

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, October 12, 2021
3:00 – 4:00 p.m.
Lumpkin Auditorium - Close-Hipp Building

PRESIDING: Dr. Shelley Dempsey, President

Call to Order – Shelley Dempsey, President

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

Roll Call/Attendance Report - Andrenette Hudley, Secretary

Secretary Andrenette Hudley checked the roll through the QR Code. According to the attendance report, 38 senators were in attendance, 10 senators were absent, and 1 senator from School of Medicine - Greenville was virtual and gave her proxy to Senator Lavetta Gibson, and 4 senators absent gave proxies.

Establish Quorum - Tyson Lusk, Parliamentarian

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

Approval of Minutes - Shelley Dempsey, President

There were no changes to the September 14, 2021, staff senate meeting minutes. Senator Megan Colascione made a made a motion to accept the September 14, 2021, general body staff senate minutes as written. Senator Mike Dial second the motion and all senators were in favor. The motion was adopted, and the minutes were accepted as written.

Guest Speaker

Mr. Larry Thomas, Vice President for Communications, Communications and Public Affairs

Mr. Larry Thomas gave the following presentation:

Telling Our Story

- Define, extend, and protect the brand
- Support campus communications
 - Services to meet communications needs
 - Tools and training to create branded communications
 - Resources and training to help media outlets tell our story
- Shape public policy

Our Services

- Engage in strategic communications planning
- Collaborate on marketing projects
- Consult on public relations and media relations
- Create content for your sc.edu web presence
- Analyze and measure audience attitudes/behavior
- Consult on best practices from email newsletters to social media

- Provide full-service printing and mailroom services
- Coordinate media buying opportunities
- Produce advertisements, copy and photography, including headshots
- Produce videos, publications and collateral

Our Team

Peggy Binette

Interim AVP, Institutional Communications

J.C. Huggins

AVP, Brand and Digital Strategy

Jeff Stensland

AVP, Media and External Engagement

Reports of Officers

Budget Report - Bridget Leslie, Treasurer

Treasurer Bridget Leslie provided the following report:

Background

With the formation of the inaugural staff senate, the executive committee sought to put initiatives in place that will sustain current and future initiatives. With these efforts, the development of a budget was important to establish. Per advice from executive sponsors, the Staff Senate Executive Committee was strongly encouraged to make the ask for future needs. In doing so, the treasurer began researching and identifying needs. In January, the treasurer proposed a budget development presentation that expressed items that mirrors the faculty senate's budget to include lines for an administrative assistant, a foundation account (potential scholarship), and a stipend for the president's role. These line items are also consistent with other universities staff senates. The Staff Senate had a huge win granting a \$35K recurring operating budget. Once the budgeted amount was approved, the Executive Committee started moving forward with budget execution.

Budget Report

- Still working with Faculty Senate and the Provost Office for a shared responsibility administrative assistant
- Submitted HR paperwork to set up the stipend
- Established a foundation account via the Office of the Provost department for Staff Senate where staff can make contributions to support staff senate requests to support university staff—A32527 Staff Senate Fund

FY 23 Budget Development

- Staff Senate has a recurring operating budget dollar amount of \$35K funded by support unit allocations
- An internal budget request procedure to solicit and receive budget requests that aligns with the Staff Senate's mission and vision is being developed
- Planned Timeline for Budget Development for FY 23:
- Starting March 2022, requests for solicitations will be made through April 2022
- Draft budget developed in May 2022 for review and approval by the Executive Committee
- Proposed budget presented to full Staff Senate in June 2022 and voted on for approval

Click on the [link](#) to review the proposed budget.

Reports of Committees

Membership – Vanessa Berry/Caroline Maulana - No Report

Communications – Lauren Angelo-Duck -

Senator Lauren Angelo-Duck provided the following report:

Staff Senate Communications Survey

Results

- 32 responses
- 69% of senators feel their current communication methods are very effective or somewhat effective. 19% of senators feel their communication is somewhat ineffective.
- 38% received access to roster or mailing list upon election. 63% did not receive access and/or created their own distribution list.
- 81% of senators would support a resolution stipulating Staff Senators be provided with resources to facilitate communication.

Some qualitative remarks:

“We don't need mailing lists handed out to individual senators b/c the workforce turnover is fluid. We need tools and processes in place to allow messaging to go out in consistent ways from senators by OU, Committee, and Leadership groupings. We need the Staff Senate Contact Us section to be updated to a form that can gather feedback with certain fields to help focus where the feedback or question should go. Something with fields like... Do you wish to provide contact Info? What OU are with? Is your question or issue for a specific OU or Campus Wide? Please categorize your question/issue (this might help us funnel to Staff Senate committees).”

“It would be awesome if the Comms committee could put together a quick list of items that we need to share with our constituents, that way all senators are being consistent with what they are sharing.”

“Have a unified message about information, updates, etc., from Staff Senate to be disseminated to constituents through Staff Senators.”

“I would like to see a framework and resources to ensure that the message that is being shared is consistent across campus.”

“To open channels and create a safer environment for staff members to share their concerns and ideas. What I have heard so far is that staff do not feel comfortable with openly sharing their concerns. They do not feel as protected as faculty members to raise issues and concerns.”

Plans for Moving Forward

- The Executive Committee has distributed a letter to university leadership requesting support for Staff Senators, including access to email distribution lists.
- The Communications Committee is working to prepare a newsletter template to distribute campus-wide, in response to many comments expressing a desire for standard communication.

Staff Policy and Well-Being - Megan Colascione/Ja-Nae Epps – No Report

Professional Development – Melissa Kupfer/Leroy Sims – No Report

Community Project – Joe Fortune/Katherine Hilson – Report

Senator Joe Fortune gave the following report:

- The Communications Committee is working to develop Spring 2022 Brand and Logo for Gamecock Pantry Giving Campaign.
- **Top 5 Drive**
 - Brand Storyneed help developing story that will touch hearts/spark an emotional reaction to give the “most needed items” from wish list to help staff and the entire Carolina community. Many employees are experiencing financial hardships due to COVID-19, causing additional food insecurities for families.
 - Logo Design.... create a logo to use in promotions.
 - Brand Touchpoints.....email, social media, traditional signage, web presence, etc. We need something to promote recurring giving.
 - Capitalize on Senator-to-Senator fundraising and giving.
 - Show impact of what is donated to staff senate and the community. What will or did this donation do for a family?

By-Laws- Bo Hart/ Kim Rose – No Report

Ad-Hoc Committee - Angela Wright/Faye Hall/Leroy Sims

Staff Breakfast

Julian Williams, VP for the Office of Diversity, Equity, and Inclusion asked staff senate to organize an event to acknowledge the university staff. This event would replace the MLK Breakfast for staff. The executive committee agreed the staff senate would organize the staff event. The executive committee recommended the development of an ad hoc committee to do the planning. Co-Chair Wright along with Senators Leroy Sims and Fay Hall have agreed to co-chair the ad hoc committee for the staff event. Co-Chair Wright will ask if there are any senators that would like to join the committee to assist with the planning of the event. Senator April Davis volunteered to be on the committee. If anyone else is interested in serving on the committee, please contact Co-Chair Angela Wright.

Order of Business

By-law Change (Virtual Emergency Meeting) - Tyson Lusk, Parliamentarian

Parliamentarian Tyson Lusk proposed bylaw change/amendment to Article III (Membership) Section 4, A, #5 at the September 14, 2021, full body staff senate meeting.

Current language: By favorable vote of the Executive Committee, special meetings of the Staff Senate may be held. The Executive Committee determines the place and time of special meetings. All Senators will be notified in advance of special meetings via telephone, electronic mail, or Campus Mail.

Proposed language: By favorable vote of the Executive Committee, special meetings of the Staff Senate may be held. The Executive Committee determines the location and time of in-person or virtual special meetings. All Senators will be notified in advance of special meetings via telephone, electronic mail, or Campus Mail.

Parliamentarian Tyson Lusk made a motion to accept the proposed language to Article III (Membership) Section 4, A, #5. Treasurer Bridget Leslie second the motion and all senators were in favor. The motion was adopted.

New Business

History Commission Implementation Committee, Prischilla Ramsey

Senator Prischilla Ramsey gave the following report:

In Fall of 2019, the Presidential Commission on University History was charged with carefully examining the history of our university especially with respect to the experiences of groups and communities who had been neglected or left out entirely from prior historical accounts. On July 16, 2021, the Commission's report was shared. The report recommendations include increased funding for research and scholarship, comprehensive communications initiative across digital platforms, the development of educational activities such as walking and virtual tours and the addition of context to the building manses that exist today through educational signage, audio, and other displays. The University History Commission Implementation group is currently discussing ideas to develop an action plan as it relates to education and research.

President Search Committee – Lauren Smith, Director of International Student Services

Lauren Smith shared the following information with the full staff senate:

- The next search committee meeting is scheduled for November 5th and the notice and agenda will be posted for that meeting in advance.
- Still in the active recruitment stage of the search process. Funk & Associates is working diligently to seek nominations and to target ideal candidates who meet the leadership profile. They are staying in regular touch with the search committee while this recruitment process takes place to keep us apprised on their progress.
- The recruitment stage is expected to continue into the month of November. Review of candidate applications and interviews will begin in short order. Interviews will take place in person, but confidentiality will remain of utmost importance during this portion of the interview process.
- During the interview process, stakeholder input and survey responses will be used to formulate interview questions to ensure that campus and community concerns are being considered.
- Once the search committee determines that there are at least three fully qualified candidates that meet the qualifications listed in the leadership profile, the finalists' names will be provided to the Board of Trustees.
- The timeline for the search remains fluid. The search will continue until the committee is certain that they have found a candidate who will be fully successful as the next University president.

Announcements (Executive Committee or Senators)

Senator Megan Colascione

Dr. Shay Malone, Director of the Office of Multicultural Student Affairs, and Kim McMahon, Director of the Russell House University Union (RHUU), are working on an initiative called, "Diversity in the RHUU". The goal is to increase the visuals and history pertaining to the diverse student experience so that students can see themselves and know their value and role in shaping the culture at the university.

We encourage any staff member to contribute “living history” or content (visuals, memorabilia, photos, etc.) that we can digitally copy for the panels. We know that staff have been at UofSC, seen, participated, advised, mentored, or facilitated many events and activities that bring our diverse community to life. If you have memorabilia or visuals to share, please contact Kim McMahon (mcmahokl@mailbox.sc.edu) or Dr. Shay Malone (malonesh@mailbox.sc.edu) directly.

Adjourn

Senator Curt Derrick made a motion to adjourn the full staff senate meeting at 3:55pm. Senator Brad Holt second the motion and all senators were in favor. The motion was adopted, and the meeting was adjourned by President Shelley Dempsey at 3:55p.m.

Respectfully Submitted,

Andrenette F. Hudley

Secretary of Staff Senate