Columbia Campus

Service Units
Description of Services

FY 2014
Budget Development Process
<table>
<thead>
<tr>
<th>Resp.</th>
<th>Office/Department/Office</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Office of the President</td>
<td>03</td>
</tr>
<tr>
<td>02</td>
<td>Office of the Provost</td>
<td>04</td>
</tr>
<tr>
<td>04</td>
<td>Chief Financial Officer – Division of Business &amp; Finance</td>
<td>06</td>
</tr>
<tr>
<td>05</td>
<td>Equal Opportunity Programs</td>
<td>07</td>
</tr>
<tr>
<td>06</td>
<td>Office of General Counsel</td>
<td>08</td>
</tr>
<tr>
<td>08</td>
<td>Division of Student Affairs</td>
<td>09</td>
</tr>
<tr>
<td>09</td>
<td>Office of the Board of Trustees</td>
<td>16</td>
</tr>
<tr>
<td>10</td>
<td>Finance</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>Law Enforcement &amp; Safety</td>
<td>23</td>
</tr>
<tr>
<td>12</td>
<td>Business Affairs</td>
<td>26</td>
</tr>
<tr>
<td>14</td>
<td>Chief Information Officer – Division of Information Technology</td>
<td>28</td>
</tr>
<tr>
<td>15</td>
<td>Office of Environmental Health and Safety (EHS) and Risk Management</td>
<td>31</td>
</tr>
<tr>
<td>16</td>
<td>Human Resources</td>
<td>32</td>
</tr>
<tr>
<td>18</td>
<td>Development &amp; Alumni Relations</td>
<td>33</td>
</tr>
<tr>
<td>20</td>
<td>System Affairs &amp; Extended University</td>
<td>35</td>
</tr>
<tr>
<td>28</td>
<td>Small Business Development Center</td>
<td>36</td>
</tr>
<tr>
<td>29</td>
<td>University Libraries</td>
<td>37</td>
</tr>
<tr>
<td>45</td>
<td>Graduate School</td>
<td>43</td>
</tr>
<tr>
<td>48</td>
<td>University Press</td>
<td>44</td>
</tr>
<tr>
<td>49</td>
<td>Office of Research</td>
<td>45</td>
</tr>
<tr>
<td>56</td>
<td>Institutional Assessment &amp; Compliance</td>
<td>46</td>
</tr>
<tr>
<td>61</td>
<td>Institute for Families in Society</td>
<td>47</td>
</tr>
<tr>
<td>62</td>
<td>Faculty Senate</td>
<td>48</td>
</tr>
<tr>
<td>64</td>
<td>Residential Learning Centers</td>
<td>12</td>
</tr>
<tr>
<td>68</td>
<td>Facility Services</td>
<td>49</td>
</tr>
<tr>
<td>78</td>
<td>Division of Communications</td>
<td>50</td>
</tr>
<tr>
<td>83</td>
<td>OneCarolina</td>
<td>55</td>
</tr>
<tr>
<td>85</td>
<td>Enrollment Management Services</td>
<td>09</td>
</tr>
<tr>
<td>86</td>
<td>Academic Support Services</td>
<td>09</td>
</tr>
<tr>
<td>88</td>
<td>Vehicle Management and Parking</td>
<td>56</td>
</tr>
<tr>
<td>91</td>
<td>Scholarships</td>
<td>57</td>
</tr>
</tbody>
</table>
Office of the President

General Mission Statement

The President’s Office is the chief executive office of the University System and is charged with appropriate governance under the authority of the Board of Trustees. This office administers University policies as promulgated by the Board and coordinates all activities of each campus of the institution. It reports the current affairs of all components of the University System and discusses basic issues with the Board, new or alternative directions, and provides recommendations on new policies.

The President’s Office directs, coordinates, and implements the planning, development, and appraisal of all activities of the University System and is directly responsible to the Board for its operation.

Special Events Office

General Mission Statement

As part of the University’s overall external outreach efforts, the Office of Special Events is responsible for the management, coordination and execution of events sponsored by the President’s Office and the Board of Trustees. In addition, the Office supports presidential advancement events and provides support and expertise for other University departments and campuses as well. We are also responsible for the management and day-to-day operations of the President’s House. In general, we support over 200 events each year ranging from athletics receptions and board retreats to groundbreaking, presidential dinners, fundraising receptions and commencement exercises. Always striving to be good stewards of resources, we manage a range of logistics including menu and ambiance development, invitations, mailings, printed materials, event responses and attendance records, set-up needs, entertainment, photographer, budget reports, and other necessary support.
General Mission Statement

The Provost is charged with overall supervision of academic affairs of the University, including curriculum development and establishment of academic standards in the schools and colleges. The Provost fosters support for the three-fold mission of the University: (1) providing students with the highest-quality education, including knowledge, skills, and values necessary for success in a complex and changing world; (2) aggressive pursuit of research and scholarship, including artistic creation, in order to secure the reputation of USC as a modern research university; and (3) serving our community, state, nation, and the world in such areas as public health, education, social issues, economic development, and family support systems.

The Office of Fellowships and Scholar Programs was established in 1994 to provide innovative educational initiatives for academically talented students. The staff identifies, recruits, and advises high-achieving students in the pursuit of nationally prestigious fellowships such as the Rhodes, Truman, NSF, Goldwater, Udall, Marshall, Javits, and Rotary, among many others. Once identified, students are provided support and assistance in every aspect of their candidacy such as completing applications, writing essays, and interviewing. Although the ultimate goal is for University students to be awarded these prestigious fellowships, the preparation process is designed to be an integrated learning process and thus rewarding in and of itself. The coordination of Scholar Programs is also assigned to this unit which serves as the institutional home-base for enrolled Carolina and McNair Scholars. Scholar Programs provide an enhanced University experience. Student involvement and leadership make them prime candidates for national fellowships and scholarships. An advisory committee representing a wide range of academic and administrative units on campus assists in the operations of the office.

International Programs develops and delivers services and programs which facilitate students’ engagement in international learning. International Programs serves the University's international and American students and supports colleges and faculty in arranging for study abroad experiences. American students receive guidance about opportunities for study abroad, orientation prior to departure, and assistance while abroad and upon reentry. International students receive assistance prior to arrival, specialized orientation and enrichment programs, advice on immigration matters, and guidance on personal and cultural adjustment concerns. The department provides leadership and resources to the University in support of its international activities. It is responsible for guiding development of international agreements for the University and provides support for administering international commitments to international partner institutions. The office administers international exchange and study abroad programs, maintains the SEVIS program for students, conducts cultural programming, and provides the liaison with community international organizations.

Distance Education Support maintains course information dissemination to potential students and all USC campuses. The department assists with admissions, enrollment, fee payment, course and grade changes, and other matriculation functions that adult
students may access only periodically. They manage distribution of course materials, including special faculty mailings during the semester and coordination of tape requests. In addition, they provide exam proctoring statewide, assignment and examination handling and coordination of viewing sites statewide.

Distance Education Support develops the master schedule on Banner for courses offered at a distance. They maintain Saturday office hours for distance learners during on-campus sessions as well as an educational website, toll-free telephone, and email access and response for distant learners.

Center for Teaching Excellence

Contact Person: Christina Friend  Email Address: chfriend@mailbox.sc.edu  Office Telephone Number: (803) 777-8322

General Mission Statement

The Center for Teaching Excellence (CTE) is established to promote excellent undergraduate and graduate teaching at the University of South Carolina. We believe that every faculty member, instructor and teaching assistant has the power to be an excellent teacher. But staying committed to excellent teaching is not easy. That’s why we offer a variety of engaging programs and convenient resources, for novices and veterans, to be a helpful part of the teaching life of the University of South Carolina. The CTE’s services include workshops, distinguished lectures, internal grants, communities of practice, orientations for new faculty and new teaching assistants, conferences, networking opportunities, private consultations and an online teaching guide and video archive.
Chief Financial Officer
Division of Business and Finance

Contact Person: Ed Walton
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General Mission Statement

The Division of Business and Finance is responsible for managing and coordinating the efforts of the various units in providing excellence in customer service and support to the President and senior administration, faculty, staff, and students.

The daily routine of the office is primarily associated with University finance, business, facilities, and safety. The Division of Business and Finance works closely together with all units to support and enhance the primary teaching, research, and service mission of the University.

Departments reporting to the Office of the Chief Financial Officer are:

- Finance and Budget
- Controller
- Bursar
- Medical School Finance, Accounting, and Reporting
- Business Affairs
- Procurement
- University Architect
- Facilities Management and Construction
- Law Enforcement and Safety
- Environmental Health and Safety
- Vehicle Management and Parking Services

Government and Community Relations

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General Mission Statement

The Office of Government and Community Relations serves as chief advocate for the University, with state and local governmental bodies, as well as with its partners and constituents in the internal and external community. The office takes a four-prong approach to its business: State Relations, Local Relations, Community Relations and Constituent Case Management for the President. As the University’s main vehicle for fiscal, regulatory and policy objectives at the state and local levels, Government and Community Relations is the catalyst for the goodwill the University currently enjoys as an institutional citizen.
General Mission Statement

The President has appointed an Executive Assistant to the President for Equal Opportunity Programs who is responsible for planning, developing, administering, monitoring, and evaluating the University’s compliance with federal and state statutes relating to equal opportunity, affirmative action, and non-discrimination in employment, education, and programs at the University of South Carolina.

Title IX Compliance: The Office of Equal Opportunity Programs plays the central role in ensuring that the University of South Carolina’s system is in compliance with Title IX of the Educational Amendment Act of 1972. In fact, the Executive Assistant to the President serves as the Chief Title IX Coordinator for the university. Title IX states it is illegal to harass or discriminate against any individual (faculty, staff, student or visitor) on the basis of sex.

The Executive Assistant to the President for Equal Opportunity Programs has been provided with support staff to implement the University’s equal opportunity and affirmative action program and related activities. The Office of Equal Opportunity Programs, in effect, serves as an integral part of the University of South Carolina and exists for the overall purpose of supporting the University (at all campuses) in accomplishing its priority mission of providing quality teaching, research, and service to the citizens of South Carolina as well as our faculty, staff, and students regardless of genetics, race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.
General Mission Statement

The primary responsibility of the Office of General Counsel is to provide resident legal services to the Board of Trustees, the President, and other administrative officers, faculty, and staff within the eight campuses of the University of South Carolina. More specifically, the Office represents the University’s interests in civil proceedings and administrative adjudications and advises the administration regarding the legal implications of proposed policies, actions, and compliance with federal and state law. The Office also coordinates various aspects of the University’s real, personal, and intellectual property interests and drafts or reviews all contracts in which the University of South Carolina is a party.

The Office seeks to develop an organizational and management structure designed to increase the efficiency of the delivery of comprehensive legal services to the University, to improve client perspective, to increase accessibility of legal counsel within the University administration and all eight campuses, to disseminate in a timely manner information regarding important legal decisions and trends to appropriate University officials, and to reduce the reliance upon outside counsel where appropriate. The Office also seeks to establish and maintain a positive reputation with other state agencies and administrative bodies, the South Carolina Bar, the National Association of College and University Attorneys, and other relevant professional associations.
General Mission Statement

The mission of the Office of the Vice President for Student Affairs and Vice Provost for Academic Support (central office) is to advance achievement of division and University goals through operations that demonstrate student-centered focus.

The central office advocates for the division and the University; scans, monitors and links societal trends to influence institutional opinion and practice; interacts with the University and its many constituents to connect and coordinate internal and external activities; designs, manages, and performs the line operations of the division; formulates policy for the University and division; develops operating plans for the University and the division; and influences the University, its divisions, and its colleges to change their operations in response to demands from its many constituencies.

The central office serves the University and the division through management of contingencies (threats and opportunities); resource management; communications; technology support; student crises management; and planning and organizational effectiveness.

The Office of the Vice President for Student Affairs and Vice Provost for Academic Support guides the following "A" funded departments:

The Office of Undergraduate Admissions at the University of South Carolina-Columbia plans and implements initiatives to recruit and enroll academically talented students while maintaining diversity on the Columbia campus. The office is responsible for marketing the University to prospective students, processing and reviewing applications, awarding University-level scholarships, and counseling, admitting, and enrolling new and returning undergraduates. Recruiting activities include attending college fairs and high schools throughout the country, initiating robust recruit and yield marketing campaigns, hosting recruitment events, managing a staff of remote regional recruiters to attract and enroll a geographically diverse student body, developing and implementing focused recruitment plans for special populations, and providing in-person and telephone counseling for prospective students and their parents. Additionally, the office supports the South Carolina Honors College in attracting top scholars to the University, assists the Athletics Department with NCAA eligibility certification, produces transfer credit summaries, and maintains admissions records. Undergraduate Admissions’ staff members are also responsible for developing and managing relationships with key constituent groups including high school guidance counselors, USC system campus staff members, technical college partners, and community leaders.

The mission of the Career Center is to educate and empower students in the development of lifelong career management skills. The Career Center carries out its mission through three core functions – career advising, experiential education, and employment assistance. Staff members help students make reasoned and informed choices about possible career paths. Through experiential education opportunities,
students test out their career decisions, gain experience before graduation, increase their professional networks, and enhance their marketability for full-time employment after graduation. Staff members also work directly with employers, connecting them with students through job fairs, on-campus interviewing, job postings, information sessions, and resume referrals.

The **Office of Student Financial Aid and Scholarships** is responsible for providing assistance, education, and support for prospective and current students and their families in securing the financial aid they need to attend USC. It is responsible for the coordination and oversight of all aid resources that USC students receive, including scholarships, grants, loans, and need-based student employment. The office provides leadership to the University community in obtaining and the compliant administration of the funding that students are eligible to receive. Students and their families may receive counseling to determine the best financially related options for their situations and how to secure these opportunities. Current annual processing reflects over $400 million to over 27,000 students and involvement with over 52,000 applications.

The **Office of Pre-Professional Advising** supports the academic priorities of the University by providing a service that supports undergraduate education and produces higher quality graduates better prepared for medical, law, and other health professional schools. Applicant preparation must begin early as professional schools seek students with more than academic success, but also rich life experiences, leadership skills, maturity, exposure to their chosen field, and well-developed social and interpersonal skills. Students must also demonstrate proficiency on a standardized test. The services provided by the office are designed to directly impact these selection factors. Pre-Professional Advising plays an important role in recruiting the best and brightest students to this University by working closely with the Office of Admissions, the South Carolina Honors College, and the Athletics Department.

The mission of the **Office of the University Registrar** is to maintain the integrity of the official record of student academic achievement for all colleges and campuses by providing academic planning services, data integrity services, and services to current and former students, faculty, staff, administrative units, and external agencies. To this end, the following functional areas describe our work:

**Academic Planning Services**
- Academic Bulletins
- Course schedules including classroom scheduling for Columbia campus
- Degree planning, progress, and completion systems
- Advisement documentation support

**Data Integrity Services**
- Compliance (FERPA, records retention schedule, University policy, state and federal mandates, NCAA, veterans certification)
- Access and security of student data
- Data standards and administration of student information system content and processes
- Records maintenance (document imaging, authentication of records, verification of accuracy and completeness, policies and procedures) and management of one centralized student record for the University system
Client Services

- Student services (registration, records and transcripts, VIP, veterans certification services, graduation and commencement)
- Faculty and staff services (data retrieval/reporting, class scheduling, grading)
- Collaborative work with Enrollment Management and other University units in support of client needs

The purpose of the **Student Success Center** is to coordinate a comprehensive array of resources and initiatives to promote student success, enhance learning and satisfaction, and improve retention and graduation rates. In fulfilling this purpose, the Center coordinates a variety of academic success initiatives including:

- **Academic Coaching and Engagement (ACE)** provides trained academic coaches who work individually with students on academic skill development, answer questions about academic decision-making, assist students in connecting with professors, and navigating campus resources.
- **Supplemental Instruction (SI)**, which is a learning enhancement program consisting of a series of weekly review sessions for students enrolled in historically difficult first year courses. Attendance is voluntary and those who participate on a regular basis earn higher grades and are less likely to withdraw than students in the same courses who do not participate.
- **Peer Tutoring**, is offered in historically challenging high enrollment courses based on DFW and course repeat rates. Formats include individual, small group, and exam review sessions offered in locations across campus.
- **Outreach and Early Intervention** provides support to students who are identified as at-risk to assist them in finding resources and making decisions that support their academic transition and continued successful enrollment at the University of South Carolina.
- **Cross Campus Advising (CCA)**, assists students in academic transition who need to explore multiple academic options and establish new goals.
- **Financial Literacy** offers an array of programs and services to assist students in becoming fiscally responsible for life.
- **Transfer, Veteran, and Special Student Populations** provides programs, resources and mentoring to assist transfer students and other special populations, including military veterans, in their adjustment to the university and having a successful university experience.
- **The Fresh Start initiative** supports scholastically deficient students, such as those returning after suspension, in developing a personal and academic plan for achieving and maintaining good academic standing.
- **The Call Center** provides trained peer mentors to support Student Success Center programs by answering questions, surveying student populations and providing information and services.

The mission of the USC **TRIO Programs** is to promote educational opportunity and academic excellence for TRIO-eligible students through campus and community partnerships. This mission supports the University by expanding access to higher education for students from poor and working class families and for students who are within the first generation of their families to pursue four-year college degrees. TRIO supports the academic community through its administration of the Opportunity Scholars Program and the TRIO Ronald E. McNair Program. TRIO also works cooperatively with Undergraduate Admissions and the Office of Student Financial Aid and Scholarships to administer the Gamecock Guarantee award. TRIO supports the
academic community by helping its least advantaged students to achieve retention and graduation rates that are comparable to those of the general student population.

The **Office of Student Engagement** (OSE) encourages students to engage in learning within and beyond the classroom. Through partnerships with a number of academic and student affairs units on campus, we promote integrative learning and assist students with connecting to University resources and programs. The Office directly oversees several high-impact initiatives including Academic Service-Learning which includes hosting an AmeriCorps VISTA member in partnership with the South Carolina Honors College; Domestic Study Away which encompasses The National Student Exchange, faculty-led domestic courses, and other related independent domestic opportunities; the Sophomore Initiative; Mutual Expectations/ Faculty-Student Interaction Initiatives; the Peer Leadership Advisors/Supervisors Network; and Student Engagement Planning and goal setting.

The **Visitor Center** serves as the front door of the University, greeting all visitors and providing a host of services so as to enhance their knowledge of and experience with the campus. The Center showcases the University’s rich history and vital student life along with its teaching, research, and public service functions. Departments throughout the University are invited to assist in the development of Visitor Center displays and interactive exhibits that promote their own unique teaching, service, and research initiatives. Each year the Visitor Center assists more than one million visitors, including nearly 160,000 prospective graduate, transfer, and first-time undergraduate students and their parents who participate in a host of campus tours, appointments with academic departments, and special recruiting events. The Visitor Center willingly partners with each college and the USC Athletic Department in meeting their individual advancement and enrollment goals.

The **Capstone Scholars Program** forms a high-achieving community of students committed to academic excellence and engaged in educational enrichment that fosters both personal discovery and a sense of community. Students selected as Capstone Scholars have the opportunity to live and study in a residential community in Capstone with special courses, out-of-classroom service, leadership and research opportunities, and social activities. Special courses include Capstone Scholars sections of University 101 (required for each Capstone Scholar), themed sections of English 101 and 102, and service learning and leadership electives under University 290. A minimum requirement of participation for each semester includes four designated activities that reflect the program’s four pillars: Academics, Leadership, Social, and Service. Capstone Scholars can earn further distinction by becoming a Capstone Scholars “Fellow” at the end of their second year in the program. Beyond the classroom, students interact with prominent faculty and community leaders through Capstone Conversations and University 101 reunions. The bi-weekly event News & Views allows Capstone Scholars to gather together for small group discussions focusing on current events using a variety of news sources including USA Today (hard copies are available in the Capstone residence hall). Capstone Scholars impact the community through service learning opportunities such as Service Friday and the Hand Middle School mentoring program. The Capstone Scholars Ambassador Program allows for successful Capstone upperclassmen to mentor the incoming freshman Capstone class with groups based around similar majors. Students are exposed to cultural events in the Columbia area through tickets to various shows at the Koger Center for the Arts. Capstone Scholars are able to apply for $1,000 Magellan Apprentice Undergraduate Research grants, $2,000 study abroad Passport Travel Grants and summer internships through the Capstone Internship Program in order to engage in outside-the-class educational
opportunities that connect with their in-class content. The Capstone Scholars Program provides students with open doors of opportunity for engaged learning, a unique connection to USC, a closer community within the larger University, encouragement to develop a stronger sense of self, and opportunities for academic excellence.

The mission of the **Green Quad and Learning Center for Sustainable Futures** is to promote collaborative relationships among students, faculty, staff, and community members for exploring and implementing the changes required to create a sustainable campus and society. Our goals are: (1) to promote student engagement in campus life on issues related to sustainability and the environment; (2) to facilitate student success by serving as a gateway for involvement with faculty, staff, and members of local, statewide, and national organizations; and (3) to create a nationally-recognized program in the Learning Center through research, development, outreach, and assessment.

Established in 1995 by the Office of the Provost and the Division of Student Affairs, **Preston College** fosters leadership development, intellectual exchange, social interaction, and creative expression among a small but diverse array of students and faculty. Centrally located near the University’s Historic Horseshoe, Preston is a community of 235 students, a live-in faculty principal and his family, 30 faculty associates, an active student government, and a staff comprised of a residence hall director, a business manager, undergraduate peer coordinators and graduate resident tutors. In Preston, residents and a dedicated group of faculty develop meaningful social and intellectual interactions within and beyond the traditional walls of the classroom. They also join each other nightly for meals in the Preston Dining Hall. Preston students plan and support an exciting schedule of social activities, academic programs, and community service initiatives. Preston members take advantage of numerous leadership opportunities by creating clubs, coordinating events, volunteering as Preston Ambassadors, serving on the residential staff or holding offices in Preston Government.

**The International House at Maxcy College** is the only internationally-themed residence hall on the USC campus. Its goal is to bring American and international students together as a community to have the opportunity to learn, experience and share each other's cultures. This energetic community not only allows people to interact with individuals from around the world, but it also gives residents the opportunity to get involved in numerous internationally-focused activities. Also home to both the French House and Spanish House living and learning communities, Maxcy College is located behind the Historic Horseshoe and is ideally situated to serve as a hub for international activity on campus. The International House offers an exciting and rewarding experience while focusing on specific learning outcomes:

- Create a positive living environment among residents of multicultural and international backgrounds.
- Provide students opportunities for professional development with a focus on cross-cultural communication skills.
- Build residents' knowledge by exposure to new cultural experiences and situations. Expose students to cultural experiences so that they can begin to move towards an understanding and appreciation of cultural differences.
- Encourage active social and civic responsibility through community service.

The **Office of Student Disability Services (OSDS)** is the designated unit charged with maintaining compliance based on federal and state guidelines for students with appropriately documented disabilities. As such, this office functions in a collaborative fashion with faculty, staff, and students in the provision of reasonable accommodations. The staff is available for individual and group consultations to include but not limited to:
assistive technology, general accessibility, inclusive environments, legal compliance, dispute resolution, mediation, best practices, and service integration. Additionally, OSDS staff engages in advocacy for students with disabilities through initiatives regarding faculty and staff consultation, outreach in the community, and through support of organizations and projects that aim to highlight the lives of these students. At the University of South Carolina “accessibility is everyone’s responsibility” and OSDS strives to promote collaboration and cooperation in providing services to students with disabilities across campus.

The Student Conduct Office (OSC) is committed to providing an educational campus climate conducive to the personal and ethical development of students. The office handles the student conduct process for alleged violations of the Student Code of Conduct. Additionally, the OSC provides training for over 40 hearing officers across the Division and trains and advises the Carolina Judicial Council. The office offers educational programs on honesty and ethics and consultation to faculty in the realm of classroom disruption and classroom management. The OSC also encourages responsible community citizenship through promotion of the Carolinian Creed.

The Behavioral Intervention Team (BIT) is a multidisciplinary team of professionals charged with addressing students of concern who could be a threat to themselves or others. The team provides a structured, positive method for addressing student behaviors that impact the university community and may involve mental health and/or safety issues. The BIT’s mission is to manage each case individually while balancing the individual needs of the student and those of the greater campus community.

The Office of Academic Integrity (OAI) promotes academic integrity and standards through education and accountability. OAI adjudicates cases of students alleged to have violated the Honor Code through a fair process designed to promote student learning and integrity. Outreach efforts include educating faculty and staff about the Honor Code and why ethical behavior is important in and beyond the classroom. The office works with designated deans in each college to determine case outcomes. Further, the OAI acts as a consultant for faculty and provides resources via the Academic Integrity website. The office seeks to create a culture of ethical behavior in the campus community through promotion of the Carolinian Creed. Any faculty member can report an incident of academic dishonesty and will be notified of the outcome of that report.

The Department of Student Life provides a wide range of services and programs that enhance the recruitment, retention, and development of students; the collegial environment for faculty, staff, parents, and alumni; and the neighboring community and state. An environment is created which challenges students intellectually, culturally, physically, spiritually, and socially with a holistic approach to learning based upon the philosophy of the Carolinian Creed.

Campus Recreation maintains two facilities encompassing 400,000 square feet of space. The Blatt PE Center (http://stc.sc.edu/) is located in the middle of campus, adjacent to the large recreational field complex. The newer Strom Thurmond Wellness & Fitness Center (STWFC) (http://stc.sc.edu/) is set on the southwest corner of Assembly and Blossom Streets. Both facilities feature open recreation areas for basketball, volleyball, badminton, racquetball, handball, and squash, swimming, strength and conditioning, as well as group fitness classes. The STWFC also features an indoor climbing wall and Outdoor Recreation Office for trip planning.
In order to produce positive effects upon student retention and success, the **Office of Multicultural Student Affairs** offers a myriad of cultural support services, diversity/social justice education initiatives, LGBT programs/services and multicultural programming. These programs, services, and initiatives focus on the development of all students at the University of South Carolina. The Office of Multicultural Student Affairs' goal is to help create an accepting environment, and to assist in fostering an appreciation for each of our culturally diverse populations.

**The Russell House University Union** is an indispensable campus resource where students, faculty, and staff meet, eat, and gather as part of their daily activities. The Russell House is home to the Campus Life Center which houses a variety of student centered organizations and activities; several restaurants and eateries; the Barnes and Noble-managed University Bookstore; Golden Spur game room; student postal services; Carolina Styles hair salon; meeting spaces and offices; CarolinaCard; Quick Copy; and the Department of Student Life. Visit the Russell House frequently to utilize the essential services, meet friends for dinner, or attend one of the many programs and activities held in the building. For more information, visit [www.sa.sc.edu/rhuu](http://www.sa.sc.edu/rhuu).
General Mission Statement

The Board of Trustees defines the mission, role and scope of the University System and each of its major component institutions, establishes the general policies of the University system, lays out the University System’s broad program of educational activity, approves the budget for each fiscal year, and provides ultimate accountability to the public and the General Assembly.
Finance

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Office Telephone Number: (803) 777-1967

General Mission Statement

The Finance Division is four major units including the Controller, Bursar, Budget Office and Capital Finance.

Departments operating under the Controller are financial reporting, accounting services, payroll, and contract & grant accounting. The purpose of these departments is to provide accurate and accessible accounting information to all users through centralized accounting services while maintaining generally accepted accounting principles and compliance with regulations. In addition, the Controller’s group ensures accurate and timely vendor payments and payrolls to the University community and provides financial and fiscal administration of contracts and grants.

The Bursar’s Office provides financial services support to students, parents, faculty, staff, deans, department heads and the administration. The office functions primarily as the official depository of all university funds and is responsible for receipting, disbursing and safeguarding of all funds, which include the fair assessment and collection of proper academic fees as authorized and approved by the University Board of Trustees. The Bursar’s Office handles the allocation of special fees, collection of accounts receivable, processing the transfer of electronic funds, disbursement and collection of all student loans, travel advances, payroll advances, and promissory notes.

The Budget Office prepares the annual budget document for consideration by the Board of Trustees and prepares and submits the University’s state budget to appropriate agencies. The Office further assists with the external budget development by assisting legislative contacts with justification for budget requests, through completion of information reports as requested, and insuring that the University operates within the budget limitations established by the General Assembly and the Board of Trustees. Internally, the Budget Office assists unit business officers and administrative heads of colleges, campuses and other University units in executing the Board-approved budget and in maximizing their use of limited resources.

Capital Budgets and Financing oversees system-wide bond instruments and indebtedness. This office reviews capital project financing, provides on-going computation of debt capacity and analysis of financial ratios and the impact of debt financing on the University’s credit ratings.

The Finance Division supports the vision, mission and all goals and initiatives of the University of South Carolina. The Division has considerable impact on the University’s strategic goal to improve the financial health of the University to levels necessary to achieve the status of an excellent comprehensive research institution.

Vision

The Finance Division will provide timely and accurate financial information and services needed to support and enhance the mission of the University of South Carolina.
Mission

The mission of the Finance Division is to serve the University of South Carolina by supporting fiscal management, providing financial services to students, faculty & staff, and by safeguarding University assets. Our focus is on service to and support for various constituencies internal and external to the University. The Finance Division plays a key role in identifying and developing solutions for effectively meeting challenges and opportunities facing the university. We will provide high-quality, team-oriented service by anticipating needs, educating personnel, and producing accurate and timely information, while maintaining a courteous and professional attitude. The Finance Division is committed to continuous improvement while working within the appropriate federal, state and University system regulations.

The Finance Division also supports the mission of all system campuses by providing and maintaining automated accounting systems that includes development of new systems, training, technical support and guidance in the interpretation of university policies and procedures.

Core Values

- Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.
- Integrity - We are committed to truth and honesty, and we will be ethical and professional.
- Service – We believe serving others is a noble and worthy endeavor.
- Diversity – We respect and value diversity of opinion, freedom of expression, and all ethnic and cultural backgrounds.
- Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public’s trust and are accountable for our actions.
Controller

Contact Person: Jennifer Muir
Email Address: muirj@mailbox.sc.edu
Office Telephone Number: (803) 777-2132

General Mission Statement

Departments under the Controller are financial reporting, accounting services, payroll, and contract and grant accounting. The purpose of these departments is to provide accurate and readily available accounting information to all users through centralized accounting services while maintaining generally accepted accounting principles and compliance with regulations; to provide accurate and timely vendor payments and payroll to all of the University community and to provide financial and fiscal administration of contracts and grants.

Major objectives and activities of each area are as follows:

**General Ledger Accounting Contact:** Mary Peak (7-2035) peakm@mailbox.sc.edu
Maintains the integrity of the general ledger, monitors department/fund activity, and completes routine and special accounting entries throughout the fiscal year. Provides the University with executive level accounting and reporting services in the Controller’s Office. Works with the Controller and office staff as well as with the Director of financial Reporting to ensure financial reports are complete and accurate. Serves as Assistant Controller.

**Financial Reporting Contact:** Sandy Smith (7-5392) sfsmith@mailbox.sc.edu
Development of the annual financial reports for the University and each of its campuses. Coordination of the comprehensive annual fiscal audit conducted by an independent certified public accounting firm. Coordination of the annual A-133 compliance audit of federal funds conducted by an independent certified public accounting firm. Coordination of the annual athletic department audit conducted by an independent certified public accounting firm. Coordination of other miscellaneous external audits and costing issues.

**Accounting Services Contact:** Ann Smith (7-2123) apsmith@mailbox.sc.edu
Providing accurate and readily available accounting information to all users through maintaining and monitoring the University’s General Ledger which includes approving and entering data from vouchers, journal entries, and internal requisitions; monitoring all uploaded data entry; maintaining all documents processed in the system; establishing monthly close out schedule and balancing of daily, monthly and fiscal year accounting runs.

Cash management of University funds for cash draws, investment analysis, appropriation requests, daily bank activity, and reconciling the University’s bank accounts and State subfunds. Accurate and timely payment of all non-salary expense transactions, including travel payments, for all campuses of the University. Equipment asset and inventory evaluation and capitalization. Monitoring capital projects for appropriate funding levels, capitalization of appropriate projects, balancing of all bond receivables and proceeds, and monitoring all activity relative to capital and operating leases. Accounting for all endowments (true, term and quasi) and their associated...
income accounts. Nonresident tax coordination and reporting; preparation of required tax forms including forms 941, 1099, and non-resident tax forms required.

**Payroll Contact: Pam Cope (7-3560) copep@mailbox.sc.edu**
- Making accurate and timely payments to all persons on the University payroll.
- Making all statutory deductions and verifying that all required reporting procedures are followed.
- Making all non-statutory deductions and/or reductions and verifying that all record keeping and reporting procedures are followed.
- Maintaining records and reports required by the University, State, and Federal governmental agencies pertaining to payments for payroll.
- Processing of all student employment hires.
- Distributing paychecks.
- Processing W-4 forms and generating year-end tax forms.

**Contract and Grant Accounting Contact: Tony Huggins (7-2081) hugginst@mailbox.sc.edu**
- Management of all restricted contracts, grants, and cooperative agreements for all campuses of the University which includes preparing billings, cash draw downs for letter of credit transactions and the submission of all financial reports to the grantors.
- Allocation of indirect costs according to current University policy.
- Coordination of Time and Effort Reporting required for University cost-share on grants and contracts.
Financial Services
Office of the Bursar

Contact Person: Janis Hoffman
Email Address: hoffmajb@mailbox.sc.edu
Office Telephone Number: (803) 777-6283

General Mission Statement

The Bursar’s Office shares the mission of the University of South Carolina by providing financial services support to students, parents, faculty, staff, deans, department heads and the administration. The office functions primarily as the official depository of all university funds. The office is responsible for receipting, disbursing, and safeguarding of all funds, which include the fair assessment and collection of proper academic fees as authorized and approved by the University Board of Trustees. The mission includes the allocation of special fees, collection of accounts receivable, processing the transfer of electronic funds, disbursement and collection of all student loans, travel advances, payroll advances, and promissory notes. The Bursar’s Office is also responsible for determining and monitoring the residency status of students for the purpose of tuition and fee assessment. The Bursar’s Office supports the mission of all system campuses by providing and maintaining automated accounting systems that includes development of new systems, training, technical support and guidance in the interpretation of university policies and procedures.

Department Contacts
Acting Bursar – Venessa Samuel (803) 777-6283
Accounts Receivable – Courtney Hogue, Manager (803) 777-3573
Depository – Alex Pitts, Acting Manager (803) 777-3079
Fee Assessment & Refunds – Vonda Howell, Manager (803) 777-3565
Manager of Bursar Operations – Nicole Pressley (803) 777-6298
Student Loan Accounting – Glenn Wicker, Manager (803) 777-3557
South Carolina Residency – Sandra Rhyne, Manager (803) 777-4081
Student Loan Collections – Vacant, Manager (803) 777-4077
Systems Campus Accountant – Faith Young, Manager (803) 777-6373
Budget Office

Contact Person: Harry Bell  
Email Address: hbell@mailbox.sc.edu  
Office Telephone Number: (803) 777-4033

General Mission Statement

Prepares the annual budget document for consideration by the Board of Trustees that reflects the mission and vision of the University of South Carolina.

Assists business officers and administrative heads of colleges, campuses, and other University units in executing the Board-approved budget and in maximizing their use of limited resources to meet the University’s mission of providing high quality instruction, research, and public service to its customers.

Prepares and submits the University's state budget to appropriate agencies and assists legislative contacts in justifying budget requests.

Assists executive University staff and other Business and Finance staff in ensuring that the University maintains a sound financial status and operates within the budget limitations established by the General Assembly and the Board of Trustees.

Capital Finance

Contact Person: Charlie FitzSimons  
Email Address: fitzsimo@mailbox.sc.edu  
Office Telephone Number: (803) 777-1476

General Mission Statement

The Capital Finance unit is responsible for USC system-wide bond instruments and indebtedness and capital project financing information and analysis.

Manages the bond indebtedness program of the University of South Carolina System including State Institution Bonds, Revenue Bonds, Athletic Revenue Bonds and installment notes. Acquires capital funding required to complete capital projects approved by the Board of Trustees.

Prepares and submits the University’s annual Capital Budget Document and annual Bond Indebtedness Report, along with providing periodic information to rating agencies and other interested parties.

Assists in obtaining approval of capital projects and related funding to include approvals of USC Board of Trustees, the South Carolina Commission on Higher Education, Joint Bond Review Committee, and the Budget & Control Board.

Assists in the development of the annual Comprehensive Permanent Improvement Plan (CPIP), Five Year Capital Plan, and the Capital Renewal Plan.
Law Enforcement & Safety

Contact Person: Chris Wuchenich  
Email Address: clw@mailbox.sc.edu  
Office Telephone Number: (803) 777-8400

General Mission Statement

In support of the mission of the University of South Carolina, the Division of Law Enforcement and Safety exists to provide a safe and peaceful environment for all while ensuring safe and reliable access to the University.

Description of Operations

The Division of Law Enforcement and Safety is comprised of the Community Services Bureau, the Support Services Bureau, and the Operations Bureau.

All officers are appointed and commissioned as State Constables by the Governor of the State of South Carolina. They are empowered to enforce the laws of South Carolina with statewide jurisdiction and arrest powers. All officers must be certified by the South Carolina Law Enforcement Training Council prior to performing police duties. In addition to entry level academy and field training all officers complete a minimum of 60 hours in-service training annually. This in-service training is an essential element in our Division’s efforts to provide the highest level of service and professionalism possible for the students, faculty, staff, and visitors of the University of South Carolina.

The Community Services Bureau is comprised of Crime Prevention, Victim Assistance, Special Event/VIP Support, and Public Information.

The University of South Carolina Division of Law Enforcement and Safety recognizes the importance of establishing close ties with all members of the community we serve, and it is equally important for the community to know that violent crime on our campus is a rare occurrence. Members of our Division are continuously creating, implementing, and delivering numerous educational programs that let all members of the University community (students, faculty, staff, and visitors) know what they can and should do to minimize the potential of their becoming a victim. The Division places a great deal of importance on community policing and building positive relationships with the members of our campus.

Since 1990, the Division of Law Enforcement and Safety has offered the Victim / Witness Assistance Program to the Carolina Community. This program works closely with University services across campus to offer care, concern, and a quick response to those persons who have been victims and/or witnesses of a crime.

The Support Services Bureau is comprised of Criminal Investigations, Technical Operations, and Administration.

The responsibilities of the Criminal Investigations Section include:

- Conducting and managing the follow up investigation of criminal incidents occurring on campus
Performing polygraph examinations in criminal cases, internal investigations, and all hiring processes

Professional processing of crime scenes to preserve and collect evidence

Conducting professional training in the areas of crime scene and evidence collection within the agency

Conducting follow up examination of the evidence which has been collected at the scene of a crime to identify and ultimately prosecute those individuals committing crimes on campus

Internal investigations into alleged misconduct by employees to ensure that all employees conduct themselves in a professional manner thereby representing the Division and University in the highest standard

Deploy, provide resource and actual filling of positions for dignitary protection details in coordination with the administration planning function

The responsibilities of the Technical Operations Section include:

- Designing, installing, and supporting the alarm and video surveillance systems utilized throughout the University system to protect lives and property
- Design, and coordinate the installation of card access systems throughout campus
- Liaison and coordinate radio communication systems and devices for the Division
- Design and install covert video for the purpose of gathering evidence for prosecution of criminal activity
- Manage the alarm system used to monitor fire and burglar alarms for all of the University campuses
- Assist in the design, coordination and implementation of the emergency callbox system

The responsibilities of the Administrative Services Section include:

- Professional storage and documented chain of custody of all evidence
- Plan, manage, and document all law enforcement operations associated with ensuring safe and peaceful special events while ensuring the presence of a force capable of responding to potential disturbances
- Application and management of state and federal grants
- Review, management, and accountability for all Division records
- Recording compliance with all policies, regulations and applicable laws
- Purchasing and maintenance of all supplies and equipment
- Human resource processes (hiring/selection and promotion)
- Planning and research of new technologies, operations, and processes
- The development, tracking, and reporting of the Division’s Goals, Objectives, and Strategic Plan
- Collection and dissemination of criminal intelligence and the analysis of criminal incidents on campus to assist in the allocation of personnel
- The training and professional development of all Division employees to develop and maintain their skills associated with their wide range of duties and the expectations of the community including, but not limited to: use of force, firearms, defensive tactics, active shooter response, crowd control, legal updates, criminal domestic violence, crime scene processing, cultural diversity, and communication skills
- Administration of the law enforcement accreditation process
- Administration and management responsibilities relating to the records management and retention systems
The largest and most visible area of the Division of Law Enforcement and Safety is the Operations Bureau which is comprised of the Patrol Operations Section and the Special Services Section.

The Patrol Operations Section is broken down into four patrol teams, each of which is supervised by a sergeant. These teams rotate shifts to ensure coverage 24 hours a day, seven days a week. The Patrol Operations Section provides traditional police services such as responding to emergencies, criminal incidents, burglar/fire alarms, and all other calls for service. Officers also proactively patrol using a variety of methods to include the use of traditional police vehicles, bicycles, specialized vehicles, and foot patrols.

The Special Services Section consists of the Crime Suppression Unit (CSU), the National Advocacy Center (NAC) Unit, and the Communications Unit. The CSU is supervised by a sergeant; this unit’s officers combine the use of timely intelligence with the use of creative and specialized tactics and strategies to proactively combat crime. The NAC Unit is supervised by a sergeant and is responsible for all law enforcement services and for ensuring the overall safety and security of the National Advocacy Center which is a US Government facility located at the University that trains United States Attorneys and District Attorneys from across the nation. The Communications Unit is led by a civilian supervisor and is responsible for a variety of functions to include receiving calls for service and 911 calls, dispatching officers, monitoring burglar and fire alarms, monitoring video, and assisting with the securing of certain property on campus. Telecommunication officers from this unit are assigned to varying shifts and work hand in hand with patrol teams to ensure 24 hour a day, seven day a week service to the Carolina community.
General Mission Statement

The Office of Business Affairs is comprised of a variety of University business units including Purchasing, Carolina Card, Post Office, the Koger Center and the Coliseum. It also manages numerous contract operations such as the campus bookstore, food services, ATM services, and vending services and trademark and licensing. It also oversees the Permanent Improvement Process project establishment and approval processes for all University Capital projects.

Major Objectives, Activities, or Services

**Purchasing Department** – As a service department, the goal of the Purchasing Department is to ensure that all University procurement transactions are conducted in a legal, ethical, and professional manner while maintaining excellent working relationships with University departments, vendors, and the State Materials Management Office and State Engineer Office. The University Purchasing Office abides by the procurement laws and regulations set forth by the State of South Carolina and USC Policies and Procedures, which result in efficient, economical, and responsible purchases. It offers all businesses an opportunity to compete on an equal basis.

**CarolinaCard Office** - The CarolinaCard Office provides the University of South Carolina with an all-purpose identification and declining balance card that enhances life on campus by providing a safe, secure, and convenient way to access campus services which require identification, ACCESS security and expenditure of funds. The CarolinaCard Office strives to continuously enhance the card system by adding services to the card and making it easy for students, faculty, and staff to deposit monies on the card and check on card balances and expenditures. The office staff values each holder and user of the card, as well as the campus vendors that the card office is there to support and seeks to always maintain a high standard of customer service by operating in a friendly, courteous, and informative manner.

**University Postal Service** - Provides professional and efficient mail service to the University community using existing and emerging technologies. The Post Office is responsible for the delivery, collection, and processing of all intra-campus, interagency and U.S. Postal Service mail to all academic and administrative offices, and to the 8,675 student mail boxes in the Student Mail Center located in the Russell House / Carolina Underground. Our unit serves as an intermediary between the U.S. Postal Service and United Parcel Service through its operation of a USPS contract station and its shipping & mailing service in the Student Mail Center. {Specific charges for services - Process and meter all outgoing official University mail which is charged back to departments at actual postage costs.}
**Trademark and Licensing** - Protect and promote the name, symbols and other trademarks that are associated with the University of South Carolina on apparel and other merchandise for internal and external consumption. The office is responsible for approving products that are safe for consumers and project the proper image of the University of South Carolina. The office is responsible for proactively growing licensing revenue to support the university's scholarship fund, protecting and controlling use of the University name and marks, developing cooperative relationships with licensees, distribution and approval of artwork, promotion of products and designs that are consistent with the University’s image, reputation and goals, and supporting the University’s strategic brand development.

**Food Services, Bookstore, Vending, and ATM Contract Management** - The mission of each of these contracts is to provide quality services to students, faculty, staff, and campus visitors in each of these areas while maximizing revenues generated through the contracts that are returned to the University for scholarships, facility improvements, and general budgetary uses.
General Mission Statement

The Division of Information Technology (IT) is directed by Dr. William F. Hogue, Vice President for Information Technology and Chief Information Officer, and it reports to the Provost. The mission of the Division of IT is to support the teaching, research, and service goals of the University.

The Division provides strategic leadership for the University in information technology, instructional services, e-learning services, and cyberinfrastructure research. The Division of IT works to enhance the teaching and learning environment for students and faculty, build a flexible cyberinfrastructure for research, scholarship, and creative works and support and enhance the functionality of administrative, business, and student information systems.

The Division of Information Technology consists of:

- The Office of Information Technology
- Research Cyberinfrastructure
- University Technology Services
University Technology Services

Contact Person: Jeff Farnham
Email Address: jfarnham@mailbox.sc.edu
Office Telephone Number: (803) 777-7474

General Mission Statement

The mission of University Technology Services (UTS) is to support the teaching, research, and public service goals of the University of South Carolina.

Under the direction of the Vice President for Information Technology and Chief Information Officer, UTS provides services in centralized and distributed computing, communications and infrastructure, studio and digital classrooms, and pedagogical technologies for academic, research, and administrative use to support and meet the needs of the students, faculty, and staff of the University of South Carolina.

Service Areas

Teaching Technology Services:
Enables faculty to pursue their scholarly and pedagogical goals through the use of computer technology. Assists faculty in course and lesson design, based on best practices and incorporation of appropriate pedagogical and teaching methods. Supports faculty and administrators in data collection, data management techniques, and statistical data analysis.

Classroom and Distant Education Technology Services:
Designs, installs, maintains, and provides audiovisual technical support for enhanced classrooms, and conference rooms. Provides support for the delivery of courses and projects using satellite, video on the web, and DVD. Maintains classroom studios, master control, resource library, edit suite, and a full-service production facility.

Information Security:
Provides leadership to the university community to help protect the confidentiality, integrity, and availability of computing and information assets.

Enterprise Applications:
Provides design, development, and implementation of student and administrative computing systems.

Operations:
Provides central technology support for the user community and 24x7 operational support for the university’s data center.

Communications Infrastructure:
Provides the underlying infrastructure to support voice, video, and data applications used to support and meet the needs of the students, faculty, and staff.

Project Management Office:
Implements IT projects utilizing standard methodologies based on the Project Management Institute’s Project Management Body of Knowledge.
Public Relations and Development:
Communicates information regarding technology services to students, faculty, staff, and parents, and supports the instructional technology needs of UTS staff.

UTS rates are available at http://uts.sc.edu/administrative/rates.shtml.
General Mission Statement

The University has established the Office of Environmental Health and Safety (EHS) and Risk Management to develop and recommend programs, policies, and procedures for the USC system and to administer the safety, health, risk management and environmental management functions of the University.

The purpose of the EHS and Risk Management programs are to provide for a safe and healthful working, studying, and living environment for the people of the University community, to protect the natural environment against adverse impact from University activities and to protect the University’s physical resources and financial assets through risk management techniques.

The Office of EHS and Risk Management provides professional advice, information and recommendations to the campus community. In addition, the office provides periodic reviews of campus compliance with applicable laws and regulations. The EHS and Risk Management programs assume the participation, cooperation and involvement of all members of the campus community.
Human Resources

Contact Person:   Email Address:   Office Telephone Number:
Kris Mayer   kmayer@mailbox.sc.edu   (803) 777-3343

General Mission Statement

The Division of Human Resources seeks to be a strategic resource for making the University of South Carolina a premier flagship university system, nationally and internationally recognized for excellence and leadership.

The Division advances the University by providing reliable and creative HR services and solutions that support all of our customers. To achieve this mission, the Division fosters a campus culture that attracts and inspires individual excellence and success-hallmarks in the University’s efforts toward national and international recognition of its leadership as a flagship university system.

The Division holds the following values which characterize the work we do on a daily basis: responsive and courteous service, communicating and operating with integrity, efficient and reliable processes, creative and competent advice, and strategic and timely support. The following departments comprise the Division of Human Resources:

- Recruitment and Employment
- Faculty and Staff Benefits
- Organizational and Professional Development
- Employee Relations
- Human Resource Management Information Systems
- Personnel/Payroll Operations
- Records and Research
- Staff Classification and Compensation
- Faculty Salary Administration
- Position Control/FTE Management
- International Services for Faculty and Staff
University Development

Contact Person: Susan E. Lee  
Email Address: selee@mailbox.sc.edu  
Office Telephone Number: (803) 777-7190

General Mission Statement

University Development is responsible for planning, organizing, and managing systematic programs to obtain private support for current and long-term academic needs such as undergraduate scholarships, graduate and professional fellowships, faculty development (professorships and chairs), program enhancement, and capital (building and renovation) projects of the University of South Carolina. It formulates fundraising policies and procedures, assists USC leadership in determining fundraising objectives and priorities, and implements focused operations (including full-scale capital campaigns) to secure charitable contributions.

In order to present a consistent and precise case for private support to prospective donors and thereby maximize gift potential, the Development Office centrally coordinates all academic fundraising programs.

Focused on a variety of constituencies, the major gift fundraising programs of the University Development share a fundamental cycle of activity; identification of prospective donors; researching information about these prospective donors; establishing relationships to discover or confirm prospective donors' interests at USC; cultivation of these interests by involving prospective donors in related academic programs with private support needs; solicitation of prospective donors to strengthen academic programs; and proper stewardship to help ensure continued donor interest and involvement that may lead to future donations.

These activities are coordinated through the following programs and units.

The Principal Gifts program focuses on prospective donors with the highest gift potential. The Corporate and Foundation Relations program cultivates potential partnerships with local, state, national and international companies and foundations in support of University priorities and research work of faculty. These activities are coordinated with and in support of efforts in the colleges, schools, academic units and campuses of the University. The Regional program focuses on out-of-state fundraising activities on behalf of the University. The Gift Planning program coordinates and provides support for Development staff seeking private support through tax advantaged present and deferred gifts such as gift annuities, bequests, gifts in trust and insurance gifts. The Annual Giving programs, based on state-of-the-art telemarketing, direct mail and a network of volunteers target the broad population of alumni, non-alumni, parents, students, faculty and staff (Family Fund) seeking financial support. These fundraising efforts are coordinated with the colleges, schools, academic units and campuses. The Advancement Services unit is comprised of four service units; 1) Prospect Development provides the identification of new major gift prospects through our Research efforts and also monitors and tracks all assignment and management of major gift officer’s portfolios; 2) The Gift Administration area provides gift accounting, recording and reporting of all private support activities; 3) The Information Systems area is responsible for managing the database containing all alumni, friends, corporations, foundations, clubs and associations and oversight for all external databases interfacing with our fundraising system; and 4) Budget and Planning provides oversight of the fundraising
The Donor Relations and Stewardship unit focuses in two areas; 1) Stewardship with a goal to provide, enable, and encourage University representatives, such as Development officers, University Administrators, volunteers and board members, who were instrumental in securing the gift to maintain an ongoing relationship with the donor; and 2) Donor Recognition, with established recognition levels to allow the University to publicly recognize donors for their generosity. Giving societies recognize the generous contributions of donors and ensure University-wide consistency.

The Development Office provides guidance and direction and shares its expertise and resources with USC’s colleges, schools, academic units and campuses. The esprit de corps enjoyed by the development team has served the University well in its recent fundraising endeavors and will continue to do so in the future.

Alumni Association

Contact Person: Jack W. Claypoole
Email Address: jclaypoole@mycarolina.org
Office Telephone Number: (803) 777-4111

General Mission Statement

The University of South Carolina Alumni Association is a world-wide, self-governed membership organization that nurtures lifelong relationships between and among alumni, students, and friends of the University of South Carolina.

Our mission is to create an alumni body that is informed, involved, and committed to the success of the University. We work to accomplish this through a variety of innovative programs, activities and services focused on alumni, students as future alumni, friends, and supporters. Underlying all that we do is a belief in the value of education to the wellbeing of society and a commitment to diversity, integrity, and service.

The Association’s Board-level strategic planning process has identified 6 major service areas for the coming years; 1) Expansion and refinement of the Carolina Action Network to provide the University with a powerful voice in the legislature; 2) Construction of the Alumni Center as a critical element in ensuring alumni engagement in and support of the University; 3) Provide activities and services that engage alumni in the life of the contemporary University; in particular, offerings for lifelong learning and career networking; 4) Develop productive partnerships with campuses, colleges and schools, Athletics, Student Affairs and others both within and without the University; 5) Provide active and energetic support for the University’s capital campaign. Engage in full partnership in the institution’s fundraising efforts; 6) Provide presence and relevance to alumni who reside at a distance from the campus; ensuring that geography is not an impediment to engagement.

We continue efforts to improve communication through publications, an interactive website, an email newsletter, and our online directory, reservations, and membership dues payment service.
System Affairs and Extended University

General Mission Statement

The unit, under direction of the Vice Provost and Executive Dean, Division of System Affairs and Extended University, provides leadership and focus for teaching, scholarship, and service missions of the two-year regional campuses. Responsibilities include operations for the Extended University unit including the evening program, the military program at Fort Jackson; non-credit activities and regional campus financial aid services. The unit’s central office serves as liaison with the University’s senior campuses in Aiken, Spartanburg, and Beaufort.

Extended University
Mission: The unit provides undergraduate course offerings for students who need flexibility in scheduling; provides assistance, advisement and advocacy for older students, and manages non-traditional degrees. Courses are offered for academic credit through the Evening, Fort Jackson, and Weekend Programs.

http://ced.sc.edu

Continuing Education and Conferences
Mission: The unit supports the University’s mission of outreach and engagement by providing non-credit opportunities, conference and event services, and youth academic programs.

http://ced.sc.edu

Regional Campuses Central Financial Aid Office
Mission: The unit provides administrative support to the Financial Aid Offices located on the University of South Carolina Regional Campuses.

http://rc.sc.edu/finaid/AboutUs.htm
General Mission Statement

The Frank L. Roddey Small Business Development Center of South Carolina was established by the General Assembly in 1979 to provide high quality management and technical assistance to the SC small business community by helping create a favorable climate for economic development and entrepreneurship.

Under a cooperative agreement with the U.S. Small Business Administration the Small Business Development Center (SC SBDC) program was established to aid small business start-up ventures and to assist in the continued growth of small businesses across the country. The program is supported with federal, state, and private funds and is open to any present or prospective small business owner generally fee free.

SC SBDC Services include:
- One-on-one consultation
- Special interest seminars
- Information referral services

The regional centers and area offices offer a variety of services and management training courses tailored to meet the needs of small and medium sized businesses. SC SBDC consultants at each site provide managerial and technical assistance to those wishing to start or expand and enterprise, generally fee free.
University Libraries

Contact Person: Thomas McNally  
Email Address: tom@mailbox.sc.edu  
Office Telephone Number: (803) 777-6212

General Mission Statement
As the major research library in South Carolina, the mission of the University Libraries is to provide students, faculty, and staff with comprehensive access to information essential to the teaching, research, and outreach activities of the University of South Carolina. The libraries collect, organize, conserve, and manage print and digital resources in order to provide library and information services to the university community. As campus needs for information services are met, services are extended, in cooperation with other libraries throughout the state. The University Libraries offer a wide array of traditional and electronic services to the University of South Carolina academic community. University Libraries provides services within the Thomas Cooper Library, South Caroliniana Library, Ernest F. Hollings Special Collections Library, Springs Business Library, Music Library, Moving Image Research Collections, and the Library Annex. Many of the Libraries’ resources and services are available remotely via the Internet to USC students, faculty and staff. A descriptive list of service areas and the most notable of the services is provided.

University Libraries Service Areas

Access to Electronic Resources and Services
The USC Online Catalog offers the ability to discover the Libraries’ collections and access online resources and services of the Columbia, regional and senior campus libraries. The resources include databases, electronic journals and e-books from all major subject areas. Most of the University Libraries' online resources are available from any networked computer on campus. The majority of these resources are also available remotely to currently registered students, staff and faculty of USC. Remote users access online resources and services over 300,000 times every year. Online resources are available 24/7/365.

Acquisitions Services
The Acquisitions & Collection Development Department orders and pays for materials selected for library collections. Acquisitions purchases materials in all formats including print and electronic books and periodicals, internet resources, music scores, sound recordings, films, manuscripts, and microforms. The Binding and Preparation Unit is responsible for all functions relating to commercial library binding thus preserving and extending the life of the Libraries’ print collections. The web-based eRequest system provides a method for individuals to suggest materials for purchase.

Cataloging Services
The Cataloging Department is responsible for the creation and maintenance of records in the USC online library catalog and for the organization of the collections held by the libraries of the Columbia campus as well as by the libraries of the campuses in the USC System. These records provide a means of locating information in all formats, including books, periodicals, serials, videos, maps, films, sound recordings, manuscripts, music scores, microforms, computer files, and electronic resources. With over 6 million items,
the online catalog is a significant source of information for our USC System students, faculty, and staff as well as the citizens of the state of South Carolina and world-wide research communities.

**Circulation Services**
The Circulation Department allows library users to remove materials from the building by charging the materials to the user's account. The Circulation Department circulates, on average, nearly 300,000 items per year. In addition to checking out materials, users may pay fines; place holds on books; pick up and return Interlibrary Loan and PASCAL materials; and check out study rooms, study carrels, and keys for daily lockers. Circulation staff members coordinate USC's participation in the PASCAL (Partnership among South Carolina Academic Libraries) consortium borrowing program which allows the USC-Columbia community to borrow materials from other South Carolina academic libraries.

Proxy Cards are made available to allow graduate assistants to check out library materials for faculty. Faculty may renew books by calling or sending an e-mail message to the Circulation Department or by sending back the end-of-semester list of charged materials. Faculty may request that the Reserves staff make books, articles, class notes, videos, personal copies, and other course materials available to the students in their classes. The Reserves staff can also scan materials or provide links to resources directly to Blackboard. The Reserves staff maintains the Textbook Reserves program developed with Student Government which provides student access in the Thomas Cooper Library to textbooks for classes with over 100 students.

**Collection Development**
The Collection Development unit of the Acquisitions & Collection Development Department coordinates the work of librarians and teaching faculty at USC-Columbia who work together in building library collections that support the research and teaching programs of the University.

**Communication and Outreach Services**
University Libraries produces a wide array of print and electronic newsletters, brochures, flyers and promotional materials, and online communications aimed at increasing awareness of library resources, services, news and initiatives to the USC community and the community at large. The Libraries distribute information at prospective student events and orientations throughout the year and host an orientation event for incoming freshmen during Carolina Welcome Week.

**Computing Services and the Cooper Technology Lounge**
The University Libraries offer over 300 networked computer workstations for use by USC students, staff and faculty. They are located in the Thomas Cooper Library, the Business Library, the Music Library and the South Caroliniana Library. In addition, these locations offer wireless connectivity so patrons may use their personal computers and other wireless devices to access online library resources and services.

The Cooper Technology Lounge, located on level 5 of the Thomas Cooper Library, is a central hub of student computing on campus. Supported by Student Technology Fees, the Lounge is one of the largest student computer lab areas on campus. Unlike departmental campus computer labs, computing resources in the Lounge are available to any currently registered student, staff and faculty regardless of departmental affiliation. Standard Windows and Mac networked workstations offer office productivity
software such as word processing, spreadsheet and database programs. Select workstations also offer scanning capabilities along with specialized software for presentation creation, audio-visual editing, web development and desktop publishing. Select curriculum-defined software is available on some workstations. All workstations offer printing capabilities. The Lounge also loans over 60 Windows and 25 Mac laptops for use in the Thomas Cooper Library as well as 30 iPads. All of these devices have the ability to use the campus wireless network to access online resources and services. The Lounge is open the same hours as the Thomas Cooper Library. Consultants are available to assist patrons and check out computing resources the majority of the time the Lounge is open.

Distributed Learning Services
Students pursuing degrees and taking courses using alternative delivery methods have access to the online catalog and the electronic databases through the proxy server. An Interlibrary Loan service, Scan and Deliver, is available to deliver articles and chapters held in print by Columbia campus libraries electronically. Reference librarians are available to assist students via online chat, phone, and e-mail services. Library instruction is provided to online classes as requested by faculty and on specially designed Web page guides. The Circulation Department provides borrowing cards, e-mail service for renewal of borrowed materials, and for students outside the local area, book delivery by U.S. Mail.

Film Viewing Facilities
Viewing equipment is available at Thomas Cooper Library in the Film Library for faculty, staff, and students who wish to view or preview films from the Educational Films collection or the Moving Image Research Collection (MIRC). Use of the individual stations and the Bauknight Film Viewing Room for groups can be requested from the Film Library staff on Level 3.

Instructional Services
At the request of faculty, librarians meet with classes to provide instruction regarding information resources and research techniques specific to class projects. Librarians assist faculty to create effective library assignments and to develop resource guides. Tours of the Thomas Cooper Library are offered at the beginning of each semester. Librarians assist instructors teaching courses which include the Information Literacy component of the Carolina Core by providing classroom instruction, online modules, and other teaching tools.

Interlibrary Loan Services
Interlibrary Loan (ILL) is a service through which books or journal articles not owned by the University Libraries may be obtained from other libraries or commercial document suppliers. The service is available at no cost to university faculty members, currently enrolled students, current members of the Thomas Cooper Society, and current members of the Alumni Association. The Interlibrary Loan Department processes over 30,000 requests each year. Faculty may request materials be delivered to their campus office. Students may request materials be delivered to the USC branch library closest to their location. Additionally, Interlibrary Loan offers Scan and Deliver, a service to send requested articles from the University Libraries' collections directly to the patron’s desktop.
Library Annex
The Library Annex, an off-site high-density storage facility, makes it possible to open up essential study space in the libraries and maintain current collections in each library. This state-of-the-art building houses a 2,300 square feet preservation lab, two research rooms for visitors and a 50 feet wide by 200 feet long by 38 feet high climate-controlled structure that can hold up to 1.5 million volumes. Library Annex materials are easily accessible thus serving the long-term research and academic needs of our students, staff, faculty and scholars throughout the world.

In addition to housing books and journals, the Annex is protecting rare, special and fragile materials which range from portraits, manuscripts and architectural records from the South Caroliniana Library to phonograph records, government documents and films from other campus libraries. Records of major university administrative offices including the Board of Trustees, the President and the Provost are also stored in this facility for University Archives. The specialized climate control and storage system are essential to preserving these valuable materials.

Multimedia Classrooms
The Thomas Cooper Library has two multimedia classrooms. These classrooms contain 30 workstations and multimedia projection capabilities from the instructor’s station. When not in use for library instruction, these classrooms can be reserved for classes, workshops, meetings or conferences. Requests for these uses will be considered after the first two weeks of the semester, to allow for library instruction scheduling. A library staff member provides on-site training prior to classroom use and assistance during use of the facility.

Music Library Service
The Music Library’s collection is one of the largest in the southeast, containing print and electronic books and scores, print and electronic journals, audio and video recordings, as well as streaming audio and video collections and digital and print special collections. The library provides digital access to several collections of sheet music, including cover art.

The library’s online World Music Project provides bibliographies and audio clips of traditional and popular music from Africa, Asia, and South America. The library is equipped for in-house listening to sound recordings including LPs and reel-to-reel recordings and for in-house viewing of videos or DVD’s. The Music Library’s Rare Books room houses numerous special collections including several first edition signed copies of Massenet operas, Henry Cowell manuscripts and one of two existing copies of Mario Castelnuovo Tedesco’s unpublished autobiography.

New Programs and Reaccreditation Services
On request, the Head of Acquisitions and Collection Development works with liaison librarians and academic units to prepare responses to requests for information about library services and resources from accrediting agencies or for university evaluation of potential new programs.

Photo Duplication Services
Six self-serve photocopiers are available in the Thomas Cooper Library. Mediated copying of library materials and faxing services are available from the circulation staff. The Government Information/Microforms Department on Level 5 provides scanning equipment for microform materials. The South Caroliniana Library’s collection is non-
circulating, but the library offers duplicating and digitizing services for the books, manuscripts, photographs and other materials found in its collections.

**Reference Services**
The Libraries provide in-person, telephone, e-mail, and online chat assistance from service centers located at the Main Level Reference Desk, the Government Information Center and the Educational Films Department in the Thomas Cooper Library. In addition, reference services are available in the Business, Music and South Caroliniana Libraries. Together these service points respond to over 80,000 inquiries each year. Reference librarians offer reference-by-appointment sessions for those in need of extensive research assistance.

**Research Collections and Services**
The Ernest F. Hollings Special Collections Library houses the Irvin Department of Rare Books and Special Collections, the South Carolina Political Collections and the Digital Collections Department. The Digital Collections Department creates digital images from the many special collections housed by University Libraries. The images are made available through the use of appropriate technological standards to preserve, encourage use of, and facilitate access to the Libraries’ rare, special and unique holdings. The work of this department serves to enhance scholarship and research, to support the teaching and learning activities of the University and to promote lifelong learning by the citizens of South Carolina and the public at large.

The Irvin Department of Rare Books and Special Collections acquires and conserves unique collections and is committed to making materials from its collections accessible to students, scholars, and the wider community. Department holdings include 150,000 items and over 50 archival collections, ranging from early medieval manuscripts and incunabula to modern literature and historical scientific works.

The South Carolina Political Collections include papers of South Carolina leaders in Congress and the General Assembly, the state’s political parties, and other individuals and organizations playing substantive roles in politics and government, chiefly in the post-World War II era. Most notable among over one hundred discrete collections are the papers of U.S. Senator Ernest F. Hollings. Awards are available to support undergraduate, graduate, and postgraduate research.

Moving Image Research Collections (MIRC) strives to preserve our global moving image heritage, diversify understandings of moving image culture, and envision a better future by encouraging new interpretations of the recent past. It collects Newsfilm, Regional Film, Science and Nature Film, and Chinese Film, and preserves and provides access to more than 6,000 hours of moving image content. Its holdings include the unique Fox Movietone News Collection, local television news, home movies, cinemicroscopy, and fiction and documentary films from the People's Republic of China. A growing number of its motion pictures are available through its streaming video website, the MIRC Digital Video Repository.

At its founding in 1940, the South Caroliniana Library was charged with the task of documenting the history, literature, and culture of the Palmetto State. Today it continues this mission: to acquire, preserve, and disseminate published and unpublished material related to South Carolina. Researchers from around the world visit the South Caroliniana Library to study the books, newspapers, manuscripts, pamphlets, serials, maps, audio recordings, and visual images preserved therein. The
library's five research divisions are: Published Materials, Manuscripts, University Archives, Visual Materials, and Oral History.

**USC Regional and Senior Campus Services**

University Libraries provides acquisitions, cataloging, database management, and interlibrary loan services to the USC Regional and Senior Campus libraries. Collection Development makes surplus donated materials available to the campuses. The Acquisitions and Collection Development Department coordinates group purchases of electronic resources shared among the Columbia and regional campuses.
Graduate School

Contact Person:    Email Address:    Office Telephone Number:
Dr. Jessica Elfenbein  jessicae@mailbox.sc.edu             (803) 777-4243

General Mission Statement

The Graduate School at the University of South Carolina is a service unit committed to enhancing the experience of graduate students and the faculty and staff with whom they work. We provide timely, consistent, and accurate information; adapt and enforce meaningful policies to ensure academic integrity; track student success; and build bridges across campus and community as we showcase our diverse and talented graduate student body.

General Vision Statement

An innovative, flexible and dynamic organization, the Graduate School at the University of South Carolina seeks to become a collaborative guide celebrated for responsive and efficient service. We strive to provide accessible and trusted leadership to the campus and higher education communities.

Goals for USC's Graduate School

2012-2014

I. Better serve the needs of students, applicants, faculty, staff, and other members of the university community.
II. Provide meaningful professional development, academic enrichment activities and student services to enhance the graduate student experience.
III. Advance the reputation of USC as a top ranked research institution by promoting graduate education and building a collegial community of scholars.
IV. Build public and university awareness of the importance and value of The Graduate School at USC.

The Graduate School at the University of South Carolina

... serves nearly 6,700 graduate students, hailing from across our state, the nation, and the world. We work with faculty and staff to enrich the graduate student experience and promote the importance and value of graduate education. Focused on scholarship, professionalism, and the creation of new knowledge, USC graduate students study in 68 doctoral programs, 128 master’s programs, 22 certificate programs, and 21 dual degree programs. The Graduate School provides administrative services for these programs and promotes academic excellence and integrity. In our efforts to build on our community of engaged scholars and professionals, and to further heighten USC’s reputation as a top-ranked graduate institution, we also fund strategic awards—such as recruitment fellowships and travel grants—and design collaborative initiatives to enhance the professional and academic development of our students.
General Mission Statement

As the largest publisher and only university press in the state, the University of South Carolina Press furthers the central missions of the University as a whole:

- As part of the University’s research mission, the Press advances knowledge through the publication and dissemination of the research conducted at this and other universities.
- As part of the University’s teaching mission, the Press provides an outlet for research – good research leads to good teaching – and furnishes scholarly material to both teachers and students.
- As part of the University’s outreach mission, the Press enriches the state’s natural and cultural heritage and understanding through its extensive regional publishing program.

Established in 1944, USC Press is one of the oldest publishing houses in the South and among the most respected in the Southeast. With more than 2,000 published books to its credit, more than 1,000 in print, and 50 new books published each year, the Press is essential in enhancing the scholarly reputation and worldwide visibility of the University of South Carolina.
The Office of the Vice President for Research plays a role in strategizing the research infrastructure of the University in order to help build the institution’s existing research base, providing support and assistance for faculty and students conducting research throughout the University. The office also develops and promotes scholarly research and sponsored programs across all disciplines and will work to enhance awareness of the significance and the value of the University to the citizens of South Carolina.
General Mission Statement

The Office of Institutional Assessment and Compliance (IAC) supports achievement of the University's mission statement by carrying out the following basic responsibilities:

- Coordinate and monitor compliance activities for the institutional accreditation;
- Provide institutional data and assessment findings for external reporting;
- Provide institutional data and findings from research and assessment to support institutional planning processes.

Underlying each of these broad responsibilities is the basic philosophy that all IAC information should be timely, accurate, and easily accessible. IAC strives to make procedures and reports consistent, and yet also be responsive to changing internal and external demands. Further, the Office and the University are both fundamentally committed to a high degree of integration among planning, assessment, and institutional research in order for the University to maintain excellence in teaching, research, and public service.
General Mission Statement

The Institute for Families in Society advances the science and practice of helping families thrive through leadership, cross-disciplinary and cross-sector collaboration, and innovative action research that addresses issues of emerging importance to families.

The Institute is committed to the discovery of pathways for reducing disparities, promoting social justice, and accelerating the translation of research to promote the health and well-being of families. Through research, education, technical assistance and consultation at community, state, national, and international levels, the institute:

- Provides an environment that fosters intellectual discovery and creative approaches to the dissemination and application of new knowledge;
- Serves as a catalyst for expanding USC’s diverse portfolio of translational research to improve our society’s capacity to meet the needs of vulnerable population groups; and
- Informs policy and practice communities about effective, culturally competent policies and practices.
Faculty Senate

Contact Person: Sandra Kelly
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Office Telephone Number: (803)-777-6073

General Mission Statement

The Faculty Senate office provides support for all activities of faculty governance including the activities of faculty and university committees. Support activities include i) preparing and maintaining documents for the Faculty Senate such as agendas, minutes and correspondence and ii) facilitating the tenure and promotion process by providing services to the University Committee on Tenure and Promotion and iii) facilitating changes in courses and curricula by providing services to the Faculty Curricula and Courses Committee.
Facilities Services

Contact Person: Derrick Huggins
Email Address: dhuggins@mailbox.sc.edu
Office Telephone Number: (803) 777-8261
Interim Associate Vice President

General Mission Statement

The mission of the Facilities Department is to create and maintain a space for people to learn, live, work, and play. Our vision is to be an organization recognized for excellence in service to the University of South Carolina where employees are valued and encouraged to be the best. Our motto is “Good Facilities Are Essential To Good Learning”. We maintain the education and general (academic and research) facilities and operate five energy plants, on the Columbia campus. We also manage project design and construction for the University system.
Division of Communications

Contact Person:  Email Address:  Office Telephone Number:
Wes Hickman  whickman@mailbox.sc.edu  (803) 777-7440

General Mission Statement

The University of South Carolina Division of Communications serves as the communications interface between the University and its various publics. The division's work helps the audiences better navigate through the organization. By creating credible, timely, authentic and confident communications opportunities that foster conversations and inspire engagement, the division heightens awareness and appreciation of USC’s distinctiveness and value. Comprised of the Departments of News & Internal Communications, Strategic Marketing, Web Communications, University Creative Services, University Magazine Group, Strategic and Presidential Communications, Printing Services and Carolina on King, each unit is focused on building relationships and advancing USC’s brand and reputation through development of communications strategies that marry fact-based decision making, innovative practices and superior creativity. We measure success through a variety of metrics and in conjunction with our partners, including our work's impact on the quality and diversity of our students, staff and faculty; USC’s reputation of distinction in defined signature areas; support from alumni, donors and elected officials; pride in the institution from our various audiences; and the sense of community we foster on our campuses.

Strategic Marketing

Contact Person:  Email Address:  Office Telephone Number:
Pete Killian  killianp@mailbox.sc.edu  (803) 777-1534

General Mission Statement

A key strategic unit within the Division of Communications, the Department of Strategic Marketing develops and provides leadership across university functions for the execution of marketing and communication strategies. These strategies support the University’s strategic goals and reflect a targeted approach to integrated marketing throughout the university. The Department works to enhance and build the brand image of the University by providing services in the areas of strategic communications, market planning, advertising, online marketing and market research. The staff provides marketing support for all Division of Communications department efforts. This department develops and leads the official University Integrated Marketing Communications Plan from research, through execution, to analysis.
Strategic and Presidential Communications

Contact Person: Kathy Gardner-Jones
Email Address: kgardner@mailbox.sc.edu
Office Telephone Number: (803) 777-4012

General Mission Statement

The Department of Strategic and Presidential Communications, as part of the communication team and under the direction of the vice president for communications, develops written and oral messaging strategies and speeches for the president of the University of South Carolina. In addition, the director assists in writing institutional communications regarding policy, strategic planning and other high level administrative decisions. He or she writes well researched speeches and provides strategic talking points to advance the University's mission and brand while contributing to the state, national and global discourse on higher education and related issues. The department also assists the president and his senior team by creating reports and correspondence for diverse constituencies through Web, electronic and print communication and University and community forums. This area monitors the president's calendar for events requiring strategic messaging.

University Magazine Group

Contact Person: Chris Horn
Email Address: chorn@mailbox.sc.edu
Office Telephone Number: (803) 777-3687

General Mission Statement

The University Magazine Group provides editorial oversight and content creation for several University magazines, including Carolinian, the general interest alumni publication; and Breakthrough, the University's research publication. The magazine group works with colleges and schools across the University to provide customized mini-zines and also provides planning and writing assistance for other major publications. The group's overarching goal is to ensure that key marketing messages and priorities are consistently communicated across a range of major University print and digital periodicals.
Web Communications

Contact Person: J.C. Huggins
Email Address: huggins@sc.edu
Office Telephone Number: (803) 777-2574

General Mission Statement

The Office of Web Communications’ goal is to create and execute a digital strategy that provides online audiences the information they desire via well branded, consistent and highly intuitive digital communications. We work with divisions, colleges and departments in providing creative leadership and strategic consulting. In our role within the Division of Communications, we support and enrich the University’s brand image by executing a digital strategy for websites, new and social media, e-mail marketing and other digital communications to enhance relationships with our various communities.

News and Internal Communications

Contact Person: Wes Hickman
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Office Telephone Number: (803) 777-3478

General Mission Statement

The Office of News and Internal Communication supports the University of South Carolina’s mission and brand by promoting University news and achievements to local, state, regional and national media. The News and Internal Communications team utilizes social media and a variety of print, broadcast and interactive communications, including news releases, experts lists, feature stories, op-eds, as well as video and radio spots and features. As part of the Division of Communications, the office coordinates and collaborates with various writers to provide news content and advance the University through strategic communications. The Office of News and Internal Communications further supports the University’s mission and brand through its internal communications strategy. News and Internal Communications distributes a daily e-mail and bi-weekly newspaper throughout the University system and maintains an internal communications website that provides faculty and staff with feature news, event listings, announcements and headlines. Additionally, the office seeks to foster conversation within our community through social and interactive media, as well as traditional forms of corporate communications.
University Creative Services

Contact Person: Pete Killian
Email Address: killianp@mailbox.sc.edu
Office Telephone Number: (803) 777-1534

General Mission Statement

University Creative Services provides creative print and electronic communications support for the university's overarching marketing and communications initiatives. The department provides consultation, guidance and support to university clients in the implementation and application of the university's visual identity and works with Printing Services to provide cost-effective products and services in support of the university's brand. University Creative Services strives to fulfill its mission by providing continuity and consistency of institutional messages; accuracy and clarity of content; effective and appropriate communication of ideas to targeted audiences; creativity and quality in concept, presentation and production; and timeliness of production and distribution.

Printing Services

Contact Person: Michael Strayer
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Office Telephone Number: (803) 777-5146

General Mission Statement

University Printing Services is a self-supporting, centralized unit responsible for servicing the academic and administrative graphic production requirements of the University of South Carolina. It is committed to producing materials that will enhance the image of the university while meeting the campus community's graphic production needs in the most efficient and cost effective manner possible. The department works closely with University Creative Services to ensure the quality and consistency of internal and external communications; as well as adhering to the university’s identity guidelines and brand management. Offices and production facilities are located on the first floor and in the basement of 1600 Hampton Street; a satellite quick copy facility is also located at the Russell House Student Union. Printing Services operates as a convenient full-service graphic production facility, providing consultation services, graphic design, typesetting, pre-press preparation, variable data document integration, multi-color offset and production quality digital printing, duplicating, binding, wide format banners, and bulk mail services. The department is also responsible for managing the fleet of copier/printers at the university through its Copier Center.
Carolina on King serves as the University of South Carolina’s Welcome Center in Charleston. Located in a prime location on King Street – one of the most renowned retail districts in the nation – Carolina on King draws a mix of local residents and visitors from around the state and across the nation, even some international guests. Offering information on the entire University system and a boutique retail component in partnership with Barnes & Noble College, the center seeks to create touch points with visitors, particularly prospective students/parents, alumni and Gamecock fans, by interacting with them, answering questions and assisting with their needs. Carolina on King works closely with Creative Services as it seeks to enhance the University’s brand in the Lowcountry, while the director acts a liaison for media inquiries, PR opportunities, and with business/civic organizations such as the Charleston Metro Chamber of Commerce, the Charleston Area Convention and Visitors Bureau, and the King Street Marketing Group.
OneCarolina is the University's multi-year initiative to replace outdated administrative computing applications, including Student Information Systems, Finance, Sponsored Programs and Human Resources into one easily-accessible, Web-based system. These systems - collectively referred to as Enterprise Resource Planning (ERP) systems - help us to:

- recruit and enroll our students securely;
- arrange class rosters and schedules;
- develop and store transcripts;
- produce bills and payrolls;
- track and analyze accounts;
- manage grant activity;
- organize and store faculty and staff employment records securely;
- manage compliance with regulatory mandates such as PCI, FERPA, HIPAA, DMCA, SarbOx...; and,
- perform thousands of other functions that are essential in a complex organization.

This process, once complete, will reengineer and improve business practices on all eight campuses of the USC system. In addition, these new systems will ensure that all our systems are in compliance by obtaining software updates critical for the successful management of regulatory compliance with IT industry standards. The standards-compliant architecture of a vendor supplied system will enable USC to become more fully integrated with all its systems - e.g., directories, email and office applications, web portals, and OneCarolina systems - into a more unified, more smoothly functioning compliant productivity environment for students, faculty, and staff alike. These integrated systems include:

- **Student Information Systems**
  OneCarolina will provide self-service access to student services including admissions, registration, financial aid, scheduling, billing and receivables, and academic history through an integrated Web-based system.

- **Sponsored Programs**
  OneCarolina will provide management tools for research and other sponsored projects, including financial data and services to faculty. These services include proposal preparations and submissions, collaborative opportunities and expanded data access.

- **Financial**
  OneCarolina will create a central integrated repository for the University’s financial data. The system will improve access with real-time financial data including accounting, procurement, and budgeting.

- **Human Resources**
  OneCarolina will provide human resources management for all employment processes from recruitment to retirement. University employees will have access to HR functions currently available in VIP, as well as other services including managing benefits and personal information on-line.
Vehicle Management and Parking Services

Contact Person: Derrick Huggins
Email Address: dhuggins@mailbox.sc.cedu
Office Telephone Number: (803) 777-5160

General Mission Statement

Vehicle Management
The primary responsibility of Vehicle Management is to meet the transportation needs of the University of South Carolina. These needs include acquisition, issuance, and maintenance of all state owned vehicles assigned to the University. Vehicle Management provides long-term leasing to individual departments and is responsible for all maintenance and general repairs of University vehicles.

Parking Services
Parking Services is responsible for the management of all parking resources on campus including the registration of all vehicles parked on campus and the implementation of all policies and regulations governing parking on campus.
Scholarships

Contact Person: Stacey Bradley  Email Address: sbradley@mailbox.sc.edu  Office Telephone Number: (803) 777-3836
Budget Contact: Leslie Brunelli  Email Address: lgbrunel@mailbox.sc.edu  Office Telephone Number: (803) 777-7478

General Mission Statement

The University of South Carolina awards over 1,000 scholarships each year to entering freshman. Among the scholarships offered by the University are the:

- McNair Scholars Award ($15,000 per year)
- Horseshoe Scholars Award ($11,000 per year)
- Carolina Scholars Award ($10,000 per year)
- Hamilton Scholars Award ($7,000 per year)
- Dean’s Scholars Award ($3,000 per year)
- University Scholars Award ($2,000 per year)
- Cooper Scholars Award ($4,000 per year)
- McKissick Scholars Award ($2,000 per year)
- Alumni Scholars Award ($5,000 per year)
- Trustees' Endowment Scholars Award ($5,000 per year)
- Valedictorian Scholars Award ($3,000 per year)
- Woodrow Scholars Award ($500 per year)
- and the Sims Scholars Award ($500 per year)

Other scholarships awarded include the Lieber Scholars Award (up to $6,000 per year), departmental scholarships, and athletic grants-in-aid.