

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, June 11, 2023
3:00 – 4:30 p.m.
Close-Hipp Building, Lumpkin Auditorium, 8th 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, 43 senators were in attendance, 6 senators were absent, no senators gave proxies, and 4 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 June 13, 2023, staff senate meeting minutes. Senator Herron made a motion to accept the June 13, 2023, general body staff senate minutes as written. Senator Leslie 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.

Guest Speaker - Helen Mack, MPPA, CPM, SHRM-CP, Benefits Manager, Division of HR
Additional guests: Jessica Bowers, Leave Administrator and Titus Williams, Benefits Counselor

In reference to your benefits, the governing body is South Carolina Public Employee Benefit Authority (PEBA) Board and General Assembly and then the USC Benefits Office administrates.

PEBA Insurance Benefits:

- [Health](#)
- [Dental](#)
- [Vision Care](#)
- [Life Insurance](#)
- [Long Term Disability](#)
- [MoneyPlus \(Pretax Programs\)](#)

PEBA Perks:

- Free Value-based Benefits

- Biometric Screenings
- Flu Vaccine
- Adult Vaccinations
- Well-child Benefits (exams and immunizations)
- Colorectal Cancer Screening
- Cervical Cancer Screening
- No-pay Copay
- Mammogram
- Diabetes Education
- Tobacco Cessation
- Breast Pumps
- **For more details visit www.PEBAperks.com**

Additional Resources:

- [Well visits](#)
- [Telehealth](#)
- [Health coaching](#)
- [Hello Heart](#)
- [Wondr Health](#)
- [Hospital quality](#)
- Meru Health
 - [How it works - Meru Health](#)
 - [Companion Benefit Alternatives \(CBA\) - Meru Health](#)
- [Strive](#)

Additional PEBA Insurance Benefits:

- [2023 Insurance Benefits Guide](#)
 - [MetLife Plan Summary](#)
 - MetLife Advantages
 - The Standard-Long Term Disability
 - [Workplace Possibilities](#)
 - Reasonable Accommodation Expense
 - [Blue365 and Member discounts](#)
 - Massage Therapists
 - Fitness Clubs
 - Acupuncture
- Autism Spectrum Disorder Benefits
- [Behavioral Health Benefits](#)
- Bone, Stem Cell and Solid Organ Transplants
- Chiropractic Care
- Infertility
- [Adoption Assistance Program](#)

PEBA Retirement Benefits:

- **Core Retirement Benefits**
 - [South Carolina Retirement System \(SCRS\)](#)
 - [Police Officers Retirement System \(PORS\)](#)
 - [State Optional Retirement Program \(State ORP\)](#)

- **Supplemental Retirement Benefits**
 - Defined Contribution Benefits
 - [Managed by Empower \(PEBA\)](#)
 - 401(k)
 - 457(b)

Core Insurance Benefits: Who to Contact and When?

PEBA	PEBA Vendors	Benefits Office	Payroll
Contract/Coverage Questions	Insurance Coverage Questions	General benefits and retirement questions	Payroll Deductions/Billing
Claim Questions/Disputes after contacting the vendor	Claim Questions	Insurance and Retirement Counseling	Employment Verification
Retirement Eligibility (monthly annuity and insurance)	Retirement Account Questions (enrollment, terminations, distributions, etc.)	Insurance and Retirement Enrollment Assistance/Questions	Confirmation of last day worked for retirement purposes
Retirement Counseling	Retirement Investment Options	Retirement Enrollment Appeals	Refunds
Contact Information:	Contact Information:	Contact Information:	Contact Information:
202 Arbor Lake Drive Columbia, SC 29223 803.737.6800 888.260.9430 Schedule an appointment	Vendor websites S.C. PEBA (sc.gov)	Insurance and Retirement: benefits@mailbox.sc.edu Phone: 803-777-6650 1600 Hampton Street, 8th floor Columbia, South Carolina 29208	payroll@mailbox.sc.edu Phone: 803-777-4227 1600 Hampton Street, 7th floor Columbia, South Carolina 29208

Supplemental Benefits

Insurance managed by: HUB International (Insurance Broker Firm)

Retirement sponsored by: USC

Trustmark

- University Life/Long-Term Care Insurance
- Critical Illness/Cancer Insurance

Colonial Life

- Short-Term Disability Insurance
- Accident Insurance

Travelers

- Auto and Home Insurance

Supplemental Insurance Benefits: Who to Contact and When?

Trustmark	Colonial Life	Travelers Insurance	Benefits Office
Coverage Questions	Coverage Questions	Coverage Questions	General information
Enrollment/Cancellation	Enrollment/Cancellation	Enrollment/Cancellation	benefits@mailbox.sc.edu Phone: 803-777-6650 1600 Hampton Street, 8th floor Columbia, South Carolina 29208
Claim Questions/Disputes	Claim Questions/Disputes	Claim Questions/Disputes	Payroll
Premium	Premium	Premium	Payroll Deductions
Contact Information:	Contact Information:	Contact Information:	Contact Information:
Trustmark website Ward Services: Schedule a one-on-one meeting Call 844.533.2022 for online support	Colonial Life website Ward Services: Schedule a one-on-one meeting Call 844.533.2022 for online support	Travelers Insurance Company Free quotes Phone: 1.800.842.5936	payroll@mailbox.sc.edu Phone: 803-777-4227 1600 Hampton Street, 7th floor Columbia, South Carolina 29208

Supplemental Retirement Benefits

- Defined Contribution Benefits
 - 403(b)
 - Managed by USC
 - Vendors
 - AXA EQUITABLE
 - www.axa.com
 - FIDELITY INVESTMENTS
 - www.fidelity.com
 - METLIFE
 - www.metlife.com
 - TIAA
 - www.tiaa.com
 - AIG* (formerly VALIC)
 - www.aigrs.com
 - VANGUARD
 - www.vanguard.com

Supplemental Retirement Benefits: Who to Contact and When?

403(b) Vendors	Payroll	Benefits Office
Enrollment/Terminations	Payroll Deductions	General questions
Distributions/Investments/Contribution Adjustments	403 (b) -Distributions/rollovers, loans, or hardship withdrawals	403(b) form assistance in PeopleSoft
Contact Information:	Contact Information:	Contact Information:
<u>403b Annuity Plan Providers</u>	<u>payroll@mailbox.sc.edu</u> Phone: 803-777-4227 1600 Hampton Street, 7th floor Columbia, South Carolina 29208	Insurance and Retirement: <u>benefits@mailbox.sc.edu</u> Phone: 803-777-6650 1600 Hampton Street, 8th floor Columbia, South Carolina 29208

Managing Mental Health

[MyGROUP - Employee Assistance Program](#)

- Assessment & Counseling Services:
 - Confidential services -Face to face, telephonic, and virtual options with a licensed clinician in your area
 - Six sessions per individual, per issue
 - Covers all benefits-eligible employees and permanent members in household, including college students away from home through age 26
- Online Services
- Legal Services
- Financial Services

Employee Assistance Program: Who to Contact and When?

MyGroup	Employer Relations
Appointments	Contract Questions
Coverage Questions	Disputes with the vendor
Claim Questions (if applicable)	
Contact Information:	Contact Information:
Phone: (800) 633-3353 Online: <u>www.mygroup.com</u> Click on My Portal Login Click on Work-Life Username: usc Password: guest	Email: <u>uscer@mailbox.sc.edu</u> Phone: 803-777-3821 1600 Hampton Street, Suite 117 Columbia, S.C. 29208

USC Leave Types:

- [Annual Leave](#)
- [Sick Leave](#)

- [Family and Medical Leave \(FMLA\)](#)
- [Paid Parental Leave \(PPL\)](#)
- [Leave of Absence \(Leave Without Pay\)](#)
- [Leave Transfer Pool](#)
- [Hazardous Weather and Emergency Leave](#)
- [Other Leave Types](#)

2023 Holiday Schedule

Holiday	Date
New Year's Day (observed)	Monday, January 2, 2023
Martin Luther King Jr. Day	Monday, January 16
National Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving Day	Thursday, November 23
Day After Thanksgiving	Friday, November 24
Christmas Eve (observed)	Friday, December 22
Christmas Day (observed)	Monday, December 25
Day After Christmas (observed)	Tuesday, December 26
December Holiday	Wednesday, December 27
December Holiday	Thursday, December 28
December Holiday	Friday, December 29

Injured in the Workplace:

- Contact CompEndium with supervisor present
 - Non-emergency injuries
 - Complete USC Injury Report
 - 877-709-2667
- CompEndium

- Schedule treatment
- For emergencies call 911

Leave: Who to Contact and When?

Supervisor	Employer Relations	Benefits Office
Leave Approval/Cancellation < 60 days old	Workplace Accommodations	Leave requests > 60 days old
Injured on the job-Must be with the employee when calling CompEndium	Leave of absence >90 days	Work with CompEndium and State Accident Fund
Payroll	Separation from employment	FMLA Application approval/denial
Leave of Absence: Insurance Bill Questions	Contact Information:	Contact Information:
Contact Information: payroll@mailbox.sc.edu Phone: 803-777-4227 1600 Hampton Street, 7th floor Columbia, South Carolina 29208	Email: uscer@mailbox.sc.edu Phone: 803-777-3821 1600 Hampton Street, Suite 117 Columbia, S.C. 29208	Leave: HRLEAVE@mailbox.sc.edu Workers' Compensation: workerscomp@mailbox.sc.edu Phone: 803-777-6650 1600 Hampton Street, First Floor Columbia, South Carolina 29208

Perks and Discounts

- State Benefits
- USC Benefits
- Columbia Campus Benefits

Helpful Information

Opportunities to learn:

- [Division of Human Resources-Benefits](#) Webpage
- [New Employee Benefits and Payroll Orientation](#)
- My Carolina Health & Wellness Expo
 - Formerly Benefits Fair
- Communications
 - Mass and Targeted

When to make changes to your benefits:

- Special Eligibility Event
 - Within 31 days of the event
 - Birth, Divorce, Marriage, etc.
- Open Enrollment
 - October 1-31
 - Effective January 1 of the following year

When to review your benefits:

- During Open Enrollment
 - October 1-31
- After Open Enrollment
 - December and January

- Report discrepancies to the Benefits Office immediately
- During a Special Eligibility Event
 - Changes must be completed
 - Within 31-days of the event

Senator Leslie asked has Prudential changed their name to Trustmark now for long term care?

Helen Mack responded, no, Trustmark is a different vendor for long term care.

Senator Carey mentioned that a lot of people do not know you can only change your dental on odd years.

EVP Colascione asked about My EAP and lag times for staff who reach out in crisis and who should be notified about delays.

Helen Mack responded to reach out to the group.

Senator Chambers asked about Psychiatry and Psychology coverage at EAP because there have been issues with two different family members under the same benefits package may not receive full coverage for their needs.

Helen Mack took note and asked Senator Chambers to email her about that concern.

Reports of Officers:

Tyson Lusk, President

One of the things I talked about when I was elected was expanding our reach. I met with Representative Seth Rose and Senator Nikki Setzler and talked about them potentially attending a Staff Senate meeting.

I also presented to the Cayce/West Columbia Chamber of Commerce regarding USC and our needs as staff.

We have secured a meeting with VP Ed Walton to talk about budget needs and also the VP of Development to talk about the launching of a large-scale fundraising campaign to make sure they benefit staff, not just students and faculty.

You will be receiving an email shortly regarding the opportunity to serve on an EPMS focus group for central HR in an effort to improve the process. Jessica will send out additional information soon and Past-President James will be leading that charge for us.

Treasurer Berry serves on the committee to revamp the Benefits Fair.

Excited to confirm that the Staff Ombudsperson budget was approved by the Board of Trustees!

We have set the date for the 2024 Staff Senate retreat, June 20, 2024, so save the date! We will also be sending out a post-orientation survey to all of you to get your feedback about what we got right and how we can improve for next year.

Reports of Committees:

Membership: William Boland/Julia Hodge

- 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. Maintain a list of outgoing Senator and other vacancies in Staff Senate.
- Members are: Michael Adams, William Boland, Jessica Freed, Kara Grant, Julia Hodge, Kathryn Kenard, and Michelle Knight

Communications: Thom Harman/Michaela Taylor

- 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. The Communications Committee will be responsible for providing Staff Senate updates to University's Office of Communications and Public Affairs or their designee for website updates and staff communication.
- Members are: Katie Annan, Andrea Avant, Lori Carey, Ja-Nae Epps, Art Farlowe, Markie Gaddis, Thom Harman, Brett Lee, and Michaela Taylor
- The Communications Committee has created Staff Senate logos and they are in the Staff Senate Teams files.

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

- The purpose of the Staff Policy and Wellbeing Committee is to consider the compensation, benefits, work/life balance, and well-being 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 wellbeing of the staff at the University.
- Members are: Kelsey Chambers, Jason Cone, Jennifer Cross, Ashley Dantzler, Rebecca Denisi, Whitney Easaw, Beth Herron, Bridget Leslie, Alisa Liggett, Jessica McCormick, Cassandra Pope, Cami Reid, and Kim Rose

Professional Development: Georgia Doran/Rebecca Christopher

- 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.
- Members are: Rebecca Christopher, Wright Culpepper, Khristina DeLorenzo, Georgia Doran, Simone Keller, Emily Poveromo, and Travis Weatherford

Community Projects: Toni Karl/Amanda Minnet

- 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.
- Members are: Ty-Shawn Dow, Terrence Gilmore, Matthew Griffin, Toni Karl, Chelsey Malloy, Amanda Minnet, Georgia Petritsis, and Margee Zeigler

By-Laws: Julia Bellon/Marissa Buck

- The Bylaws Committee shall review and maintain the Staff Senate's Bylaws to ensure the accuracy and validity of the articles under which the Staff Senate operates. The committee may also seek the advice of University's General Counsel to ensure to accuracy and validity of the articles under which the Staff Senate operates. The committee will provide recommendations to the Staff Senate for any changes to the Staff Senate Bylaws.
- Members are: Julia Bellon, Marissa Buck, Barry Duvall, and Loren Murphy

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

- Julia Bellon has agreed to be the co-chair of this committee with me!

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

- Looking for other members to join!

Budget Proposal:

Last meeting, Past-Treasurer Leslie proposed the 2023-2024 budget. Parliamentarian Burkett asked if there was any discussion before we took a vote. There was none. Senator Herron made a motion to approve the budget as is. Senator Culpepper seconded the motion. All senators were in favor. The motion was adopted and carried, and the budget was accepted as written.

Senator Hodge mentioned that College of Education is celebrating its 150 years of educating the community. If you are at all willing to donate to the College of Education, I encourage you to celebrate with us!

Senator Adams reminded everyone that the University Postal Services does offer Passport Services and advises everyone who is looking to travel within the next six months to come see them soon.

Past-President James talked about the EPMS refresh project. First of all, we received major comments on all of your feedback and your concerns. Thank you for that! The next phase are the focus groups, and we want Staff Senators to be very involved in these groups, when you receive the email from Jessica McKie, you will have to sign in with your USC credentials. If you are no longer able to participate, please pass on to another Staff Senator so we can be sure our staff voices are heard.

Senator Minnett mentioned the discussion of ensuring business partners and/or managers in each office is on board to make sure you are able to share communication about Staff Senate. President Lusk reminded Senators if any area needs support with communications to their constituents, to reach out to the Executive Committee.

Senator Freed reminded everyone that the freshman application will open on August 1, the application fee can be waived for staff to take classes, or your dependents!

Additional Announcements

Upcoming meetings:

- 8/8 – General Body Meeting
- 9/12 – General Body Meeting
- 10/10 – 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

Senator Culpepper made a motion to adjourn. Senator Freed seconded the motion to adjourn. All senators were in favor. The formal meeting adjourned at 4:18 PM.

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

Respectfully Submitted,

Katherine Hilson

Secretary
Staff Senate