Welcome!
Delivering on the Promise

From students’ first steps on the historic Horseshoe until the moment they walk across the stage at graduation, the priority for the Division of Student Affairs and Academic Support is to enrich the student experience at the University of South Carolina.

Our Employees, you, are the key to our success. With nearly 600 full-time and over 1500 part-time employees Student Affairs and Academic Support enrolls academically prepared students and connects them with experiences and resources that will help them achieve a lifetime of meaningful leadership, service, employment and continued learning.

From pre-enrollment to post-graduation, our comprehensive array of programs and services support students in all aspects of their college experiences. You can learn more by visiting the Student Affairs and Academic Support website at sc.edu/studentaffairs

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Division Leadership

Vice President for Student Affairs, Vice Provost and Dean of Students
Dennis Pruitt leads the Division of Student Affairs and Academic Support and is responsible for the hundreds of programs, services and initiatives that facilitate students' enrollment at UofSC and support their success in and beyond college.

Senior Associate Vice President for Student Affairs and Academic Support
Stacey Bradley leads issue resolution, operational management, fiscal management, human resources management and audit advisement for the division; oversees the areas of communications, finance, human resources, information technology and ombuds services; and leads the university’s implementation of the EAB Student Success Collaborative.

Associate Vice President for Development and Student Life Facilities
Jerry Brewer is responsible for development for the division of student affairs and academic support and facilities for the Department of Student Life.

Associate Vice President for Enrollment Management and Dean of Undergraduate Admissions
Scott Verzyl oversees all areas of enrollment management – the offices, programs and services that help attract and enroll students. He is responsible for the career center, financial aid, orientation, the registrar, student enrollment analytics, TRIO programs, undergraduate admissions and the visitor center.

Associate Vice President for Housing and Student Development
Gene Luna oversees disability services, student health services, housing and its associated learning communities, service learning, student conduct and academic integrity, the student success center and the sustainability office.

Associate Vice President for Planning, Assessment and Innovation
Pam Bowers leads the division-wide continuous improvement process that is documented in Blueprints for Excellence. In collaboration with the office of the provost, she leads Beyond The Classroom Matters, a university initiative to integrate records of student involvement into institutional data.

Interim Associate Vice President for Student Life
Anna Edwards is responsible for athletics tickets for students; campus recreation; fraternity and sorority life; multicultural student affairs; off-campus student services; parents programs; the Russell House University Union and its associated programs, including leadership and community service; substance abuse prevention and education; and student media.
Central Office Staff

Staff members in the Office of the Vice President for Student Affairs support the Division of Student Affairs and Academic Support’s assessment, communications, finance, human resources and information technology functions and offer student ombuds services.

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Communicating in an Emergency

The university’s communications response to an emergency will depend upon the level and type of emergency, as well as the circumstances of the emergency. Identifying an emergency, gathering information about the circumstances and reporting it to the appropriate supervisor are vital to supporting the university’s response and ensuring the health, safety and well-being of the campus community.

**ALL STAFF**

**Take immediate action to ensure safety.**
Take immediate, appropriate action, in accordance with department, unit or university procedures and emergency management plans, to ensure the safety of the campus community.

**Refer to official information.**
Rely on [www.sc.edu/carolinaalert](http://www.sc.edu/carolinaalert) for the best updated information. Prepare front-line staff (e.g., receptionists, operators, University Ambassadors, etc.) for questions they may receive; ensure that these staff members receive information and updates as they become available.

**Assist the division in distributing approved communications.**
Do NOT release unapproved communications in any form.

**Refer media inquiries to Wes Hickman, director of communications and marketing, at 803-777-7440.**
The Division of Communications will accept, respond to and track all media inquiries, ensuring that the appropriate university spokespeople offer correct, consistent and timely information to reporters.

**Monitor questions and rumors.**
Monitoring questions and reporting rumors will guide development of future messages and help the university and its spokespeople directly dispel rumors.

**Always be truthful and avoid speculation.**
Sexual assault: Requirements for faculty and staff

We are here to help

If someone tells you he or she has been sexually assaulted, it is your responsibility to inform the survivor that you cannot guarantee his/her anonymity or confidentiality, but you will do your best to honor any such request. If the survivor wants a guarantee of confidentiality he/she must seek one of the confidential resources listed below. Confidential reporting resources are not required to report the survivor’s identity.

Offer support.
Allow the survivor to share openly without making judgments or evaluations.

Call the police.
The USC police department’s victim advocate can help survivors obtain restraining orders/orders of protection. Reporting assault is different from prosecuting it. Contact: USC Police Department 803-777-4215 or 911

Offer professional help.
USC has specially trained advocates on call 24/7 to provide support, information and referrals to survivors of sexual assault. If survivor agrees, contact: Sexual Assault and Violence Intervention and Prevention 803-777-8248 *confidential resource

Recommend medical help.
Encourage the survivor to seek medical attention, which is important no matter what. If survivor agrees, visit: Palmetto Richland Emergency Room, 5 Richland Medical Park Dr. Columbia, SC 29203 *confidential resource

Offer emotional support.
USC students can receive confidential counseling on campus. If survivor agrees, contact: Counseling and Human Development Center 803-777-5223 *confidential resource

Offer judicial support.
USC can help a survivor file a complaint (different from a police report) against an alleged assailant; conduct an investigation; and arrange protective measures including no-contact orders, residence hall changes and class schedule changes. If survivor agrees, complete: sc.edu/sexualassault or contact Student Conduct 803-777-4333; Equal Opportunity Programs 803-777-3854

Offer relocation services.
Survivors who don’t feel safe in their current residences can get help finding temporary housing. If survivor agrees, contact: on campus – University Housing 803-530-9477 off campus, women only – Sistercare 803-765-9428

Report the incident to the Title IX coordinator.
If survivor requests anonymity: Explain that you will honor his/her request, but you must complete an anonymous report. Complete the form at sc.edu/sexualassault. If survivor does not request anonymity: Complete the form at sc.edu/sexualassault giving the name of the survivor.

Share the survivor resource card.
A printable list of resources for victims can be found online at sc.edu/sexualassault.

www.sc.edu/sexualassault
The Student Affairs Technology Services (SATS) Department is responsible for supporting the technology needs of the Division. This includes support for workstations, web sites, various applications, resource accounts, and server hardware. Some departments within the Division have Service Level Agreements (SLA) with University Technology Services (UTS) for support of workstations, websites, and/or servers. Your manager will let you know who supports your department, SATS or UTS.

The SATS web page may be accessed via the Division homepage at http://sc.edu/about/offices_and_divisions/student_affairs by selecting “Toolbox” and then “Technology Services.”

The SATS page contains links to our computing guidelines and policies, frequently asked questions (FAQ) related to your network account and email, and our SATS Support Ticket System used to submit service requests.
Service Requests
You may submit a request for service via phone, email or the Ticket System. Submission of a ticket is the preferred method to ensure a record of your request is recorded. To submit a ticket, from the SATS web page https://support.sa.sc.edu/user_sessions/new You will be presented with the Login page. Log in using your network account and password.

Once logged-in, from this page you may create a new support ticket or equipment reservation. You may also view your previous tickets and reservations. The “New Ticket” is the most commonly used option. Laptops and projectors may be reserved for temporary use with a “Reservation” request (official use only).

New Support Ticket
Create a new support ticket by selecting the button at the top of the page. Select a Category from the drop down list and enter a description of the issue. Be as detailed as possible and include the ID listed on the yellow tape on your computer (CODSAS…). If urgent, you may select a higher priority. Please review the priority description to determine the correct level for your request. Most tickets require a Normal priority. Select at the bottom of the screen to submit the request.

NOTE: Rolling your mouse over the PC icon at the top of the page will display a link to our email address. Selecting the link will open a new email addressed to SATS (sats@mailbox.sc.edu).

Rolling your mouse over the phone icon at the top of the page will display our phone number (777-9999).
Once submitted a ticket will be listed on the screen.

A response to the ticket will be via phone and/or email. Responses entered into the ticket send an email to you. You can display the ticket by selecting the individual ticket link under the “Category” heading.
Select the add note button to add additional information to the ticket. Select to save the note in the ticket. You may also drag and drop related documentation into the ticket. All communication related to the ticket is entered into the ticket history.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>PHONE</th>
<th>DEPARTMENTAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Recreation</td>
<td>Mindy Fowler</td>
<td>777-2573</td>
<td>Hardware &amp; software support</td>
</tr>
<tr>
<td>Student Financial Aid and Scholarship</td>
<td>Curtis Thorne</td>
<td>777-8134</td>
<td>Hardware &amp; software support; web development</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Cassandra Brunson</td>
<td>777-4523</td>
<td>Hardware &amp; software support</td>
</tr>
<tr>
<td>Student Life</td>
<td>Aubrey Jenkins</td>
<td>777-3710</td>
<td>Web development</td>
</tr>
<tr>
<td>Student Media</td>
<td>Edgar Santana</td>
<td>777-5094</td>
<td>Design and manage computing environments for students. Management &amp; desktop support of workstations, Apple desktops, laptops, PDAs, and Apple Xserve workgroup servers. Ensure network connectivity for office users.</td>
</tr>
<tr>
<td>Undergraduate Admissions</td>
<td>Sean Crymble</td>
<td>777-3181</td>
<td>Hardware &amp; software support; web development</td>
</tr>
<tr>
<td>University Housing</td>
<td>Randy Borawski</td>
<td>777-6034</td>
<td>Housing IT support: 777-7806; <a href="mailto:SAHOUSIT@mailbox.sc.edu">SAHOUSIT@mailbox.sc.edu</a> (HOUSING, IT HELP DESK); Hardware &amp; software support</td>
</tr>
<tr>
<td>University 101 and National Resource Center Programs</td>
<td>Carlos Diaz</td>
<td>777-5282</td>
<td>Application Support (Carlos); Desktop Support (Timothy)</td>
</tr>
<tr>
<td></td>
<td>Timothy Easter</td>
<td>777-6306</td>
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</tbody>
</table>
Departments with Service Level Agreements with University Technology Services (UTS)

Your department may receive desktop support, web support, and/or server support from University Technology Services. If so, your support requests for those services should be routed through the UTS Service Desk (http://www.uts.sc.edu/). However, SATS is available to assist you if you have a question or need assistance with communicating your issue to UTS.

Select “Service Desk” from the selections on the right side of the page and click on the Service Desk area in the center of the page to display the UTS Service Desk instructions page. You may submit a ticket by calling, or creating a ticket online.

SUPPORT

Service Desk

The UTS Service Desk is your single point of contact for computer, technology and IT-related questions and support. Here’s how you can request support:

1. Call (803) 777-1800, Monday through Friday from 8 a.m. until 6 p.m.
2. Submit an online request through our Self-Service Portal.
3. Students can visit the Carolina Tech Zone for hands-on support.
There are no limits to how valuable you are!

The GEMS recognition program is an easy way to celebrate employee achievements and say thank you to staff. The GEMS program aligns with the division’s strategic goals and values by recognizing specific key actions and behaviors:

**Collaboration**
- Teamwork
- Working successfully on joint projects
- Cooperating with others
- Willingly assisting colleagues

**Exceeding Expectations**
- Surpassing requirements
- Going above and beyond
- "Shining" at your job
- Being proactive

**Stewardship**
- Managing carefully and responsibly the resources in your care
- Modeling environmentally conscious behaviors for staff and students
- Evaluating the sustainability of our decisions and actions
- Exhibiting leadership behaviors that promote a sense of personal accountability and responsibility

**Empathy**
- Being understanding of the thoughts and feelings of others
- Demonstrating compassion
- Considering a situation from another person’s point of view
- Demonstrating awareness and acknowledgement

**Innovation**
- Championing new ideas with enthusiasm
- Using creativity for improvement
- Engaging in cutting edge work
- Implementing change that creates a new dimension of performance

**Initiative**
- Transitioning ideas to action
- Leading others in a new direction
- Identifying issues and developing solutions
- Developing new energy

**Respect**
- Showing esteem for others
- Having a sense of worth for others
- Showing appreciation toward others
- Welcoming diverse backgrounds and perspective throughout work areas and across organizational lines

**Exceptional Customer Service**
- Resolving issues with tact and diplomacy
- Demonstrating compassion
- Communicating a welcoming attitude
- Listening and effectively understanding
Who can be recognized through this program?
All employees in the Division of Student Affairs and Academic Support are eligible for recognition – full time, part-time, temporary, research grant/time-limited, and graduate assistants.

How are employees recognized?
Employees are recognized with GEMS thank you notecards or an email if you choose to use the online nomination form. Employees who receive a GEM are eligible for a $25 gift card drawing.

Who can send a GEMS notecard?
All staff and faculty in the Division of Student Affairs and Academic Support are eligible to participate.

Where can I pick up a notecard?
All departmental business managers and HR coordinators have a supply of GEMS notecards. Find your contact.

How do I register for the gift card drawing?
For each GEMS notecard received, the employee may register for a $25 gift card drawing. Online nominations are automatically entered.

When are the drawings and how are the winners notified?
Drawings are held before each division meeting. Winners will be announced at the monthly division meetings and notified via email.

What types of gift cards are available and when are they issued?
Gift cards are available from a variety of vendors (restaurants, department stores, online shopping venues, specialty shops, gas cards, etc.). Winners will be emailed with instructions on how to select the gift card and pick it up.

How do I get more information?
For additional information about the GEMS program, contact your manager, business manager or HR coordinator or visit the Gamecocks Who Excel at Magnificent Service webpage. You may also contact Joy Beard at (803) 777-7526 – beardd@email.sc.edu or Alicia Bervine at (803) 777-4989 – bervine@mailbox.sc.edu.
Mandatory Supervisory Training

If you have been hired into a position that supervises University staff you are required to complete mandatory supervisory training.

The LEAD (Learn, Educate and Develop) series of courses is a two track management development program that is designed to assist University employees in enhancing their knowledge, skills and abilities to lead people and get results. Many Student Affairs and Academic Support supervisors have already participated in some of the courses, and the feedback has been exceptional. New supervisors are required to complete LEAD I within 18 months. It consists of six courses with a total of 23.5 classroom hours. The Office of Organizational and Professional Development recommends that LEAD participants take Flexible Leadership: Basics and Beyond prior to attending other LEAD courses.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Classroom Hours</th>
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<tbody>
<tr>
<td>Flexible Leadership: Basics and Beyond</td>
<td>3.5</td>
</tr>
<tr>
<td>Interviewing and Selecting Employees</td>
<td>6</td>
</tr>
<tr>
<td>Coaching for Improved Performance</td>
<td>3.5</td>
</tr>
<tr>
<td>Diagnosing Performance Problems</td>
<td>3.5</td>
</tr>
<tr>
<td>Sexual Harassment Recognition and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Managing Employee Performance Using EPMS</td>
<td>4</td>
</tr>
</tbody>
</table>

For more information regarding the LEAD series visit http://hr.sc.edu/profdevp/classes/lead.html

You can read the full professional development policy at http://hr.sc.edu/profdevp/classes/lead.html

Instructions for registering for the new training registration system can be found at http://hr.sc.edu/profdevp/RegistrationInstructions.pdf

Please speak directly with your supervisor before signing up for classes.
New Employee Checklist

☐ Subscribed to stay informed at www.us3.list-manage.com/subscribe?u=e551513d7b7cf084b5203a513&id=6c76c4e409
This will also place you on the division mailing list to be informed about professional development events and opportunities.

☐ Mark your calendar for upcoming division meetings and events: http://sc.edu/about/offices_and_divisions/student_affairs/toolbox/professional_development/

☐ Review New employee checklist: https://www.sc.edu/about/offices_and_divisions/human_resources/new_employee/checklist

☐ Register for the division orientation. We host two orientations each year, January and August. You will be invited to attend the next orientation as we get closer to the date. Check http://sc.edu/about/offices_and_divisions/student_affairs/toolbox/professional_development periodically for updates and to learn more.

☐ Create a training log-on to register for professional development opportunities through Human Resources. Instructions for registering for the new training registration system can be found at: http://hr.sc.edu/profdevp/RegistrationInstructions.pdf

☐ Bookmark the employee toolbox for forms, documents, guides and other useful information related to your role: http://www.sc.edu/about/offices_and_divisions/student_affairs/toolbox

☐ Being a Gamecock has its advantages learn about discounts and savings for university employees at: http://www.sc.edu/about/offices_and_divisions/human_resources/benefits/privileges_discounts/entertainment_cultural_discounts