

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, November 8, 2022
3:00 – 4:30 p.m.
Close-Hipp Building, Lumpkin Auditorium, 8th Floor

PRESIDING: Rushondra James, President

Call to Order – Rushondra James, President

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

Roll Call/Attendance Report - Katherine Hilson, Secretary

Secretary Hilson checked the roll after taking attendance. According to the attendance report, 35 senators were in attendance, 12 senators were absent, 3 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 Bo Hart declared business could be conducted.

Approval of Minutes – Rushondra James, President

There were no changes to the October 11, 2022, staff senate meeting minutes. Senator Holt made a motion to accept the October 11, 2022 general body staff senate minutes as written. Senator Morgan 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

Caroline Agardy – Vice President for Human Resources

- January 1, 2023, we will roll out the new market framework with new titles.
- There will be updates on the website and provide further training.
- We are going to be a lot more transparent in terms of pay, salary and titles.
- If you're a staff employee, you should have gotten information from your supervisor or central HR contact.
- We've asked for managers to share any staff concerns regarding their title or otherwise, please go through your HR contact if you have any issues or concerns with your new title, salary range, etc. We will have time for leveling.
- Senator Hull shared several concerns about the new titles from his College of Engineering constituents and VP Agardy shared that
- Senator Berry said it would be helpful to get a report as HR contacts so she can review.
- Senator Freed asked if we are able to make any changes to job families and descriptions or is it only titles? VP Agardy said that we are and people can email Ciji Tolbert.
- Senator Gibson asked if we had a timeline for when we would see salary ranges and VP Agardy said around Thanksgiving/the end of November.
- VP Agardy shared that HR is asking for an evaluation from each area to provide feedback on titles, mid-point in the market for salaries, and units are responsible for the funding.

- Senator Hull asked if VP Agardy would be willing to come back to Staff Senate and share more about job duties and functions and she said she would be happy to.
- VP Agardy said for the minimum qualifications, we wrote them broad enough so that more people would be qualified and if there is something you'd like to advocate for, connect with your HR contact.

Reports of Officers:

Rushondra James, President

- Welcome Justin Griffis, USC School of Medicine and Robert Grookett, Office of the Provost who are new senators.
- Vice President for Student Affairs and Academic Support, J. Rex Tolliver, will join us for our March 2023 meeting.
- President's Executive Staff Meeting recap.
- Investiture Committee Membership.
- MLK Committee, DEI Office.
- Meeting with Jeff Perkins with transportation – we've heard parking has been the biggest concern from both staff and students.
- Created two ad-hoc committees, scholarship/fundraising committee and staff awards/appreciation.
- Family Fund QR code created, pay roll deductible link available.
- Ombudsperson resolution distributed to university leadership and funding has been requested.
- Shared guiding principles with staff senate to make sure that senators are providing a space to let people know in each unit knows what is going on and what senate is actively working toward. Reminding constituents of meetings, emails, website, links for the agenda, minutes and more.

Bridget Leslie, Treasurer

- Overview of where we are with the staff ombudsperson request and shared timeline.
 - November 2021, the co-chair Angela Wright asked staff senate
 - March 2022 staff senate ad-hoc committee met with Caroline Agardy
 - July 2022, the executive committee meet to discuss the ombudsperson
 - August 2022, staff senate executive committee met with Provost Arnett
 - September 2022 resolution was presented and passed in staff senate
 - Submitted the proposal, narrative, data to support why the need was there, resolution and research – went to the Board of Trustees, President Amiridis, VP Agardy, VP Williams, VP Rex Jeff, AVP Peirano, and Reedy Newton
- SUAC is reviewing our request for fiscal year 2024, if it is approved, the position will report to President Amiridis Chief of Staff.

Reports of Committees:

Membership: Vanessa Berry on behalf of Kelley Fink

Co-Chairperson Update

As mentioned in the October Committee report, due to a staffing shortage in his department, Mike Dial resigned from his role in the Staff Senate.

Senate Officer Elections Process Timeline

The committee submitted a proposal to revise the timeline for the officer elections to the Bylaws Committee and the Executive Committee. These revisions will now be for the 2024 elections process.

- The revisions will provide more flexibility for the Membership Committee to coordinate the officer elections. Also, it will bring the process written in the bylaws to more accurately reflect the process that occurred last year.
- These revisions will come forth in the early spring semester so that it is ready to be implemented in late Fall 2023.

Senate Seat Elections Process Timeline

Based on the 2022 elections, the Membership Committee is reviewing and revising the timeline to accurately reflect what is needed to prepare and implement the 2023 Senator Elections.

New Senator Orientation/Onboarding Program and Offboarding Program

The Membership Committee is collaborating with Jessica McKie to develop two programs, focused to better serve new senators that are appointed to seats, for the Staff Senate including the following:

- **On-boarding Program**
 - Packet of materials will be provided to new senators in the future.
 - New Senator Mentor Program – to pair up a current senator with a newly appointed senator to assist the new person with their transition into the position.
- **Off-boarding Program**
 - Checklist to be developed to ensure that senators, that need to resign from their position in the middle of their term, have a smooth transition out of their role as a senator.
 - The goal is to have all these components of the programs developed by the end of semester.

Re-Appportionment of Senate Seats

With the departure of Senator Dial, the committee has been delayed in its ability to move forward with this project since Senator Dial was spearheading this project. Stay tuned for more information on this project.

Future Projects

The Membership Committee is really a logistical committee that works behind the scenes to ensure that projects, like the senator elections, function in an effective and efficient manner.

In collaboration with the Communications Committee, we hope to develop a promotional campaign to recruitment staff members to seek senator positions during the 2024 Staff Senate Elections. We hope to have recruitment fliers, emails, videos, and social media blasts that will demonstrate what it is like to serve as a staff senator. So, if any of you are interested in

sharing a story about your great experiences as a senator, please contact any members of the Membership Committee.

Communications: Craig Brandhorst/ Dwan Sellers

- Staff Senate spotlight videos are still be edited.
- Website updates are ongoing and will always be ongoing.
- Looking for each committee to provide one to two highlights that are specific to your committee we can share out and broadcast whether through the website, social media or through USC Times.
- We would like a committee liaison from each group. Please share your liaison and highlights with Senators Sellers, Brandhorst, or Peterson.

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

No updates at this time.

Professional Development: Georgia Doran

- Please sign the thank you card for Jeff Black!
- We are planning our spring professional development training and will confirm the best date and share more information soon.
- Meeting with VP Williams next week.

Community Projects: Joseph Fortune/Christine Shelek

- We have a QR code for the survey asking for what organizations that your unit may give to during the holidays or ones they've thought about giving to. Please scan this and take the survey and send out to your constituents. We want to do something over the holidays but we want to see what you all are already doing so we don't overlap too much.
- Still brainstorming ideas for the spring.

Bylaws: Kim Rose

- We did collaborate with the membership committee and they have decided to table their initial request for 2024.
- If we meet as a committee and we don't fully understand your request, we will ask for a virtual meeting with you all.

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

EVP Lusk shared on behalf of the committee they will meet again on Tuesday and hope to share information with the full body soon.

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

Our committee has met a few times now and have tossed around some ideas. We have reviewed other universities staff senate efforts and what we have come up with so far is we are focused on raising money for staff awards, leadership development and more. We need your support! We have some easy ways to make donations and we have three different ways to give.

Additional Announcements

Senator Morgan introduced his new Board of Advisors in his office and the staff members meet with Senator Morgan and the Dean of Libraries.

Senator Brandhorst said to please reach out to him to share any stories

Adjourn

Senator Brandhorst made a motion to adjourn. Senator Holt seconded the motion to adjourn. All senators were in favor. The formal meeting adjourned at 4:21 PM before the Senators moved into a closed professional development session.

Next meeting: Tuesday, December 13, 2022 at 3:00 p.m. in the Lumpkin Auditorium, Close-Hipp Building, 8th Floor.

Respectfully Submitted,

Katherine Hilson

Secretary
Staff Senate