UNIVERSITY OF SOUTH CAROLINA STAFF SENATE MEETING

Tuesday, June 14, 2022 3:00 – 4:00 p.m. Close-Hipp Building, UAC Training Room #302

PRESIDING: Shelley Dempsey, PhD, President

Call to Order - Shelley Dempsey, PhD, President

President Shelley Dempsey called the meeting to order at 3:16 PM and welcomed staff senators and visitors to the full staff senate meeting.

Roll Call/Attendance Report - Katherine Hilson, Secretary-Elect

Secretary Hilson checked the roll through the QR Code. According to the attendance report, 34 senators were in attendance, 8 senators were absent, 2 senators gave proxies, and 3 senators were virtual (Rebecca Lancaster, Georgia Petritsis, Loren Murphy, and Barry Duval).

Establish Quorum - Tyson Lusk, Parliamentarian

Based on the attendance report, Secretary-elect Hilson declared a quorum was established and Parliamentarian Tyson Lusk declared business can be conducted.

Approval of Minutes – Tyson Lusk, Parliamentarian

There were no changes to the May 10, 2022, staff senate meeting minutes. Senator Brian Hull made a motion to accept the May 10, 2022, general body staff senate minutes as written. Senator Mike Dial 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 - Tyson Lusk, Parliamentarian **By-laws Amendments**

We will not vote on this report today. The bylaws, membership and executive committees have all been working on and developing how we handle senators who transfer from one unit to another. If you'll recall from orientation, the bylaws were written in a way that we didn't want to penalize any senator or have the Senate factor into their ability to change units if they want to stay within the university.

We will present the amendment at our July meeting and vote to approve or deny the amendment at our August meeting.

Reports of Committees (As Needed):

Membership – Vanessa Berry/Caroline Maulana

Senator Dial spoke on behalf of the Membership Committee. He shared the names of our new Staff Senators and welcomed them. He also shared accomplishments from the year on behalf of the membership committee.

Communications – Lauren Angelo-Duck/Bailey Watts

Vice President James spoke on behalf of the Communications Committee.

Please follow our Twitter – UofSCStaffSen

Check the feed for posts next week during Orientation/Retreat.

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

Senators Colascione and Epps shared goals and accomplishments from the year. Over this past year, the Policy and Well-being Committee worked closely with Vice President of Human Resources, Caroline Agardy, to improve the staff experience. The Policy and Well-being Committee gathered data from Staff Senators on the top benefit areas of focus that the committee can focus on for the current academic year.

In fall 2021, the staff benefit's feedback survey highlighted the following areas as the top areas of focus for staff benefit improvements:

- Free or Reduced Parking Permits
- Medical Insurance with no co-pay or annual deductible
- Modified Summer Work Schedule
- Better dental coverage
- (TIED for 5th) Paid Parental Leave
- (TIED for 5th) Flexible Use of Sick Leave as Wellness Leave

Vice President Agardy and the Human Resources team have utilized this information to share with the State Human Resources Committee regarding improvements on medical insurance, dental coverage, sick/wellness leave, telecommuting, and flexible work schedules.

Regarding **modified summer work schedules**, the Policy and Well-being Committee collaborated with Human Resources to encourage supervisors to revisit flexible work schedule options for their staff in the March 2022 supervisor e-newsletter. In the March supervisor e-newsletter, Human Resources clarified to all supervisors that **sick leave can be utilized for mental health needs**. The supervisor e-newsletter was also updated to include Human Resources contacts across the university – this would allow information to remain consistent for supervisors and Human Resources representatives.

Through staff feedback and collaboration, the Human Resources department worked to update the **telecommuting policy** (**HR 1.22**) to allow probationary employees to telecommute.

Regarding **Free or Reduced Parking Permits**, Senator Brad Holt has been working to start conversations with the Parking and Transportation Services department to learn more about their permit process and financial foundations. The Policy and Well-being committee learned that UofSC parking benefits are directly tied to years of service that a staff member has worked at the institution.

Regarding **Paid Parental Leave**, Senator Megan Colascione and Senator Ali Mathwig have been working closely with the Provost Advisory Council for Women's Initiatives' (PACWI) Policy and Advocacy Committee to discuss Paid Parental Leave with university administration. Senator Colascione and Senator Mathwig spoke at PACWI's Support Paid Parental Leave walk to the Statehouse event on March 15, 2022. At this event, staff were able to interact with SC State House Representatives to encourage change at the state level and to encourage passing H.3560. On May 13, 2022, Governor McMaster signed into law S.11 (Paid Parental Leave for State Employees). Beginning on October 1, 2022, birthing parents will be guaranteed 6 weeks of paid parental leave. This is a huge victory for families in our community! The Policy and Well-

being committee will continue to discuss parental leave support with Human Resources in the coming year.

The Staff Policy and Well-being committee helped review and revise the <u>Resolution to Protect</u> the <u>Health, Safety, and Well-being of the University of South Carolina Community</u> for the Staff Senate body in the fall semester.

Senator Ja Nae Epps and Senator Kim Rose have been investigating **ADA safety protocols for emergency situations** around campus. Senator Epps met with the Student Disability Resource Center and with the UofSC Fire Marshall to better understand the current state of emergency protocols for the UofSC community. Senator Epps also contacted Melissa Arnold in Human Resources to assist with gathering this information. No further information has been shared so far, though this query is ongoing.

Senator Colascione and Staff Senate Co-Chair, Angela Wright, have been benchmarking, interviewing, and creating a foundation for the **development of a full-time Staff**Ombudsperson role at UofSC. Senator Colascione and Co-Chair Wright have met with university leadership to discuss next steps and a plan of action. In Summer 2022, a special initiative request will be submitted to the university's budget committee for review for FY24.

Overall, one of our chief accomplishments in the committee's first year (2021-22) was the laying of foundations with regards to relationship building that will be important to our work in future years. The committee established contacts and partnerships with key campus partners, including within Human Resources with Vice President Caroline Agardy and her team.

Areas of Growth/Topics of Focus for the coming academic year:

- Staff Disability Emergency Protocols
- Parking and Transportation Services
- Identify and invite key Campus Partners to speak to Staff Senate about their respective units
 - Parking
- Classification and Compensation Study
 - o Continuing conversations with Human Resources learn about the implementation plan
 - o June = launch date for next steps
 - Collaborate with Professional Development Committee to bring HR in to support supervisors
- Increase communication with Faculty Senate's Policy and Welfare Committee
- Paid Parental Leave
- Develop legislation/resolutions to support focus areas for university leadership
- Learn about the custodial, facilities, and trade staff's experience and develop ways to enhance their voice at UofSC
 - o Partner with the Communications committee

Professional Development – Melissa Kupfer/Leroy Sims Senators Kupfer and Sims shared goals and accomplishments from the year.

- Had a meeting with the Office of Organizational and Professional Development, established a relationship, and learned about their mission, resources, and future goals.
- Participated in a focus group with Nathan Strong and Kim Pruitt of the Office of Organizational and Professional Development to discuss ideas for improving/redesigning their website.
- Held a meeting with VP Julian Williams of the Office of Diversity, Equity, and Inclusion, and established and learned about their mission, resources, and future goals.
- Established a close working relationship with Dr. Karen Kassebaum, Director of Diversity Education and Inclusive Excellence from the Office of Diversity, Equity, and Inclusion. Do we want to state the creation of her role as an honorary member of the PD committee?
- Met with Caroline Agardy, VP of Human Resources to discuss the EPMS (Employee Performance Management System) process and how to make it more effective.
- Organized a Fall 2021 "MS Teams" training for Staff Senators.
- Organized a day for Staff Senate to complete the training, "What's Your Story?" with Dr. Karen Kassebaum.
- Working to develop a PD (Professional Development) series for the upcoming 2022-2023 academic year, topics include Wellness & Well-Being, Education, and Communication.

Community Project – Joe Fortune/Katherine Hilson

- Accomplishments
 - a. Two large-scale donation events to promote food insecurity with our own staff members. Donated over 1,000 items to the Gamecock Pantry.
 - b. Sorted, organized and networked while assisting physically in the Gamecock Pantry space.
 - c. Met regularly and discussed ideas, plans, feedback, and events for our committee.
- Areas of Growth
 - a. We wanted to focus on events we knew we could get off the ground and have support from the beginning that would still make a big impact. We think an area of growth could be different events, other promotions of areas on and off campus that would additionally support staff members of UofSC.
 - b. Delegating tasks and utilizing our entire team more. We have a wonderful committee but do feel tasks could have been better delegated to have everyone equally involved.
- Recommendations for 2022-2023
 - a. Start small and build it's easy to get trapped in the idea of having to do something grandiose but it's hard to find something that impacts all staff that we as Senators can actually control.
 - b. Utilize your entire team and all of Staff Senate. We are an exceptional team of caring and creative individuals who have a lot of great ideas and know how to get stuff done!

No report.

Ad hoc Committee (Staff Representation) – Wright Culpepper

The Executive Committee expressed a desire for us to research other Staff Senates at schools across the country to review and compare. Our committee reviewed 22 different institutions, all public, Research One, SEC and/or state flagships. There was only one school with staff representative on the Board of Trustees – University of Kentucky. 21 out of the 22 had staff serve in an official capacity on the Presidential Search Committee. We recommend changes to the BOT Presidential Candidate Search Committee Policy (BTRU 3.01) to advocate for at least one staff member in future searched, recommend the staff member be the President of Staff Senate, and that the member would be permitted to serve on the search committee during duration of its work, even if his/her term expires while serving on the committee. We also recommend staff representation at the executive level including Provost(s), Vice President(s), and Dean(s). We also will make our report available to BOT and President-Elect Amiridis.

Presidents Report – Dr. Shelley Dempsey

President Dempsey shared accomplishments from the year.

- •Requested, Received and Allocated a Staff Senate Budget
- •Developed Administrative Assistant Position Description and completed the posting/hiring process
- •Developed Committees appointed and trained co-chairs
- •Worked with all members of President's leadership
- •Participated in **University Strategic Planning**
- •Had presence in University Town Halls, Covid Advisory Team, Board of Trustees listening tour for president search committee, and many other tasks forces and committees (Title IX, UofSC History, Class and Comp, etc.)
- •Passed multiple resolutions that were timely and effective
- •Served as a place for staff to share their concerns and a liaison to leadership for those concerns.
- •Over 1,000 items donated to Gamecock Pantry
- •Volunteered at the Gamecock Pantry
- •Staff Survey of Benefits wants/needs then implementation of the suggestions
- •Close coordination with HR on telecommuting, summer flex time, and other initiatives such as Parental Leave
- •Foundation for Staff Ombudsperson
- •Multiple updates to Bylaws to improve and clarify
- •Successful election of new officers and senators
- •Supported HR in the development of their new sites
- •MS Teams training opportunity
- •Active involvement with DEI office and their initiatives
- •Learned about virtual meetings, hybrid meetings, in-person meetings during a pandemic
- •Survey of senator communication methods with follow up for implementation
- •A Logo!
- •Sponsored a graduate student project
- •3 Senators completed website training and currently manage website updates. THANK YOU!!
- •Relaunched Times 22 with a letter from Staff Senate President and other Staff features.
- •Developed form to collect Staff stories
- •Staff Senate Twitter account
- •Heard from key university leaders during staff meetings

- •Perfected-ish Roberts Rules of Order
- •Made new connections from all over campus through our committee and senate work
- •Asked for and received gifts in kind to have a holiday celebration
- •Met many of our faculty senate counterparts
- •Invited to Provost Retreats
- •Had a representative on presidential candidate panel
- •Among first university groups to meet with new provost
- •Meeting with new president in his first week on campus
- •NEW serving on dean searches at the request of the provost

She then asked - What now? Where do we go from here? Who needs to be involved? How do we do it? And why are YOU involved?

President Dempsey and Vice President James presented all Senators with a certificate of appreciation for service for the year.

Announcements (Executive Committee or Senators)

Senator Kelley Fink shared information about fall Move-In:

- •Wednesday, August 10th
- •Sunday, August 14th
- •Monday, August 15th
- •If interested, please register by July 15, 2022
- •Staff/faculty from the same office may volunteer together (great teambuilding activity) or may volunteer on different days.
- •Must volunteer for at least one shift (three-hour shifts) between 7:30am 6:00pm
 - ·7:30 10:30 a.m.
 - ·10 a.m. 1 p.m.
 - ·12:30 3:30 p.m.
 - \cdot 3 6 p.m.

Interested in joining the team? Visit: uofscmoveinvolunteers.com/signup Questions? Kelley Fink, 803-777-1281, Kelleyf@sc.edu

Adjourn

Treasurer Leslie made a motion to adjourn. Senator Morgan seconded the motion to adjourn. All senators were in favor. The meeting adjourned at 4:12 PM.

Next meeting: Tuesday, July 12, 2022 at 3:00p.m. in the UAC Training Room, Close-Hipp Building, 3rd Floor

Respectfully Submitted,

Katherine Hilson

Secretary-Elect Staff Senate