Mission Statement:
The Provost’s Advisory Committee on Women’s Issues (PACWI) serves as an advocate for women faculty, staff, and students at the University of South Carolina (USC) in order to:

1) assess current policies;
2) recommend new policies and procedures;
3) focus on areas that need improvement; and
4) provide opportunities to enhance the quality of the USC campus community.

PACWI met monthly in 2011-2012 on the following dates:

| September 14 | February 8     |
| October 12   | March 14       |
| November 9   | April 11       |
| January 11   | May 9          |

The committee was comprised of 24 members 11 of whom were staff members, 10 were faculty members, and 3 were graduate students. The Committee’s focus this year was on the Sexual Harassment policies of the universities, university benefits for partners of university employees (not spouses), Women’s Leadership Institute, and starting a fall workshop for women staff development. Below are the highlights from each sub-committee’s work.

New & Existing Policies
This subcommittee was tasked with reviewing the University’s Sexual Harassment policy and exploring the nature and type of any institutional partner benefits that are available to employees’ partners that are not spouses.

- Sexual Harassment policy: The University’s website postings were reviewed for the following policies: USC Policy 1.00, 1.01, 1.02, 1.03, and 1.04 and the Student Right to Know Booklet 2012. In addition, subcommittee members met with Mr. Bobby Gist and Ms. Rhonda Edwards (EEO), attended a Sexual Harassment Recognition Workshop (OPD), and received a training update from Ms. Nicole Vaughn (HR). Based on the information gleaned, the findings and recommendations are outlined in full in the attached subcommittee end of year report. In summary, existing policies, which apply to both students and employees, are currently under review by legal counsel in response to an OCR (Office of Civil Rights) complaint. We believe that the existing policies are adequate, but would be improved with minor changes. Based on consensus of the full Committee, it appears that efforts to disseminate information about anti-harassment policies needs to be amplified.

- Review of partner benefits: Data from the Provost’s October 2011 employee survey regarding the Dual-Career Accommodation Policy and other policies is not yet available. Therefore, we intend to revisit this issue during the new academic year.

Diversity in Leadership
The Strategic Plan for Diversity (as part of Focus Carolina) outlines furthering the advancement of a professional development program for staff. Human Resources conducted a staff survey in the Fall of...
2011 to determine the interest level of staff for professional development; Rhittie Gettone served as liaison for PACWI. Questions were submitted on the 2011 Women’s Leadership Institute evaluation that could potentially aid in the development of the staff survey. This year, the DIL Subcommittee meetings were put on hold until results were received from the Staff Survey conducted by Human Resource in October of 2011. Nicole Vaughn, Human Resources, presented a draft report on the Staff Survey at the April 2012 PACWI meeting. Ms. Vaughn will submit a final report to the DIL Subcommittee after a final report is approved. In the 2012-2013 fiscal year, the DIL Subcommittee will review the final report and make recommendations as it relates to our charge: to explore professional development for women and other minority faculty and staff to access employment opportunities in higher level university administration.

Mentoring & Professional Development
This subcommittee was expanded this year to include professional development and with that expansion, it was suggested that this subcommittee organize and plan a workshop each Fall on a professional development topic (workshop to be held in the Fall around Fall Break or after). The subcommittee organized a two-hour workshop that was held on Thursday, December 8, 2011, from 2:00 pm -5:00 pm in the USC School of Music Recital Hall titled, "Leading on the other side of the Glass Ceiling!" Featured speakers were: Nathalie Gregg, Consortium for Enterprise Systems Management, Columbia, SC; Dr. Caroline Whitson, President of Columbia College, Columbia, SC; and Traci Brown and Debie Schadel, Flock and Rally, Columbia, SC. Approximately 90 people attended the workshop. Based on the results, mostly staff attended the workshop; they felt it was very organized and the event was moderately satisfying. For future workshops, participants of the survey stated they were interested in topics on networking, leadership, salary negotiation, balance, professional development, and staff/faculty advancement/promotions. Several recommendations are provided in the full subcommittee report at the end of this document to expand the work of this subcommittee for next year.

Women’s Leadership Institute
The Institute was held on April 25, 2012. This year, the institute had 5 tracks (15 workshops) on how to balance mind, body and soul. The two keynote speakers were Dr. Caroline Whitson, the President of Columbia College; and Ms. Bree Boyce, Miss South Carolina. Over 300 women throughout the state attended, including individuals from USC, regional campuses, Anderson College, Midlands Technical, Columbia College, Trident Technical and Benedict. The survey results received from the participants were all very positive with some great suggestions on topics for next year.

Women Graduate Students
The subcommittee focused on disseminating information about fellowships for women students. A Women Graduate Students website was created by the Office of the Provost. The page is linked to the existing PACWI website. The website contains links to helpful information for women students, from funding and fellowships to information about the wellness physicals at the Thompson Student Health Center. Additionally, a list of women who received awards or fellowships through the graduate school was compiled. When the list has been checked to determine if any student waived their right to have information disseminated, the list will be added to the WGS website. The name of the award will be a hyperlink so that other students can find information regarding applying for the fellowship/award. The purpose is two-fold; highlight the achievements of women graduate students and provide information for students interested in applying for similar fellowships and awards. Recommendations include:

1. Issue a survey to assess what issues are most important to women graduate students.
2. Continue to build the WGS website- in terms of award announcements and general updates.
3. Collaborate with the Technology subcommittee to evaluate services and opportunities available for graduate students.

4. Create a mentoring network in which women graduate students are aligned with professional mentors.

5. Help the new and existing policies subcommittee in dissemination of the sexual harassment policy

Technology
This subcommittee struggled this year to determine how it could be relevant to the committee’s mission. The original subcommittee chair had to step down mid-year, and a new chair stepped up to take a fresh look at how the subcommittee could be relevant and useful again. The chair held several meetings with various campus partners to explore new learning opportunities for women faculty and staff in the area of technology and will be continuing that work next Fall. The full subcommittee report is attached at the end of this document.
Subcommittee for the Review of New and Existing Policies

The purpose of the Subcommittee for the Review of New and Existing Policy is to review and revise existing policies that affect women faculty and staff and to develop proposals for new policies to improve the university environment for women.


2. **Sexual Harassment Policy.** The Sub-Committee has prepared its Final Recommendations to the Provost, attached, for approval by the full Committee and forwarding to the Provost’s Office.

3. **Review of Partner Benefits.** Data from the Provost’s October 2011 employee survey regarding the Dual-Career Accommodation Policy and other policies is not yet available. Therefore, we intend to revisit this issue during the new academic year.

### 2011-12 Final Recommendations to the Provost

This year, the Sub-committee was asked to review and make recommendations regarding the University’s Sexual Harassment policy, reporting mechanism, and dissemination efforts. In that regard, we perused the University’s website postings and reviewed the following policies: USC Policy 1.00, 1.01, 1.02, 1.03, and 1.04 and the Student Right to Know Booklet 2012. In addition, we met with Mr. Bobby Gist and Ms. Rhonda Edwards (EEO), attended a Sexual Harassment Recognition Workshop (OPD), and received a training update from Ms. Nicole Vaughn (HR). Based on the information gleaned, our findings and recommendations are below.

**Existing policies.** Existing policies, which apply to both students and employees, are currently under review by legal counsel in response to an OCR (Office of Civil Rights) complaint. We believe that the existing policies are adequate, but would be improved with the following minor changes:

**OEOP webpage**

- "IF YOU ENCOUNTER SEXUAL HARASSMENT . . . " section lists the VP of HR, Campus HR director, EOP office, and Affirmative Action Director as the options for reporting potential infractions. We believe citing a direct supervisor or lower-ranking official might make complainants more likely to bring forward their concerns. See also Policy 102(II)(H)(1).

- A booklet entitled “Sexual Harassment, What it is & What to do about it”, available through the EOP office, does list additional offices which can receive complaints. We suggest updating this brochure and making it widely available across campus.

- "IF YOU ENCOUNTER SEXUAL HARASSMENT . . . " Student contacts should probably also include Ombudsman.

- We suggest adding an online complaint form to the EOP webpage.

**Student Right to Know 2012 Booklet (SRTK12)**

- p. 60, paragraph 1: To be consistent with all other policies, add "sexual orientation" to the list of discriminatory bases.

**Student Bulletins**

- Bulletins: Neither undergraduate nor graduate bulletins contain anti-harassment policy or directions to find online Policy 102. Consider adding.
Handbooks: Some programs (e.g., Doctoral in psychology, College of Social Work) distribute handbooks containing some form of sexual harassment policy, but no uniform standard for doing so appears across disciplines or campus(es). We recommend the Office of Graduate Studies provide such materials with reporting procedures, particularly for those students with University-employment.

Dissemination. Based on consensus of the full Committee, it appears that efforts to disseminate information about anti-harassment policies needs to be amplified. Our recommendations include:

- Although USC policies against sexual harassment are readily available via the EOP Office webpage (http://www.sc.edu/eop/sexharassment.html), it is likely that most students do not know how about SRTK12 or how to access it (http://saeu.sc.edu/students/docs/StRK11-12.pdf). This document should appear near the top of a “sexual harassment” keyword search of the University’s webpage.

- While in SRTK12 p. 63, at II(G)(3)(b) students are advised to make complaints to the Campus Sexual Harassment Representative, we could not find that person’s identity on the USC website. We recommend the Campus Sexual Harassment Representative be identified online via the EOP webpage, with contact information included. In addition, we support Mr. Gist’s request for one new EOP staff person to serve as a compliance officer with an office prominently located in the Russell House.

- Although Policy 102(II)(H)(1) calls for their names and contact information to be posted “on appropriate bulletin boards,” it does not appear to be an easy task to identify: 1) the Campus Sexual Harassment Representative (see Section II(B)(3)); 2) Unit Liaisons (see Section II(C)(2)(d)); or 3) Unit Liaisons, Campus Sexual Harassment Representative, and Affirmative Action Advisory Committee (see Section II(G)(1)(a)). Mr. Gist has agreed to our request that these persons be identified online via the EOP webpage, with contact information included.

- Policy 100 Sec. II(A) provides a model for dissemination of the EEO policies across campuses. We believe that departmental, administrative, and staff meetings may not address these issues, as called for in Item (3) therein. Ms. Vaughn has stated that new employees are given a copy of the “Sexual Harassment . . .” brochure upon employment. However, it is not certain that newly employed GAs receive the information at orientation, as called for in Item (5). We suggest that all employees receive the brochure along with a short discussion at orientation. In addition, have deans/chancellors ensure that these requirements are met in their respective areas. We also recommend the Office of Graduate Studies ensure that these requirements are met for graduate students.

- Policy 102 Sec. II(C)(2) prescribes an educational program across campuses. It is not clear whether each unit head is making available training programs within each unit every two years, as required under Item (b). Also, it may be that unit liaisons are not being appointed as called for in Item (d), or made widely known as provided in Policy 102(II)(H)(1). We suggest that all deans/chancellors ensure that these requirements are met in their respective areas. An online on-demand video could be produced for easier access, based on Bobby Gist’s (EOP Office) workshop, “Sexual Harassment Recognition and Prevention Program.” In addition, a web-tutorial and online quiz (akin to FERPA model) could be required every two years and administered through VIP. We support the EOP office’s suggestion that a letter be sent from the President urging administration-level supervisors to participate in such training.
• Policy 103 Sec. I at p. 2 calls for all supervisory staff to participate in the dissemination of the anti-harassment policy and to inform employees and students of procedures for lodging complaints. It appears unlikely that this is widely occurring. Mr. Gist sent a memo to supervisory level administrators regarding the April training workshop – but only 10 participants (none supervisory) showed. The three-hour workshop was excellent in content and provided a clear message that unlawful harassment will not be tolerated by the University. We believe the workshop could be pared down to a one-hour format to foster greater participation. We suggest that all deans/chancellors ensure that these requirements are met in their respective areas. We also recommend that academic advisors have updated brochures, posters and/or materials available for students in their offices and waiting areas.

• SRTK12 p. 66, at II(H)(2) requires brochures and notices summarizing USC’s Sexual Harassment Policy and procedures to be distributed “from time to time.” The EOP webpage link entitled "PUBLICATIONS" mentions quarterly newsletters, but there appears to be no recent editions. We suggest that quarterly newsletters be revived and posted. As a suggestion for potential content, under final approval of the EOP Director, students from the School of Law or other related graduate programs could be encouraged to submit articles for possible inclusion in upcoming newsletters.

• The EOP Office is planning an anti-harassment training program for graduate-level students of the Psychology Department, which it hopes to make available to all graduate schools thereafter. Recognizing that grad students are in a unique position and are less likely than some others to complain of harassment, we suggest additional attention be paid to this area.

Submitted by:
Karen Edwards, Chair, New & Existing Policies Subcommittee
Subcommittee for Diversity in Leadership

Charge: The Diversity in Leadership Subcommittee is charged with exploring professional development for women and other minority faculty and staff to access employment opportunities in higher level university administration.

Summary
This committee was formed in January of 2007 as a result of a conversation on February 16, 2006, between Dr. Ted Moore, former Vice Provost of Academic Affairs, and Ernest Pringle, former President of the Black Faculty and Staff Association. The meeting was initiated by Ernest Pringle as a result of the Black Faculty and Staff Association wanting to initiate a campus leadership program to develop African-American faculty and staff to adhere to higher level administrative positions. Various components of a professional development program were discussed that included a professional development training program, reorganization of the Office of the Provost to include an Assistant/Associate Provost for Diversity and Equity, research of professional development programs in other institutions, a potential SEC Academic Leadership Conference, an agreed upon separate tracks for faculty and staff, and more (Notes from this conversation are available upon request).

Dr. Moore assigned this task to the Provost Advisory Committee on Women’s Issues and thus the Diversity in Leadership Subcommittee (DIL) was formed with the above mentioned charge. Since 2007 the DIL Subcommittee has met frequently to address the items of concern from the meeting between Dr. Moore and Mr. Pringle. In May of 2009, Dr. Ted Moore asked the DIL Subcommittee to submit a report that, in turn, would be submitted to Focus Carolina which is “the University of South Carolina's strategic plan that provides a blueprint for key decision making in the next decade and beyond”. The DIL Subcommittee final report included a framework for a professional development training program for women and underrepresented staff to access higher level administrative positions, and program goals. Dr. Moore stated that the report submitted to Focus Carolina is in line with the “University's quest for educational quality, leadership, innovation, diversity, access, global competition and community engagement at all eight campuses of the university system”. The Diversity Task Force for Strategic Planning was developed out of the formation of Focus Carolina. After reviewing the Strategic Plan, the DIL Subcommittee concluded that items from our final report submitted to Dr. Moore were included in the Plan.

Drs. Christine Curtis, Senior Vice Provost, and Chris Byrd, Vice President for Human Resources met with the PACWI Committee in April of 2011 and expressed their interest in furthering the advancement of a professional development program for staff as outlined in the Strategic Plan for Diversity. Dr. Byrd reported that Human Resources would conduct a staff survey in the Fall of 2011 to determine the interest level of staff for professional development and asked that Rhittie Gettone serve as liaison for PACWI. Questions were submitted on the 2011 Women’s Leadership Institute evaluation that could potentially aid in the development of the staff survey. The results were emailed to Dr. Byrd.

2011-2012 Final Report – Diversity In Leadership Subcommittee
This year, the DIL Subcommittee meetings were put on hold until we received the results of the Staff Survey conducted by Human Resource in October of 2011. Nicole Vaughn, Human Resources, presented a draft report on the Staff Survey at the April 2012 PACWI meeting. Ms. Vaughn will submit a final report to the DIL Subcommittee after a final report is approved. In the 2012-2013 fiscal year, the DIL Subcommittee will review the final report and make recommendations as it relates to our charge: to explore professional development for women and other minority faculty and staff to access employment opportunities in higher level university administration.
Submitted by:
Dr. Pearl Fernandez, Co-chair, DIL Subcommittee
Rhittie Gettone, Co-chair, DIL Subcommittee
Subcommittee for Mentoring & Professional Development

Subcommittee members: Stefanie D. Burke, Lydia Frass, Kajal Ghoshroy, Xavery Hopkins, Erica Lake, Margee Zeigler (Chair)

The Mentoring Subcommittee was expanded during the 2011-2012 academic year to the Mentoring and Professional Development subcommittee and with the expansion, it was suggested that this subcommittee organize and plan a workshop each Fall on a professional development topic (workshop to be held in the Fall around Fall Break or after).

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During the Fall 2011 semester, the Mentoring & Professional Development subcommittee met to discuss the planning of a small workshop. The subcommittee interviewed three potential speakers and unanimously agreed on a speaker for the workshop. After communicating mostly through email, the subcommittee organized a two-hour workshop that was held on Thursday, December 8, 2011 from 2:00 pm - 5:00 pm in the USC School of Music Recital Hall titled, “Leading on the other side of the Glass Ceiling!”. Featured speakers were: Nathalie Gregg, Consortium for Enterprise Systems Management, Columbia, SC (http://www.nathaliegregg.com), Dr. Caroline Whitson, President of Columbia College, Columbia, SC (http://www.columbiasc.edu), and Traci Brown and Debie Schadel, Flock and Rally, Columbia, SC (http://www.flockandrally.com). The workshop was an interactive workshop and the discussions focused on three areas of concentration: Socialization (Gender Differences & Social Settings), Effective Communication (Peer, Boss, & Professional Network), and Confidence (Recognizing Your Strengths & Owning Your Power). Participants were given the opportunity to evaluate their strengths as a leader, and chart a course for moving them toward their goals. (See attached for additional information).

Based on the RSVP list, the demographics for the attendees of the event were as follows: Approximately 5 USC faculty members, 65 USC staff members, 10 USC graduate students, and 10 external attendees.

After the event, an online survey was distributed to all who were on the RSVP list. The numbers of responses are as follows: 7 USC faculty, 19 USC staff, 2 USC graduate, and 1 other. (The faculty response rate from the survey differs from the actual RSVP list perhaps due to late arrivals and/or no RSVP was made). Based on the results, mostly staff attended the workshop; they felt it was very organized and the event was moderately satisfying. For future workshops, participants of the survey stated they were interested in topics on networking, leadership, salary negotiation, balance, professional development, and staff/faculty advancement/promotions. (See attached for detailed results).

Recommendations for 2012-2013:

1) Plan a workshop with the Women’s Faculty Organization for Fall 2012.

[Margee Zeigler met with Camelia Knapp from the Steering Committee of WFO and they discussed some potential synergies between WFO and PACWI. Camelia proposed to Terrie Smith, the current Chair of the WFO, to invite a few Chairs from PACWI to a WFO meeting next fall to discuss collaboration. Terrie was on board. Margee will continue to follow up with this and keep the committee informed.]
2) Encourage PACWI members to become involved (if they are not already) with the Women’s Mentor Network administered through Women’s Student Services. (Specifically those who serve on the Mentoring & Professional Development Subcommittee). [http://www.sa.sc.edu/wss/wmn/](http://www.sa.sc.edu/wss/wmn/)

3) If it is commendable with the committee, the subcommittee suggests that one Saturday in the Fall, PACWI should volunteer for the day or a few hours, as a group, with a local women’s organization or plan a community service and outreach project with the Community Service organization at USC.

4) A mentoring survey went out in 2009 to all female faculty and it was suggested that a staff mentoring survey should be distributed to all female staff within the next year, but there is no indication the survey took place. If it is commendable with the committee, it might be beneficial to resurrect this idea and work with Human Resources (Nicole Vaughn) to see about putting a survey together to distribute to all female staff at all USC campuses.

Submitted by:
Margee Zeigler, Chair, Mentoring & Professional Development Subcommittee
Subcommittee for the Women’s Leadership Institute

The Women’s Leadership Institute is designed for faculty, staff, and graduate students from SC institutions of higher education who are interested in the advancement and success of women in leadership roles. The Institute featured workshops, interactive presentations, and a networking luncheon centered on promoting greater awareness of the challenges and opportunities women face as they seek to achieve a work/life balance.

This year, the institute had 5 tracks (15 workshops) on how to balance mind, body and soul. We had two keynote speakers, Dr. Caroline Whitson, the President of Columbia College; and Ms. Bree Boyce, Miss South Carolina.

We had over 300 women throughout the state attend, including individuals from USC, regional campuses, Anderson College, Midlands Technical, Columbia College, Trident Technical and Benedict. At registration, we asked for the participant’s favorite quote on how they balance mind, body and soul. In addition, we asked for their favorite book they read in the past three years. We had the quotes scrolling on the big screen in the ballroom throughout the day and Russell House bookstore was in the hall during the entire institute with some of the participants favorite books. We also asked that the participants tweet throughout the day some good advice that they had learned from their specific workshop they attended. We had the tweets scrolling in the ballroom during lunch.

We started the event with a BINGO networking game. Those individuals that completed the entire BINGO card received an extra chance at a door prize. This was a great way to get outside of your comfort zone and meet some people you wouldn’t ordinarily meet.

We also offered free health screenings in the morning, free mammograms throughout the day, and free massages in the afternoon.

Featured topics of the day included:

- Dealing with Difficult People (Sara Pope)
- Revitalize/Energize (Amy Montanez)
- Integration of Technology (Brie Turner McGrevey)
- B.L.A.S.T (Tina Devlin)
- Mentoring (Stuart Hunter)
- Conscious Ease/Physical Relief (Sarah Barker)
- Eldercare/Caregiver Care (Scott Middleton)
- Sleep Aids/Sleep Habits (Melissa Hummel)
- Stand Up Carolina! (Stephanie Hinton)
- Community Engagement (Mary Wright and Vicki Fecas)
- Soul Food for Single Women (Gayle Haddock)
- Financial 101 (Amy Brown) and Financial 102 (Karen Jenkins)

The survey results we received from the participants were all very positive with some great suggestions on topics for next year.

Submitted by:
Mary Alexander, Chair, WLI Subcommittee
Subcommittee for Technology

Purpose: To explore how technology can increase opportunities for women

Ideas for the Fall 2012 Semester

- Had a meeting with Jed Lyons, Director of the Center for Teaching Excellence, to discuss creating a cohort for Faculty as well as Teaching Assistants. The cohort would focus on technology and how technology can increase opportunities for women who teach. Jed is also open to creating sessions that focus on women and technology.
- Had a meeting with Chris Brown, Director of Teaching and Technology Services (TTS) – University Technology Services (UTS) – and the women in her group. The TTS group is willing to do presentations on various technology tools that can help increase opportunities for women faculty, staff, and students.
- Create technology resources/how-to-documents for the PACWI Blackboard site and/or the PACWI website.
- Post on-campus technology related workshop links to the PACWI Blackboard site and/or PACWI website.
- Create a mentor/mentee program with faculty, staff, and students in regards to technology (possible partnership with the Women’s Mentor Network).
  - Faculty/Staff women in the technology field can partner with students in the technology field
  - Faculty/Staff women in the technology field can partner with faculty/staff women in the technology field or women who would like help with technology
  - Students in technology can partner with faculty/staff women who would like help with technology.
  - **As well as other faculty, staff, and student partnerships.

Submitted by:
Aisha Haynes, Chair, Technology Subcommittee