee projects, milestones, Senator spotlights, etc.)
 - This could be a Microsoft Form linked to the Staff Senate Microsoft Teams channel, or a callout form posted to the Staff Senate website
 - Provide regular Staff Senate updates to the Office of Communications and Public Affairs for updates and staff communication.
 - ❖ Research and establish a reliable point of contact with this office.
 - ❖ Determine how and when to use existing channels within this office, and when to create and use our own channels of direct communication. We need staff to trust the Staff Senate as an autonomous body and avoid misconceptions that the information we are delivered is compromised or vetted by this office.
- Spring 2022
 - Develop a Staff Senate newsletter, blog, etc. that spotlights staff achievements, service, and relevant programs/initiatives/events across campus.
 - ❖ Conduct research on other university's Staff Senate newsletters, including [Clemson University's Staff Senate newsletter](#), and those of SEC schools and peer-aspirant universities
 - ❖ Evaluate the pros and cons of Staff Senate blogs by researching those created by other universities, such as [Missouri State's Staff Senate Blog](#)
 - ❖ Brainstorm and consider alternative formats – determine what is the best way to get the word out.
 - Discuss ways to make this periodical accessible to all staff on campus. Consider creating physical copies.
 - Reach out to Julian Williams and his team to receive input on how to make our communications efforts more inclusive and accessible.

- Determine the format(s), distribution method(s), length, and aesthetic aspects of our periodical. Be sure to abide by the University's [Brand Strategy](#) and consult the [Brand Toolbox](#).
- Create a process for staff and Staff Senators to submit news and feature ideas for the periodical.
- Assign roles to committee members for each step in the information gathering, assembly and distribution process

Staff Policy and Welfare - Megan Colascione/ Ja-Nae Epps

The purpose of the Staff Policy and Welfare Committee is to consider the compensation, benefits, and welfare of staff employees. This Committee shall research, report on, and recommend to the Staff Senate any action to be taken on issues concerning the general welfare of the staff at the University.

Committee Vision for the Upcoming Academic year

To improve the working climate for all staff through policy, advocacy, and representation that guides the operation of the institution in a legal, ethical, and equitable manner.

Membership and Roles Defined

- Executive Committee Liaison – Shelley Dempsey
- Co-Chair: Megan Colascione
- Co-Chair: Ja-Nae Epps
- Senators: Ali Mathwig, Wright Culpepper, Brad Holt, Curt Derrick, Faye Hall
 - All members will: complete additional projects based on committee goals, assist with the execution of recruitment and selection processes, serve on designated subcommittees, and serve as a representative of the committee within respective role/area. Other duties as needed.

Goals for the 2021-2022 Academic Year

- **Fall 2021**
 - **GOAL: Support and advocate for staff compensation, benefits, and welfare**
(Ja-Nae Epps, Ali Mathwig, Curt Derrick, Faye Hall)
 - ❖ Understand the state of the staff experience – full-time and temporary – through current data on campus (climate survey)
 - Discuss the UofSC climate survey with Nathan Strong, Director of Organizational and Professional Development, & Julian Williams, Vice President for Diversity, Equity, and Inclusion
 - Identify timeline for next staff climate survey
 - ✓ Potentially add questions on behalf of the staff senate
 - Understand trends within Higher Education that impact the staff experience
 - ❖ Develop a list of priority areas for the committee for coming years based on a data-driven foundation
 - Help make Staff Senate aware of university projects/initiatives that impact staff
 - Nathan Strong – UofSC Climate Survey, Staff Results
 - Claire Robinson – UAC Director on HR Committee – telecommuting policy

- Julian Williams – DEI representation within staff
 - ❖ Identify recommendations to discuss with the Staff Senate
 - **GOAL: Contribute to and make recommendations regarding university policy and procedures that impact staff**
(Brad Holt, Megan Colascione, Wright Culpepper)
 - ❖ Learn the policy process for the university
 - Anything that is State Policy cannot be changed, but we can advocate for change in non-state policies
 - ❖ Identify policies/committees that impact staff and/or are missing staff presence.
 - Connect with Student Government/Faculty Senate to see where student leaders and Faculty are represented
 - Faculty Senate website
 - Meet with university leaders/stakeholders to learn about the history of specific policies or committee creation
 - i.e. Board of Trustees representative, presidential search committee seat, etc.
 - ❖ Identify gap areas for potential policy creation
 - ❖ Work with Communications Team to bring awareness of policies for staff
 - Create recommendations for the Staff Senate
- **Spring 2022**
 - **Support and advocate for staff compensation, benefits, and welfare**
 - ❖ Develop an assessment plan to obtain data on staff priorities regarding the advancement of benefits and welfare
 - Develop timeline
 - Develop questions/prompts
 - Work with communications committee/Senators
 - Utilize best platform to send communication out (digital and paper)
 - ❖ Collect data
 - ❖ Analyze data
 - ❖ Share recommendations with the Staff Senate
 - **Contribute to and make recommendations regarding university policy and procedures that impact staff**
 - ❖ Identify gap areas for potential policy creation
 - ❖ Create recommendations for the Staff Senate

Professional Development – Melissa Kupfer/ Leroy Sims

The Professional Development Committee will develop recommendations about programs for employee training and professional development. The Committee serves as an advisory committee to the Office of Organizational and Professional Development.

Committee Vision for the Upcoming Academic year

- Raise awareness of the various professional development opportunities provided for staff across campus.

- Explore ways in which the Professional Development Committee can partner with departments and offices on campus which have existing training and development opportunities to expand these opportunities and provide them to a larger staff audience.
- Develop a new networking and professional development opportunity for staff across campus.

Membership and Roles Defined

- Executive Committee Liaisons – Leena Holt and Tyson Lusk
- Co-Chair: Leroy Sims Jr.
- Co-Chair: Melissa Kupfer
- Senators:
 - All members will: complete additional projects based on committee goals, assist with the execution of recruitment and selection processes, serve on designated subcommittees, and serve as a representative of the committee within respective role/area. Other duties as needed.
 - Senators present and on the committee:
 - ❖ Liz Niehaus
 - ❖ Katie Washington
 - ❖ Summer Yarborough
 - ❖ Georgia Petritsis
 - ❖ Anthony Morgan
 - ❖ Steve Birnie
- Recorder (Note Taker): **Katie Washington** - Purpose - to record notes for each meeting and submit to co-chairs for review no later than third Thursday each month.
- Timekeeper: **Georgia Petritsis**- Purpose - to keep track of time during meetings to ensure meetings do not run over the allotted time – responsible for ensuring everyone is aware when time allotted for each agenda item has finished.

Goals for the 2021-2022 Academic Year

- Fall 2021
 - Compile a comprehensive list of all PD opportunities
 - ❖ Set up an introductory meeting with the Office of DEI and 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.
 - ❖ Share the list of PD opportunities with all staff and determine ways in which the University can increase awareness of current educational benefits for staff
 - ❖ 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 UofSC.
 - ❖ Meet with HR representative to review the current EPMS process and brainstorm ideas for making it a more effective tool to enhance the professional development of staff.
- Spring 2022

- In partnership with the OPD create a staff survey to determine needs for future staff professional development opportunities.
 - ❖ Set up a meeting with OPD to discuss idea for survey.
 - ❖ Work with OPD to develop and send survey to staff.

Community Project – Joe Fortune/ Katherine Hilson

The Community Project Committee will be focused on enhancing staff experiences through campus and community outreach. The committee will create opportunities for staff to get involved and have a positive impact on the great Carolina and Columbia community.

Committee Vision for the Upcoming Academic year

- Raise awareness and communication about opportunities both on-campus and in the community for staff to engage in throughout the year.
- Recommend and deliver community projects that will improve the quality of life and instill a sense of pride in staff.
- Assess and create ways to keep staff senate in touch with its members' needs, suggestions and opinions related to annual giving and other community initiatives.

Membership and Roles Defined

- Executive Committee Liaison – Bridget Leslie, Treasurer
- Co-Chair: Joe Fortune
- Co-Chair: Katherine Hilson
- Senators:
 - All members will: complete additional projects based on committee goals, assist with the execution of recruitment and selection processes, serve on designated subcommittees, and serve as a representative of the committee within respective role/area. Other duties as needed.
 - Senators present and on committee:
 - ❖ April Davis (Volunteers)
 - ❖ Joe Fortune
 - ❖ Katherine Hilson
 - ❖ Brian Hull (Communications Liaison)
 - ❖ Rebecca Lancaster (Fundraising)
 - ❖ Angie Ludwig (Reporter)
 - ❖ Tracy Murphy (Time and Attendance)
 - ❖ Christine Shelek (Logistics)

Goals for the 2021-2022 Academic Year

- Fall 2021
 - Perform inventory/audit of existing community projects by division or department
 - ❖ Create a database to help inform future goals or areas of need
 - Enhance and unify staff food drive efforts for Gamecock Pantry
 - ❖ Educate staff on food insecurity in the Carolina community
 - ❖ Create a competition surrounding who can donate the most percentage of food per area/department

- Senators will pick up and incentivize their own areas to donate
- ❖ Create opportunity for staff to donate time to expand Pantry operating hours
- Spring 2022
 - Review inventory/audit of campus-wide community projects
 - ❖ Perform needs assessment
 - ❖ Develop priorities for Fall 2022
 - Reduced or free camp for low SES children in the community
 - ❖ Secure funding to assist with the offset of costs by creating dependent scholarships for UofSC staff employees

Bylaws -Bo Hart/ Kim Rose

Committee Vision for the Upcoming Academic year

The purpose of the Bylaws Committee is to review the current Staff Senate Bylaws and make recommendations for updating the Bylaws for the Staff Senate.

Membership and Roles Defined

- Executive Committee liaison(s) – Tyson Lusk
- Chairperson(s) – Kim Rose and Bo Hart
- Chair Responsibilities:
 - Prepare agendas ahead of each committee meeting; send meeting reminders to committee members.
 - Submit written reports to the Executive Committee detailing the activities of the Bylaws Committee.
 - Submit any considerations to the Executive Committee for the following month's Staff Senate meeting.
- Notetaker – Barry Duvall
- Senators
 - ❖ Barry Duvall – DoIT
 - ❖ Bo Hart - DMSB
 - ❖ Tyson Lusk - Athletics
 - ❖ Prischilla Ramsey – School of Medicine
 - ❖ Kim Rose – Purchasing/Consolidated Services

Goals for the 2021-2022 Academic Year

- Fall 2021
 - Review of Staff Senate Bylaws
 - ❖ Review current Bylaws
 - Make recommendations for any changes to the Exec. Committee to be introduced to the Staff Senate
 - ❖ Update of Staff Senate Bylaws
 - As the Staff Senate moves forward and the organization grows, review and make recommendations for updates to the Staff Senate Bylaws.

- Provide any recommendations to the Exec. Committee to be introduced to the Staff Senate.
- Spring 2022
 - Continued review and/or updates to the Staff Senate Bylaws

Order of Business – *Shelley Dempsey, Chair*

Adoption of Bylaws -*Tyson Lusk, Parliamentarian*

Parliamentarian Tyson Lusk presented the bylaws to the full staff senate for approval. There was no discussion. Parliamentarian Tyson Lusk made a motion to accept the Staff Senate Bylaws as written. Senator Emily Davis second the motion and all staff senators were in favor. The motion was carried, and the Staff Senate Bylaws stand approved.

Title IX Committee Update- *Rushondra James, Vice- President*

Senator Rushondra James provide the following report on the Title IX Committee. She has been appointed as a member of the Title IX Implementation Group representing staff senate. As a member she has been appointed to the sub-group – Advocacy and will serve as the group leader.

The committee’s charge is as follows:

- **Short Term**
 - Develop an organizational structure for the Title IX Office, reporting lines and relationship with the rest of the administration-Marc Shook
- **Mid Term**
 - Website Re-architecture (would need to work across subgroups- esp. reporting)– Review and Advise- template program UVA?
- Note: “Ecosystem of Care” should be a byproduct of improved training, support, advocacy and improved procedural guidelines to care in an efficient manner.

Announcements - *Executive Committee and/or Senators*

- **Move-In Crew** - Kelly Fink announced the Move-In Crew needs volunteers to assist first-year students as they move into their new home on campus. If you would like to know more about the Move-in Crew or volunteer, please click on the link below.

https://sc.edu/about/offices_and_divisions/housing/move-in/helping_at_movein/index.php

- **Next Meeting - August 10 at 3:00pm at the Russell House Theater.**

Adjourn - *Shelley Dempsey, Chair*

Senator Bridget Leslie made a motion to adjourn the full staff senate meeting at 4:15pm. Senator Delphine Bigony second the motion and all senators were in favor. The motion was carried, and the meeting was adjourned by Chair Shelley Dempsey at 4:15p.m.

Respectfully Submitted,

Andrenette F. Hudley

Secretary of Staff Senate