

USC - Lancaster

Faculty Retreat Minutes:

Tuesday - August 21, 2012

Welcome/Service Awards – (John Catalano)

- 10 year awards to Darris Hassell, Howard Kingkade, & Amanda English;  
30 year award to Anne Small; 40 year award to Dick Van Hall
- Update on delay, rebidding on Founders Hall
- Native American Studies Center downtown Main St. open

Academic & Student Affairs – (Ron Cox)

- Reminder to submit syllabi and office hours to office (preferably electronic)
- Introduction of new faculty: Biggs, Castiglia, Freeman, Garane, Jones, Roberson, Kendrick
- Reminder about transition to Banner
- Info about Palmetto College & Print Management quota

Student Life & BIT – (Walt Collins)

- BIT fliers/folders distributed
- Excessive Absence online referral info
- August 30<sup>th</sup>, Back to School Blast

Faculty Organization – (Andy Yingst)

- Faculty Meetings moved to 1<sup>st</sup> Wednesday each month
- Emergency Textbook Fund, contact Max Bonek, Darris Hassell, or TRIO

Admissions & Records – (Amanda English)

- Banner update, goes live September 4<sup>th</sup>
- New schedule schema

Facilities & Maintenance – (Glenn Jackson)

- Info on how to access repairs, custodial, recycling, HVAC services

Law Enforcement – (John Rutledge)

- Brochure (calendar) info for emergencies
- Reminder to update Carolina Alert information

Human Resources – (Tracey Mobley)

- 297 employees only 2 in human resources, be considerate of their time
- Student hires need approval for hours worked

- Volunteer form for campus guest speakers (especially if in labs)
- Inform department chairs if classes have overages
- Update addresses with HR if you have recently moved
- Benefits workshop September 21<sup>st</sup>
- Workman's compensation info

Academic Success Center – (Dana Lawrence)

- Elaine Connor new coordinator
- Promote weekly workshop
- Send ASC reservation requests directly to Dana or Elaine

Technology & Computer Services – (Blake Faulkenberry)

- Bandwidth improved
- Voice over IP created (connect to NASC downtown)
- Upgrade software in computer labs
- Approx. 50 faculty/staff will receive computer upgrades
- Wireless network expanded

Web Page – (Lori Harris)

- Faculty reminder to send office hours and syllabi to Web master
- Reminder to post on “Faculty/Staff Accomplishments”
- New books in library and work on LibGuides

Gregory Health & Wellness Center – (Sarah Hunt-Sellhorst)

- New (free) equipment installed over Summer
- Keytags need annual renewal
- Zumba offered in Fall, Yoga possible, Spinning soon
- Cancer Rehab open in Carole Ray Dowling Center

Counseling Center – (Tracey Craig)

- Letter required from Tracey for student to be accommodated

Native American Studies – (Stephen Criswell)

- Native American Studies Center opened downtown; full time offices for Judge, Heineman-Priest, Burgin, part time for Taylor
- October 4<sup>th</sup> – Open House

Faculty Secretary

Mike Bonner