

**UNIVERSITY OF SOUTH CAROLINA  
STAFF SENATE MEETING**

Tuesday, June 13, 2023  
3:00 – 4:30 p.m.  
Close-Hipp Building, Lumpkin Auditorium, 8<sup>th</sup> Floor

PRESIDING: Rushondra James, President

***Call to Order – Rushondra James, President***

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

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

Secretary Hilson checked the roll after taking attendance. According to the attendance report, 28 senators were in attendance, 20 senators were absent, 2 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 Hart declared business could be conducted.

***Approval of Minutes – Rushondra James, President***

There were no changes to the May 9, 2023, staff senate meeting minutes. Senator Kupfer made a motion to accept the May 9, 2023, general body staff senate minutes as written. Senator Holt 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***

This is my last meeting as your President!

Since we last met, we had the Imagine Carolina update, over 500 staff logged in. Most questions were about Class and Comp. Three points of emphasis:

- Emphasis on experience and success of our students
- Impact of our research
- Need to have more user-friendly university

Staff Ombudsperson Update:

- Met May 22, 2023
- Discussed confidentiality
- Where the position will be located
- Next step, BoT approval
- Position description

EPMS refresh:

- About the refresh and automation project: our Division of Human Resources has formulated a team of university-wide stakeholders to participate in a review of our current EPMS system and process, research best practices, and make recommendations

regarding processes/workflow to the VP of HR, Caroline Agardy for implementation and consideration. There will be an opportunity to participate in focus groups once a new process or processes have been identified. A primary goal is to move the current process away from paper to electronic.

**Inaugural Staff Senate Awards:**

- First place – Ruth Patterson, CEC
- Second place – Beth Powell, Department of Physics and Astronomy
- Third place – Kim Truett, Division of Communications and Marketing
- Thank you for everyone who worked on establishing these, reviewing awards, getting the plaques, all of the hard work!

**Final words from Rushondra!**

- Highlights and some accomplishments from this year:
  - Created two ad-hoc committees:
    - Fundraising and Scholarship- Created a Family Fund for senator donations via pay-roll deduction or on-time donations. Secured our first 5-figure donation.
    - Staff Senate Awards - Designed a comprehensive awards program to recognize university staff.
  - Established Regular Meetings with Provost Arnett
  - Each Dean's Search Committees included a Staff Senator
  - Participated in the Investiture Ceremony for President Michael Amiridis
  - Provided a comprehensive proposal for a Staff Ombudsperson, slated for the 2024 academic year
  - On-Campus Representation: Move-In Day, HR Benefits Fair, Business Expo, Light the Way for Women in Higher Education
  - Leadership, Imagine Carolina, EPMS Refresh Committee, President's Diversity Council, and much more!

***Guest Speaker, Rex Tolliver, Vice President for Student Affairs and Academic Support***

- Invited a couple of months ago and so eager to make it to the meeting today!
- Reminder - we are here to serve and educate students!
- Establishing Tuesday's with Tolliver, to share student issues and concerns, things they would like to see, etc.
- Be engaged with staff and advocate on their behalf
- New space and strategic plans for USC
- We must adapt to the times
- Hopeful that there will be another new residence hall in the next two years
- Keep persisting and keep working!
- We need faculty but we also *need* staff!

***Reports of Committees:***

**Membership:** Kelley Fink

- **Staff Senate Officer Elections** – reviewed, revised, proposed, and implemented, in conjunction with the Executive Committee, a new timeline for the elections process.
- **Election Process Automation** - Collaborated with IBM/DoIT to develop a Staff Senate database with the first modules focused on elections.

- **Staff Senate Seat Representation** - Proposed that an ad hoc committee be established to re-apportion senate seats.
- **General Senate Seat Elections** – The committee planned, implemented/managed, and evaluated the 2023 Staff Senator elections. Thanks to the Communications Committee and the Senate office personnel and the Senate President to implement the elections.
- **Staff Senator Recruitment Video** – The committee planned, developed, and implemented a senator recruitment video to highlight the importance of the positions.
- **Senate Seat Vacancies** – The committee monitored, in collaboration with the Senate Office personnel all vacancies as they occurred throughout the year. Implemented actions to fill vacancies as they opened.
- **Senator Onboarding** – The committee, in collaboration with the Senate Office personnel developed onboarding procedures including checklists and emails for senators appointed to vacant seats.
- **Senator Mentorship Program** – In late fall, the committee developed a senator mentorship program proposal for newly appointed senators elected in midterm. The proposal was not approved by the executive committee (in Spring 2023), but will be revised and re-submitted in summer 2023.
- **BYLAW revisions** - Several bylaw revisions were proposed by the committee regarding senator elections.

**Communications:** Dwuan Sellers/Craig Brandhorst

- We revived and published the USC Times!

**Staff Policy and Well-Being:** Janae Epps/Megan Colascione

- Commitment from President Amiridis to create the Staff Ombudsperson role for USC. This took over two years to advocate for this role and receive commitment from leadership.
- Discussion with Parking – Meeting with Jeff Perkins to better understand Parking & Transportation Services
- Advocating for Imagine Carolina for Staff
- The visibility of Staff Senate at this event and collaboration to make this event happen
- Advocating for trades/custodial staff to sign-up and share their voice
- Having a representative on the Imagine Carolina Planning Committee
- Becoming an integral part of the Human Resources feedback loop. This collaboration allows this committee to better understand policies and procedures and advocate to enhance the staff experience. Topics of consultation/collaboration with HR include but are not limited to: Classification and Compensation Study, Leave Pool, Supervisors, ADA resources, and Staff Benefits.
- Starting conversations/sharing concerns with Title IX leadership on voicing ADA concerns, accommodations, and resources needed for staff.

**Professional Development:** Georgia Doran

- September 2022 – Finalized Jeff Black as Fall Speaker, Discussion began: Talent Management, Staff Recruitment and retention and Career Pathing
- October 2022 – Jeff Black (Strategic Communications workshop) presented to the entire Senate, Discussion began: Staff Awards and Awards Day, AdHoc Committee

- suggested to Exec Leadership, Senator Beverly Johnson joins Ad Hoc Committee as our representative, Determined that Professional Development should be held 2-3 times per year, reached out to Julian Williams to speak with Committee.
- November 2022 – Julian Williams cancels joining meeting, Spring 2023 Speaker confirmed on Emotional Intelligence, IT Trainings explored.
  - January 2023 – Emergency Training was determined as topic for Summer 2023 with Steve Birnie to coordinate, Staff Senate Survey was developed and distributed to Senators, suggestion made to procure Jeff Black for a Fall 2023 Training, additional discussion regarding new Market Alignment initiatives from USC HR ensued.
  - February 2023 – Emergency Training confirmed for June 2023 meeting, continued discussion on previous topics.
  - March 2023 – Tyson Lusk confirmed that Jeff Black agreed to be our Fall 2023 Speaker, Emotional Intelligence Spring 2023 was cancelled as other Campus VIP speakers were booked for Spring Senate meetings, additional discussion regarding Class and Comp, staff retention and staff hiring challenges.
  - April 2023 – Emergency Training workshop confirmed for August 2023 meeting, decision was made to survey new Senators once they are elected. Continued additional discussion was held on USC HR issues and new job classifications and pay scales.
  - May 2023 – Continued discussion on Class/Comp issues and prep for Summer 2023 Staff Senate Orientation.

#### **Community Projects: Brian Hull**

- Top Five Drive Fall 2022
  - Staff Senators worked with the Gamecock Panty to get a list of the most needed items for donation and organized a drive to collect those items.
- President Amiridis' Student Celebration
  - After his formal investiture, President Amiridis celebrated with students at the men's basketball game on January 21, 2023, at the Colonial Life Arena. The game featured special giveaways, incentives, and fun for USC students. Members of the committee participated as volunteers to assist with this event.
- Holiday Donations Drive for Gamecock Pantry
  - Staff Senators worked with the Gamecock Panty to get a list of the most needed items for donation and organized a drive to collect those items at Thanksgiving and Christmas Staff Senate meetings.
- Staff Senate Shirts
  - Staff Senate Shirts were printed and distributed to help with branding and visibility of a staff senate presence on campus.
- Move-In Fall 2022
  - Committee members joined other Staff Senators to help incoming students move into their dorm buildings in Fall of 2022. Staff Senators were present in their Staff Senate shirts and were among the first friendly faces that students and parents saw upon arriving at USC.
- Benefits and Wellness Fair held September 29, 2022

- Senators staffed a table and spoke to University staff and faculty throughout the day to increase awareness of the Staff Senate’s purpose. A framed photo of Staff Senate President, Dr. Rushondra James along with her leadership background and vision for the organization during her tenure was available. A list of staff senators, their contact information, and the area they represented was on the table. This was helpful for constituents to know who they should contact if they had questions or issues they wanted to bring to the attention of their representative. Giveaway items were gift bags with rally towels, rain ponchos, pens, candy as well as a raffle for two tickets to the football game vs. South Carolina State University on Saturday, October 1st. Approximately 40 people visited the table.
- Gamecock School Supplies Initiative
  - Staff and faculty provided generous donations for the Student Success Center Gamecock School Supplies Initiative, which was held in February. Between the tangible donations and donations received from the Amazon wish list, donations were received from more than 40 staff and faculty. This was the biggest and most successful donation drive yet! Supplies received include multiple calculators, whiteboards, pens, pencils, sticky notes, flash cards, erasers, whiteout, notebooks, notebook paper, graph paper, bluebooks, binders, and the list goes on!
- Give It Up for Good (GIUFG) May 2023
  - GIUFG is a massive annual project that takes place towards the end of the Spring semester. Keeping in line with the Universities sustainability efforts, GIUFG diverts an average of 25 tons of furniture, clothing, houseware items, and food from the landfills each year. These are all personal items from our students and their living spaces that they chose to donate for one reason or another. Once collected from the residence halls the items are taken to a central location for sorting or distribution to one of our outside partners. We have typically donated to Gamecock Pantry, Habitat for Humanity, or Goodwill. 12 Staff Senators volunteered to help USC Housing organize collections points in 20 dormitory buildings.

**Bylaws:** Kim Rose

- No update, we had a great year!

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

- We had our first staff awards! Thank you to everyone who helped make all of this process come to life and for your hard work.

**Staff Senate Scholarship/Fundraising Committee (Ad-Hoc):** Loren Murphy

- Created an easy giving link to make online donations, including a QR code for our Staff Senate Fund – a32527
- Participated in our first University Giving Day – Give 4 Garnet
- Received a \$10K verbal commitment from Founders.
- As of May 31, 2023, raised \$1,012.36 from 27 donors.

**Budget Proposal:**

Treasurer Leslie proposed the 2023-2024 proposed budget. Parliamentarian Hart asked if there was any discussion. There was none. Senator Culpepper made a motion to approve the budget as

is. Senator Kupfer seconded the motion. All senators were in favor. The motion was adopted and carried, and the budget was accepted as written.

***Additional Announcements***

**Upcoming meetings:**

- 6/22: Staff Senate Orientation
- 7/11: Staff Senate 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 Kupfer made a motion to adjourn. Senator Colascione seconded the motion to adjourn. All senators were in favor. The formal meeting adjourned at 4:23 PM.

**Next meeting: Tuesday, July 11, 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