

**UNIVERSITY OF SOUTH CAROLINA
STAFF SENATE MEETING**

Tuesday, September 14, 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 called the roll and provided an attendance report. According to the attendance report, 42 senators were in attendance, 6 senators were absent, and 1 senator from School of Medicine - Greenville was virtual and gives proxy to Senator Lavetta Gibson, and 5 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.

Minutes - Shelley Dempsey, President

There were no changes to the August 10, 2021, staff senate meeting minutes and August 13 staff senate special call meeting. Senator Wright Culpepper made a motion to accept the August 10, 2021, general body staff senate minutes as written. Senator Brian Hull second the motion and all senators were in favor. The motion was adopted, and the minutes were accepted as written. Senator Angie Ludwig made a motion to accept the August 13, 2021, special call meeting 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 Speakers

Julian Williams, Vice President, Office of Diversity, Equity, and Inclusion

Dr. Williams presented information on the following:

- **MLK Award** - Applications are due by Friday, Oct. 1, 2021, at 5 p.m. The application must describe the nominee's commitment to actively exemplifying the philosophies of Dr. King through acts of community service, social justice, and/or racial conciliation. If you have questions, please contact Jabari Bodrick at jbodrick@sc.edu.
- **Excellence Grant** - The Diversity and Inclusive Excellence Grant Fund is established and supported by the Office of Diversity, Equity, and Inclusion to encourage new inclusive excellence initiatives and strengthen existing initiatives regarding diversity, equity, and inclusion.

The Excellence Fund details:

- Up to \$2,000 for creative programs, events and academic multicultural initiatives that foster collaborative partnerships and encourage diversity, equity, and inclusion across all dimensions of identity
- Open to students, registered student clubs and organizations, faculty, and staff
- New initiatives that include collaborative proposals will be favorably considered
- Applications open year-round

Available Position – The Office of Diversity, Equity, and Inclusion is still seeking a professional focused on assessment and data analytics to join them in their work to build and leverage the evidence-base for transformative change at UofSC. They are seeking an individual with demonstrated knowledge and skills associated with equity-minded and participatory research design, analysis, and decision-making.

Caroline Agardy, Vice President, Human Resources

Caroline Agardy provided the following update.

I. New language on EPMS for Supervisors

Completes employee planning stages within 30 days from the last review date or upon hiring, reclassifying, or reassigning an employee. Ensures the planning stage of subordinates accurately reflects current job duties. Develops success criteria during the planning stage that accurately reflects successful job performance. Monitors performance and provides regular feedback, recognition and developmental coaching appropriate to the developmental level of individual employees and the associated job tasks so that the employee can perform successfully. Diagnoses and addresses performance issues directly and promptly and does not avoid difficult issues or conversations. Ensures that all employees attend, and complete, university required trainings. Completes the annual performance evaluation on time and in accordance with the performance appraisal policy. Meets with employee(s) to discuss performance ratings and evaluation comments.

II. Turnover Rates

	USC Columbia Turnover Percent			
	Classified	Unc Staff	Faculty	Total
FY 2016	7.42%	9.62%	2.83%	5.87%
FY 2017	7.66%	11.86%	2.28%	5.95%
FY 2018	7.98%	11.44%	2.08%	6.02%

FY 2019	11.58%	16.06%	4.43%	9.29%
FY 2020	9.88%	15.86%	3.74%	8.08%
FY 2021	13.99%	15.42%	5.01%	10.72%

III. Classification and Compensation Study

Redesign of Classification and Compensation System and Market Based Study

- Compensation Advisory Committee meets Wednesday, September 15.
- Requesting one-time money from Strategic Plan initiatives to meet deadline of June 30, 2022.
- Adoption of a Pay Philosophy.
- Consideration of staff below the living wage.

Advantages of the Redesigned Class & Comp System

- Create formal internal titles with new more narrow pay ranges with the midpoint as the market value for the job.
- Move to market pay and more equitable compensation.
- Career paths and progression development.
- Implement a pay philosophy and systematic approach to compensation.

IV. Telecommuting Update

Telecommuting Update

- **New policy, website, and tools** on August 23, 2021
- Colleges, divisions, and campus can choose to implement telecommuting on a **department basis, an individual basis**, or a combination (hybrid) approach.
- Must show **projected cost savings and efficiencies**. Must assess the job for telecommuting and the individual.
- **Two department plans** have been approved by State HR.
- **Short-term or temporary telecommuting agreements** do not have to meet the standards above.

V. Supplemental Benefits

Supplemental Benefits Coming in November

- Universal Life Insurance/LTC
- Short Term Disability
- Critical Illness
- Accident

Jason J. Stacy, MD- Interim Vice President of Health and Well-Being, Chief Health Officer
 Dr. Stacy provided the following update.

Mitigation Strategies

- Mask mandate
- Physical distancing
- Promote vaccination
- Monthly COVID-19 testing

Campus testing, Contact tracing, & cases *8/1/2021 – 9/11/2021 (8/1/2020-9/12/2020)*

COVID-19 Testing

Total Columbia Tests: 26,767 (16,641)

Positive: 986 (1,943)

Negative: 25,781 (14,698)

Percent Positive: 3.7% (11.7%)

Contact Tracing

Total Traced Since 8/1/2021: 1319

% Traced Within 48 Hours: 92.3%

COVID-19 Cases

Active Cases: 386 (243)

Students: 367 (237)

Faculty: 6 (1)

Staff: 13 (6)

Total Cases Since 8/1/2021: 1157 (2196)

Students: 1076 (2161)

Faculty: 25 (6)

Staff: 56 (29)

College of pharmacy campus Testing

9/5/2021 – 9/11/2021 (8/29/21-9/4/21)

Students – 8,336 (6,884)

Positive – 296 (353)

Negative – 8,040 (6,531)

% Positive: 3.6% (5.1%)

Fac. & Staff – 1,401 (1,458)

Positive – 15 (13)

Negative – 1,386 (1,445)

% Positive: 1.1% (0.9%)

Columbia Total – 9,737 (8,342)

Positive – 311 (366)

Negative – 9,426 (7,976)

% Positive: 3.2% (4.39%)

SC Positive rate: 12.3%

Richland County: 8.3%

Vaccine Update: Campus Community, 9/11/2021

#Garnett&Vaxxed

- Educational program:
 - Raise awareness
 - Increase vaccination
- Group effort
 - UHS
 - USC Communications
 - College of Information and Communications
 - Graduate Student Association
 - Student Government
 - University Housing

Fully Vaccinated

Reporting Date	Students	Faculty	Staff	All
Data as of Sept. 11	64.0%	74.8%	64.0%	64.7%
Data as of Sept. 4	63.1%	74.9%	64.1%	64.0%
Data as of Aug. 28	61.8%	73.8%	63.4%	62.7%
Data as of Aug. 21	59.8%	73.7%	62.7%	60.9%
Data as of Aug. 14	50.2%	69.3%	58.2%	52.3%
Data as of Aug. 7	41.8%	67.1%	56.3%	44.9%

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

All, in lieu of a formal presentation at our meeting this afternoon from Lauren Smith on the Presidential search, please see below written report and update:

The Presidential Leadership Profile has been published along with a promotional video. Both can be found [here](#). These are both important recruitment tools and this means that recruitment for the position is entering an exciting new phase. If you’re wondering what type of candidate the search committee is aiming to attract, the leadership profile will provide clarity.

1. Presidential Search Survey Results can be found [here](#).
2. I know there are many questions about timing. To quote Trustee Westbrook from a recent Post & Courier letter to the editor: “The timing is a bit fluid because we’re following a process where we’re working with a search firm to identify a high-quality, diverse pool of candidates. We are not going to commence interviews or make cuts until we’re confident that we have a pool that meets the criteria and the expectations of the search committee. We’ll be working through the fall. Later this year, we anticipate having interviews where there will be a select group that we’ll identify from that pool of candidates. We are not setting a timetable for this search because if the pool does not have the quality or caliber of candidates that we want, then we’re going to tell the search firm to keep working.” However, it is generally expected to have a new president in place for the Fall 2022 semester.

3. The leadership statement, which is essentially a beautifully arranged list of the reasons why an individual would want to be president at USC, is completed and ready for distribution to potential presidential candidates.
4. Meetings with various constituent groups are ongoing. Trustee Westbrook met with UofSC Development staff on 9/13 and will meet with the Development and Foundation Board of Directors in October.
5. Funk & Associates are still accepting nominations and encourage staff senators to nominate qualified individuals. Nominations can be submitted directly to Krisha Creal, Funk & Associates Chief of Staff, at krisha.creal@rwilliamfunk.com.

Please continue to monitor the Presidential Search Website (https://sc.edu/about/offices_and_divisions/human_resources/executive_searches/university_president/index.php), as the most up-to-date news surrounding the search will be posted there

Reports of Committees – (As Needed)

Membership – Vanessa Berry/ Carolina Maulana – Committee Co-Chairs

Open Items

- Senator vacancies/resignations
 - A list of suggestions developed by the membership committee were submitted to the Bylaws committee for review on 8/9/2021. Caroline Maulana will follow up with the Bylaws Committee and report back at the next meeting.
- Senator Recognition-staff efforts/awards
 - Membership committee received a request from the executive committee to review the need to advise the BoT of the importance of our staff. Membership committee will respond with suggestions.
- Senator Highlights – Senate Newsletter
 - Recommend that a Senate newsletter be developed (maybe on a quarterly basis). Collaboration needed with the Communications Committee.
- Elections-Recommendations to be submitted to Executive Committee regarding:
 - Officer Elections
 - Timelines
 - Filling vacancies
 - Develop process to submit resignations

New Items

- New Staff Senate Orientation
 - Two draft options of topics to be covered during senator orientation were presented. More discussion to needed.
- Senator Seats
 - We are reviewing the equity of the distribution of senator seat compared to unit personnel numbers.

Communications – Dwuan Sellers, Committee Co-Chair

Senator Headshots

- All Senators should have received copies of their headshots taken at the Staff Senate Orientation retreat for approval

- These will be uploaded to the Staff Senate website soon
- Please send us a new headshot if you did not approve of the ones taken at Orientation
 - We can also let you know how to schedule a new photography session, if desired

Next Communications Committee Meeting

- Our next committee meeting is on Tuesday, September 21st at 3:00 PM
- We are meeting with Senator Katie Washington from the Professional Development Committee to discuss sharing professional development opportunities and resources across campus
- We will also review the results of the Staff Senate Communications Survey
 - Thank you to those who participated! We received 32 responses total

Staff Senate Logo

- We are also working with the Office of Communications and Public Affairs to create an official Staff Senate logo
 - A draft is available on the Communications Committee Teams Channel under “Files”

Staff Policy and Welfare - Megan Colascione/ Ja-Nae Epps – Committee Co-Chairs

The Policy and Well-Being Committee will be navigating staff benefits in future meetings.

Please feel free to share benefits that you and your constituents love, wish we had, or examples from other institutions that could be looked into at UofSC. Be sure to review/navigate the HR benefits page to familiarize yourself with what we have:

https://sc.edu/about/offices_and_divisions/human_resources/benefits/index.php. Please send all feedback to Megan Colascione or the Committee via Microsoft Teams before or by September 30, 2021.

Professional Development – Melissa Kupfer/ Leroy Sims – Committee Co-Chairs

Microsoft Teams Training was held on Sept 18, 2021. Special thanks to Senator Anthony Morgan for coordinating and Senator Barry Duvall for leading the training. There was good participation. The training was recorded, and the link is posted in the General Teams Channel, along with additional informational resources with links. Please let Senator Barry Duvall know if you have any additional questions or needs. Another training is planned for Spring 2021 as needed– Date: TBD.

Professional Development Committee met with Nathan Strong and his team from the Office of Organizational & Professional Development. The Executive Summary is in the “Reports for Executive Committee Discussion” folder in Professional Development Teams Channel.

Takeaways: Due to staffing shortage and limited resources unable to expand current Professional Development offerings, or develop new offerings except for offerings provided by their partners, such as University Health Services, etc. They are working with IT to provide some additional Microsoft Teams trainings. It would be helpful to have one location on the UofSC website for all training and development opportunities available on campus.

Opportunities for Staff Senate and Office of Professional Development (OPD) collaboration:

- Promoting upcoming current OPD workshops
- Communicate to OPD training needs we learn of from our constituents

- Advocate for procurement of an integrated LMS/Talent Management system to be used by HR & OPD & others who provide training
- Advocate for ‘coaching conversations’ training & ‘train the trainer’ type of platform – needed for anticipated continuous feedback EPMS structure

Met with Julian Williams and his team from the Office of Diversity, Equity & Inclusion. Executive Summary is in the “Reports for Executive Committee Discussion” folder in Professional Development Teams Channel.

Takeaways: Excited to work with Staff Senate. Reminder of the Excellence Grant to encourage new inclusive excellence initiatives. Encourage staff nominations for MLK Social Justice Awards – see website for details. Dr. Kassebaum requested a list of all Staff Senators with contact information and their expertise. A survey (Due Friday 9/17 if possible) will be posted in TEAMS for senators to complete so that senators’ areas of expertise can be shared with Dr. Kassebaum.

Opportunities for Staff Senate and ODEI collaboration:

- Promoting upcoming DEI Carolinian Inclusive Excellence Institute workshops and ‘train the trainer’ workshops (coming Spring 2022)
- Identifying sources to attract more diverse staff-potentially meet with Caroline Agardy and Julian Williams to discuss further

Community Project – Joe Fortune/ Katherine Hilson – Committee Co-Chairs

The Community Project Committee is considering the following community project:

Gamecock Pantry

- Located in McBryde
- Typically have two coordinators, but currently a solo operation
- Pantry Pals – 20 students that volunteer
 - Open 40 hours/week
 - Asks for a semester long commitment
- Demand exceeds supply
- Typical times of years where they are especially lacking – October, Spring.
 - Great food race on Greene in November

Next Steps for the Committee

- Angie Ludwig will speak with Athletics about partnership opportunities
- Christine Shelek will circle back with Jabari mid-September on dining cards, top 5, potential partnership update.

Potential Branding – Top 5 Drive

Inventory Update

- Katherine Hilson will create and distribute inventory survey grid to be presented to staff senate

Next Committee Meeting

September 15, 2021, at 9:00am at Byrnes

Bylaws -Bo Hart/ Kim Rose – Committee Co-Chairs

- The Bylaws Committee met on September 1st and reviewed a few suggestions and feedback from other senators.

- The Bylaws Committee unanimously approved the name change of the Staff Policy and Welfare committee to the Staff Policy and Well-being Committee in our July meeting. We will submit this recommendation to the Executive Committee at the end of the semester.
- With the Membership Committee, the Bylaws Committee is trying to figure out how to address if senators move to another department / school or college in the middle of their term. If you have any ideas, please reach out to us and the Membership Committee.
- The Bylaws Committee encourages all Staff Senators to provide suggestions, feedback, and edits to the bylaws committee throughout the semester.
- Our committee will review all suggestions and decide to approve or not approve.
- Instead of submitting each edit to the Executive Committee, we will submit all edits at the end of the semester in the month of November.
- The goal is to have an updated and refreshed bylaws that the full Staff Senate can vote on in December.

Order of Business – Shelley Dempsey, President

New Business – Shelley Dempsey, President

Parliamentarian Tyson Lusk proposed bylaw change/amendment to Article III (Membership) Section 4, A, #5.

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.

Announcements - Executive Committee and/or Senators

No Announcements

Next Meeting – October 12 at 3:00pm in the Lumpkin Room in the Close-Hipp Building.

Adjourn - Shelley Dempsey, President

Senator Brad Hull made a motion to adjourn the full staff senate meeting at 4:10pm. Senator Wright Culpepper second the motion and all senators were in favor. The motion was adopted, and the meeting was adjourned by President Shelley Dempsey at 4:10p.m.

Respectfully Submitted,

Anthenette F. Hudley

Secretary of Staff Senate