Service Units
Description of Services

FY 2017
Budget Development Process
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Office of the President

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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

Contact Person: Pamela Bowman  
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Office Telephone Number: (803) 777-3235

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. This office is also responsible for the management and day-to-day operations of the President’s House. In general, it supports over 200 events each year ranging from athletics receptions and Board retreats to groundbreakings, presidential dinners, fundraising receptions and commencement exercises. Always striving to be good stewards of resources, the office manages a range of logistics including menu and ambiance development, invitations, mailings, printed materials, event responses and attendance records, set-up needs, entertainment, photography, budget reports, and other necessary support.
Office of the Provost

Contact Person: Joan Gabel
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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.

Global Carolina develops and delivers services and programs which facilitate students’ engagement in international learning. Global Carolina 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, support services, advice on immigration matters, and guidance on personal and cultural adjustment concerns. English Programs for Internationals provides English language instruction to international students whose goals may be academic, professional or personal, and meets the University’s English language needs in instruction, assessment, and resources. Global Carolina 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 department administers international exchange and study abroad programs, maintains the SEVIS program for students, conducts cultural programming, and provides the liaison with community international organizations.

**Distributed Learning Support Services (DLSS)** provides support services for faculty, students, and academic units involved in USC’s Distributed Learning programs. Through its support models, DLSS works with academic units by providing logistical, planning, and strategic support for the use of technological tools to reach students in the digital age. The department supports over 500 online courses and over 18,000 enrollments in the online courses each academic year. The department assists with admissions, enrollment, fee payment, course and grade changes, and other matriculation functions that distributed learning students may access only periodically. It manages distribution of course materials, including special faculty mailings during the semester and coordination of media. In addition, the department provides exam proctoring statewide, and assignment and examination coordination nationwide. Distributed Learning Support Services develops the master schedule on Banner for courses offered through distributed learning. The department’s course logistics team supports academic units and faculty involved in distributed learning by providing course and program planning assistance, including course and program design, technology assessment, new course approval, and course accessibility.

### Center for Teaching Excellence

**Contact Person:** Christina Friend  
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**General Mission Statement**

The Center for Teaching Excellence (CTE) is established to promote excellent undergraduate and graduate teaching at the University of South Carolina. Effective teaching is a central component of the University’s mission, and this office believes that every faculty member, instructor, and teaching assistant has the power to be an excellent teacher. To that end, it offers a variety of engaging programs and convenient resources, for novices and veterans, to enhance the pedagogical knowledge and classroom effectiveness of all who teach at the University of South Carolina.

The CTE’s services include workshops and seminars on teaching issues, distinguished lectures, internal course development grants, faculty learning communities, orientations for new faculty and new teaching assistants, conferences, networking opportunities, individual consultations and an online teaching resource guide and video archive. The CTE instructional design team also offers specialized services for faculty preparing to teach online or blended courses, including instructional design services, best-practice workshops and courses, technological support, and individual course development consultations.
Division of Administration and Finance

Contact Person: Edward Walton
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Office Telephone Number: (803) 777-7427

General Mission Statement

The Division of Administration 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 administration, finance, business affairs, law enforcement and safety, facilities and transportation, government and community relations, communications and marketing, and economic engagement. The Division of Administration 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 Senior Vice President for Administration and Chief Operating Officer are:

- Government and Community Relations
- Economic Engagement
- Finance
- Business Affairs
- Law Enforcement and Safety
- Facilities and Transportation
- Communications and Marketing

Government and Community Relations

Contact Person: Shirley Mills
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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.
Office of Economic Engagement

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General Mission Statement

The Office of Economic Engagement (OEE) at the University of South Carolina (USC) connects businesses with resources from the state's only Carnegie Research Institution. The office builds academic and industry partnerships, facilitate the commercialization of cutting-edge technologies, connect new and existing businesses with University talent and resources, and foster entrepreneurship and small business development. OEE coordinates outreach efforts across all eight USC campuses to create a more diversified economy and make South Carolina more competitive nationally and globally.

Business Solutions
OEE creates unique solutions for locally-based entrepreneurs and also national and international companies seeking to establish a South Carolina presence. The office provides industry support and outreach, serves as the single point of contact to connect private industry with university resources/equipment, and fosters strategic partnerships with key state government and business entities.

Technology Commercialization
The Technology Commercialization Office (TCO) serves the University community through protecting and commercializing intellectual property created by faculty, staff, and students. TCO is dedicated to moving University innovations into the marketplace by seeking partners that leverage USC research and intellectual assets, licensing USC technologies and providing guidance in applying for Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) grants.

Outreach
OEE coordinates state, regional, and local economic development organizations. The office partners with regional alliance organizations to assist in targeted economic development initiatives that highlight USC’s focus areas, including the Faber Center for Entrepreneurship, the McNAIR Center for Aerospace Innovation and Research, and the Kennedy Pharmacy Innovation Center.
Entrepreneurship
OEE coordinates with centers and institutes at USC that are dedicated to program-specific entrepreneurship as well as strengthening ties with existing industry. To strengthen the culture of entrepreneurship throughout USC’s campuses, OEE hosts The Proving Ground — an annual student competition that identifies and accelerates innovative business concepts. OEE also nurtures startup ventures and independent enterprises within the University and throughout the local community through the USC Startup Center and a partnership with the USC/Columbia Technology Incubator.

Innovista District
The Innovista District spans 500 acres in the heart of downtown Columbia and is designed to be office, laboratory, and community space for technology- and innovation-focused companies. It is the gateway for private industry to find the best real estate in Columbia and is the new home for IBM’s Center for Applied Innovation. The area also includes USC’s internationally-recognized Darla Moore School of Business, Horizon I, Discovery I, and the Public Health Research Center. Within the Innovista District, OEE manages IdeaLabs, the only ready-built, leasable wet lab space available in Columbia, which brings academic and commercial researchers together.
Office of Equal Opportunity Programs

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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 lead/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 addition, 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 System 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, gender, national origin, age, disability, sexual orientation, or veteran status.
Office of the General Counsel

Contact Person:  Terry Parham  
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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, 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 including minority and international students, 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 the administration of all federal, state, institutional, and external financial aid programs at the University of South Carolina – Columbia campus. This responsibility includes student-facing service, guidance and counseling, along with effective and compliant back-office processes. The Office of Student Financial Aid and Scholarships works with virtually every department and office on campus to successfully administer the various aid programs used by students. Currently, the total aid administered by the Office of Student Financial Aid and Scholarships exceeds $400,000,000 annually and is comprised of the following programs:

**Federal Aid Programs**
- Federal Student Loan Programs
- Federal Parent Loan Programs
- Federal Grant Programs including the Pell Grant, Supplemental Education Opportunity Grant, and TEACH Grant
- Federal Work-Study
- Federal Health Professions Loan Programs

**State Aid Programs**
- SC Legislative Incentive for Future Excellence (LIFE) Scholarships
- SC Palmetto Fellows Scholarship
- SC Hope Scholarship
- SC Need-Based Grant
- SC Teaching Fellows
- SC National Guard College Assistance Program
- State Loan Programs including the SC Teacher Loan Program and Career Changer Loan Program

**Institutional Aid Programs**
- General University Scholarships
- Departmental Scholarships
- Institutional Grants
- Athletic Grants-In-Aid
External Aid Programs
- Private Educational Loans
- Traineeships

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
- Curriculum Management: Academic Bulletins, Banner Course Catalog, Degree Audit Configuration, Registration Controls (e.g., restriction and prerequisite enforcement).
- Course schedules including classroom scheduling for Columbia campus.
- Degree planning, progress, and completion systems.
- Web-based self-service advisement tools.

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 and training (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 Drop Fail Withdraw (DFW) and course repeat rates. Formats include individual, small group, online 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 College Advising (CCA), assists students in academic transition that 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.
- Virtual Student Success Center provides online access to Student Success Center programs and services via a variety of student friendly technology.
The mission of **TRIO Programs at the University of South Carolina** is to promote educational opportunity and academic excellence for Pell-eligible and first-generation college students. TRIO supports the academic community through its administration of the Opportunity Scholars and TRIO Ronald E. McNair Programs. 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, OSE promotes 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, including campus visits for students and parents engaged in the college search process, 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 department in meeting their individual advancement and enrollment goals.

The **Capstone Scholars Program** is a two-year program that welcomes high-achieving students to the University of South Carolina and develops globally aware, locally active, and self-motivated lifelong learners who “Dream big, impact the community and leave a legacy!” Students are invited to be Capstone Scholars based on a combination of standardized test scores and high-school GPA and live in a residential community with common courses and a variety of holistic educational programming designed to foster well-balanced experiences and a sense of belonging. Special courses include Capstone Scholars sections of University 101 (required for each Capstone Scholar), themed sections of English 101 and 102, service and leadership electives under University 290, and Maymester study abroad and spring break programs. Capstone Scholars are able to apply for $1,000 Magellan Apprentice Undergraduate Research grants, $2,000 study abroad Passport Travel Grants and Experiential Education grants which support internships and co-ops.
Capstone Scholars are expected to complete an experience associated with each of the Program’s four pillars (Academics, Leadership, Social, and Service) within each semester. Students must maintain a 3.0 GPA (which enables them to retain their University scholarship), meet with a Capstone Scholars staff member for a Capstone Consultation, complete a personal challenge as well as a service experience. Additional programming opportunities allow students to connect their inside-the-classroom experiences with their outside-the-classroom experiences. Students can meet with prominent faculty and community leaders through Capstone Conversations and workshops, discuss current events at News & Views and socialize together at Hot Cookie Friday, Gibbes Wednesday and Mug Monday social events where partner offices are invited to share opportunities with our students. Capstone Scholars impact the community through service learning opportunities such as Service Friday and a variety of mentoring program partnerships with local K-12 schools. Personal Challenges allow Capstone Scholars to push themselves beyond their comfort levels in order to promote growth in self-esteem and self-efficacy. Capstone Scholars can earn special distinction by becoming a Capstone Scholars “Fellow” at the end of their second year in the program, which continues eligibility for grants and includes a special stole at graduation.

Providing a special community within a large University, the Capstone Scholars Program opens the doors of opportunity for engaged learning, a unique connection to USC, and opportunities to excel personally and academically.

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. The center’s 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 Residential 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 229 students, a live-in faculty principal and his family, 30 faculty associates, an active student government, and a staff comprised of a Residence Life Coordinator, Assistant Principal, Business Manager, undergraduate Resident Mentors and Graduate Mentors for academics, service and leadership & career development. In Preston, residents and a dedicated group of faculty develop meaningful social and intellectual interactions within and beyond the traditional walls of the classroom. The residents 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 and to ensure an inclusive campus environment. 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 Office of Student Conduct (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 multi-purpose facilities totaling 400,000 square feet of space. The Solomon Blatt PE Center is located at 1300 Wheat Street and the Strom Thurmond Wellness and Fitness Center is located at 1000 Blossom Street. Features include: swimming pools, weight rooms, sport courts, running track, multi-purpose rooms, locker rooms, and a climbing wall. The PE Center also houses the Department of Physical Education and Athletic Training, Department of Exercise Science, and varsity swimming and diving. Ten acres of outdoor playing fields, tennis courts and a challenge course are managed by Campus Recreation. Facilities are utilized by a wide range of departments for recreation and staff development. Programs administered by Campus Recreation include: intramural sports, fitness programs, sport clubs, unstructured recreation, outdoor recreation, and athletic training services. For additional information, please visit [http://campusrec.sc.edu/](http://campusrec.sc.edu/).

The **Office of Multicultural Student Affairs (OMSA)** educates, empowers, and organizes students, campus partners, and community members to create opportunities for advancing multicultural education, self-awareness, advocacy, cultural understanding, and social justice. The Office of Multicultural Student Affairs offers a myriad of support services, diversity and social justice educational development, LGBT programs/services and multicultural programming. The mission of the Office of Multicultural Student Affairs is to strengthen and sustain an inclusive campus community for all minority student students who identify as minorities or part of marginalized communities, and to provide support, services, and resources necessary to meet the social, academic, and cultural needs of our underrepresented student 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 a variety of student-centered organizations and activities; several restaurants and eateries; the Barnes and Noble-managed University Bookstore; student postal services; CarolinaCard; Quick Copy; and the Department of Student Life. Average daily visits top 14,000 guests. The unit coordinates over 9500 reservations annually, including system-wide teleconferences and forums, departmental meetings and interviews, and admissions and orientation programs in the Russell House University Union, Rutledge Chapel and the Gressette Room in Harper College. 53 percent of all scheduled reservations managed by the Russell House are sponsored by academic departments and student support offices. 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.
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.

Audit & Advisory Services

Audit & Advisory Services functions as an independent appraiser of University activities. Its primary mission is to prepare reports, analyses, information, counsel and recommendations to assist members of management, the administration, and the Board of Trustees in the effective discharge of their responsibilities and to promote operational effectiveness and efficiency. Audit & Advisory Services also partners with University management to provide value-added advisory services.
Finance

Contact Person: Leslie Brunelli
Email Address: lgbrunel@mailbox.sc.edu
Office Telephone Number: (803) 777-1967

General Mission Statement

The Finance Division units include the Controller, Bursar, Budget, Capital Finance, Finance IT, and the Facilities Business & Finance Operations. In addition, special projects include the OneCarolina implementations for Phase I and Phase II. In the fall of 2014 the University Treasurer position transitioned to a member or the Finance staff.

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.
Business Process Improvement is a newly formed office dedicated to developing management reports, updating student tuition and fees, managing division policies and managing the Junior Financial Analysts.

Finance IT supports the technology needs of all units and serves as the interface with University Technology Services. The office manages third party software and provides information for reporting needs. Additionally, the office is an advisor for the OneCarolina implementation.

Facilities Business & Finance Operations handles all budget development and execution as well as managing pay documentation for capital projects.

The University Treasurer is a new addition to the Finance team. With the appointment of Pat Lardner to this position in the fall, the Finance Division successfully internalized the duties of the previous University Treasurer without expending additional funds to replace that position. At this time Pat is responsible as the lead for OneCarolina phase II. At the conclusion of the project implementation, Pat will provide leadership in the updated Treasurer role.

**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. University Finance 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.
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: 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: Sandy Smith (7-5392) smithsf3@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.

General Accounting: Mandy Kibler (7-2123) kiblerm@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 sub-funds. 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. Nonresident tax coordination and reporting; preparation of required tax forms including forms 941, 1099, and non-resident tax forms required.

Payroll: Karin Haile (7-3551) khaile@mailbox.sc.edu
Makes accurate and timely payments to all persons on the University payroll. Deducts all statutory deductions and verifies that all required reporting procedures are followed. Deducts all non-statutory deductions and/or reductions in pay and verifies that all record keeping and reporting procedures are followed. Develops and maintains records and reports required by University, State, and Federal governmental agencies pertaining to payments for payroll. Processes all student employment hire for appropriate payments. Distributes pay checks and transfers electronic funds to employees for wages earned. Withholds tax based on W-4 forms and generating year-end tax forms.

Contract & Grant Accounting: 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 drawdowns for letter of credit transactions and the submission of all financial reports to the grantors. Assures compliance with OMB Uniform Guidance. Allocation of indirect costs according to current University policy. Coordination of Time and Effort Reporting required for University cost-share on grants and contracts.

Bursar’s Office
Contact Person: Venessa Samuel
Email Address: samuelv@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 includes 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 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 Responsibilities and Contacts

Student Customer Service: Pam Hayes (7-6055) phayes@mailbox.sc.edu
The Student Customer Service unit serves to provide students, parents, university departments, and other internal and external constituencies with information and assistance regarding charges, payments, deposits, and other financial activity as appropriate. Develops written, electronic, and verbal communication to ensure information is provided timely and accurately and inquiries, complaints, and other customer needs are addressed with professional and courteous responses that represent the University’s high standards of service.

Student Services Support: Nicole Pressley (7-6298) kristiep@mailbox.sc.edu
The Student Services Support unit serves as the back office support system for the Bursar’s Office, processing and maintaining accurate and timely data, allowing the Student Customer Service unit to provide information to students and parent and allowing the Accounting and Reporting unit to provide timely reports to administration as well as academic departments. Provides counsel to students, parents, faculty and staff pertaining to Bursar’s Office related functions. Assesses and refunds all tuition and fees as approved by the Board of Trustees and in accordance with University policies and procedures. Maintains institutional and loan accounts, counsels students and works with third party agencies to provide repayment options. Handles all processes surrounding third parties sponsors to include billing, collecting and refunding of University tuition and fees. Maintains and reviews student repayment agreements, travel and payroll advances, and returned checks. Works closely with other university departments to process tuition reductions as well as receiving and returning certain student loan funds.

Accounting & Reporting: Karen Thomas (7-3234) kwthomas@mailbox.sc.edu
The Accounting and Reporting unit maintains and monitors the student Accounts Receivable system for the University. Reconciles monthly all transactions that flow through the student accounting system to the general ledger. Develops and provide maintenance of reports for University stakeholders with regards to tuition, fees and other university transactions that flow through the student accounting system. Responsible for preparation of annual reporting requirements for Annual Operating Report (AOR) and FISAP.

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 Administrative 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.

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**Capital Finance**

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<tr>
<th>Contact Person:</th>
<th>Email Address:</th>
<th>Office Telephone Number:</th>
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<tbody>
<tr>
<td>Charlie FitzSimons</td>
<td><a href="mailto:fitzsimo@mailbox.sc.edu">fitzsimo@mailbox.sc.edu</a></td>
<td>(803) 777-1476</td>
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</tbody>
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**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 facility 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 and 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 monitor, manage, and mitigate risks to the University and its operations in an effort to provide a safe, peaceful and healthful working, learning, and living environment for all students, faculty, staff, and visitors while ensuring safe and reliable access to the University. The department of Health and Safety is a reporting unit to the Division of Law Enforcement and Safety.

Law Enforcement Operations Contact: Scott Prill (7-8403) prills@mailbox.sc.edu

General Purpose and Services - Law Enforcement operations are comprised of the bureaus that specialize in different areas of operations. These three bureaus are: Operations Bureau, Support Services Bureau, and the Administration and Emergency Management Bureau.

Jurisdiction and Authority - All officers are appointed and commissioned as State Constables by the Governor. They are empowered to enforce the laws of South Carolina with statewide jurisdiction and arrest powers.

Threat Assessment and Response - The Division serves as the University’s lead unit in situations requiring a threat assessment and response, including both individual assessments and the assessment of risks and threats associated with planned events.

Behavioral Intervention Team – The Division is honored to be a participating unit in the University’s Behavioral Intervention Team (BIT). The BIT addresses student behaviors that are disruptive and may include erratic behavior and/or safety issues.

Operations Bureau

Community Oriented Policing - Officers actively engage with members of the community to address crime, quality of life issues, and other perceived problems. Members of our Division create, implement, and deliver numerous educational programs that let all members of the community know what they can and should do to avoid becoming victims of crime. The four patrol teams, each of which is supervised by a sergeant rotate shifts to ensure coverage 24 hours a day, seven days a week. These teams provide 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.
**Crime Suppression** - The Crime Suppression Unit uses timely intelligence and crime data to direct resources to address recognized crime problems. In addition to the traditional policing patrol methods, it also utilizes specialized tactics and vehicles to identify and deter criminal activity.

**Administration and Emergency Management Bureau**

**Emergency Management** - Responsible for coordinating and implementing the work of the University's Emergency Management Team, including coordination of drills and exercises in support of emergency plans.

**Special Events** - Leads the single largest unified command operation in the state. During home football games, the unified command is comprised of more than 300 first responders. The Division coordinates security operations for all venues of mass gatherings.

**Administration** - Employees assigned to administration engage in activities to support other areas of the Division. Employees in the human resources unit are responsible for the recruitment, selection, and promotional processes. Administration is also responsible for the secure storage of evidence and property. The supply unit provides uniforms and equipment to employees and the crime analysis unit prepares analytical reports of crime trends. The training unit coordinates classes and instruction for employees and ensures officers maintain necessary certifications. Administration is also responsible for records management.

**Support Services Bureau**

**Investigations and Forensics** - Division investigators conduct follow up investigations of criminal incidents to identify and ultimately prosecute those individuals committing crimes on campus. Officers are trained, equipped, and able to process latent fingerprints, footwear and tire impressions, as well as collect trace evidence such as DNA, blood, semen, and hair.

**Victim Advocacy** - Provides support and assistance to victims of crimes occurring on our campus, as well as to members of our community who may have been the victim of a crime off campus.

**Physical Security** - The safety and security of campus is impacted greatly through the integrated and balanced implementation of alarms, video, lighting, landscaping, callboxes, and card access systems. The office operates a Technical Operations and Physical Security Unit comprised of sworn and civilian personnel, who are highly trained, experienced, and nationally certified in the areas of physical security.
**E911/Communications** - Maintains a 24-hour emergency communications center. In addition to its dispatch and E911 services, the Communications Unit monitors burglar and fire alarms for facilities around the state of South Carolina. The Communications unit is capable of monitoring and reviewing video, activating many of the campuses Carolina Alert systems, monitoring the Rave Guardian system, and monitoring the University’s card access systems.

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**Health and Safety**

Contact Person: Tom Syfert  
Email Address: tsyfert@mailbox.sc.edu  
Office Telephone Number: 803-777-8246

**General Mission Statement**

**General Purpose and Services** - The mission of the Environmental Health and Safety (EHS) department is to provide comprehensive environmental, health, and safety programs and services to support the University’s research and teaching mission. This is accomplished by providing services including regulatory compliance oversight, conducting consultations, developing safety policies and procedures, delivering training programs, performing inspections, and responding to incidents involving hazardous materials. All EHS programs are committed to protecting the health and safety of the University community, minimizing potential liabilities, and promoting environmental stewardship.

EHS is comprised of two service units that specialize in different areas of oversight. These two units are the Research Safety Bureau and Occupational and Environmental Safety Bureau.

**Research Safety Bureau** - The primary goal of the Research Safety Bureau is to provide oversight for the safe use, storage and disposal of hazardous materials and equipment required for laboratory research and teaching activities, and to ensure that all relevant regulatory requirements are identified and fulfilled. The EHS Research Safety Bureau works in close collaboration with the following University committees: Institutional Biosafety Committee, Chemical Safety Committee, and the Radiation Safety Committee. The Research Safety Bureau is comprised of three programs:

- **Radiation Safety** - The radiation safety program ensures that sources of ionizing and non-ionizing radiation are utilized in such a way as to prevent harmful exposure to the University community. This includes promoting the safe use of radioactive materials, x-ray machines, and lasers.

- **Biological Safety** - The biological safety program promotes the safe use of biological hazards and compliance with biosafety regulations and guidelines. This includes oversight for research involving recombinant DNA, infectious agents, human-derived samples, and biological toxins.
Chemical/General Lab Safety- The chemical/general lab safety program facilitates a safe research and teaching environment for all activities involving hazardous chemicals and other laboratory hazards. This includes promoting safe laboratory use of hazardous chemicals, compressed gases, nanomaterials, hazardous equipment, and other physical lab hazards.

**Occupational and Environmental Safety Bureau** - The primary goal of the Occupational and Environmental Safety Bureau is to ensure that the University operates in a safe manner for all faculty, staff, students and visitors at the University campuses, and also to reduce any negative environmental impact from our activities. The Occupational and Environmental Safety Bureau is comprised of three programs: Fire Safety, Occupational Safety and Environmental Programs.

Fire Safety- The fire safety program is dedicated to reducing loss of life or property from potential fires. The unit is responsible for the Life Safety inspections, fire evacuation drills, fire safety training, fire detection and suppression systems, and compliance with the Fire codes. The USC Fire Marshal serves as a liaison with the South Carolina Office of State Fire Marshal and city fire departments.

Occupational Safety- The occupational safety program is designed to ensure employee health and safety and compliance with relevant standards. It focuses on the workplace hazards for anyone who works for the University or on its behalf. This area comprises industrial hygiene, construction safety and general workplace safety issues which arise.

Environmental Programs- The environmental programs focus on the activities of the University which may result in an environmental impact or non-compliance with various regulatory mandates. Hazardous waste management, infectious waste management, and all environmental mandates covered by the EPA or SCDHEC are included in this unit.

**Enterprise Risk Management: Brian Hann (7-2828) hann@mailbox.sc.edu**

**Risk Management Services** - In an effort to comprehensively manage University risks, the Office of Enterprise Risk Management has implemented a collaborative Enterprise Risk Management (ERM) process in accordance with the International Standards Organization (ISO) 31000-2009 guidance standard. The ERM process incorporates the fundamentals of risk identification, risk assessment, risk treatment and monitoring in reducing loss potential and ensuring continuous improvement of the overall program.

**Insurance Services** - The Office of Enterprise Risk Management assists the Columbia campus and system campuses in purchasing proper insurance coverage, filing insurance claims, providing certificates of insurance, negotiating contractual insurance requirements, and selecting appropriate loss controls. The office also assists Audit and Advisory Services during audit engagements by reviewing departmental operations and identifying insurance coverage gaps and activities that may result in increased loss potential for the University.
Business Affairs

Contact Person: Helen Zeigler  
Email Address: helenz@mailbox.sc.edu  
Office Telephone Number: (803) 777-5432

General Mission Statement

The Office of Business Affairs is comprised of a variety of University business units including Purchasing, the Carolina Card Office, the University Post Office, the Koger Center and the Coliseum. It also manages numerous contract operations such as the Campus Bookstore, Food Services, ATM Services, Vending Services and Trademark and Licensing Services. This area also oversees the Permanent Improvement Process project establishment and approval processes for all University Capital projects in its oversight of the Office of Planning and Programming.

Major Objectives, Activities, or Services

Purchasing Department – The Purchasing Department is a service unit that is responsible for ensuring that all University procurement transactions are conducted in a legal, ethical, professional and timely manner. It interfaces with University departments, vendors, the State Materials Management Office and State Engineer’s Office in accomplishing the University’s purchases. 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 for University contracts.

Carolina Card Office – The Carolina Card Office provides the University of South Carolina with an all-purpose identification, declining balance, and access card that enhances the student, faculty and staff experience by providing a safe, secure, and convenient way to access campus services that require identification, ACCESS security and expenditure of funds. The Carolina Card 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 Carolina Card vendors, and seeks to always maintain a high standard of customer service by operating in a friendly, courteous, and informative manner.

University Postal Services – University Postal Services 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. This 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 and mailing service in the Student Mail Center.

**Trademark and Licensing** – This section’s mission is to 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 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 contracted areas is to provide quality services to students, faculty, staff, and campus visitors in each of these service areas while maximizing revenues generated through these contracts that are returned to the University for scholarships, facility improvements, and general budgetary uses.

**Koger Center and Carolina Coliseum** – These facilities provide meeting, entertainment, academic and event venues for the University and the surrounding community.
## Facilities Planning and Programming

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<td>Derek Gruner</td>
<td><a href="mailto:dgruner@fmc.sc.edu">dgruner@fmc.sc.edu</a></td>
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### General Mission Statement

The Office of Facilities Planning and Programming is overseen by the University Architect. Its mission is to promote an integrated approach to campus planning, design and space management for the entire university system, stewardship of historic buildings, capital project documentation relating to internal and external approvals and processes for the entire university system, and real property management including acquisition and leasing of real property. It oversees the implementation of the University’s Design Review Guideline process.
Division of Information Technology

Contact Person: Dr. Bill Hogue
Email Address: wfhogue@mailbox.sc.edu
Office Telephone Number: (803) 777-0707

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
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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 24/7 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.
Human Resources

Contact Person: Kris Mayer
Email Address: kmayer@mailbox.sc.edu
Office Telephone Number: (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 done 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
- Workforce Services and Operations
- Office of Diversity and Inclusion
University Development

Contact Person: Jancy L. Houck  
Email Address: jancyh@mailbox.sc.edu  
Office Telephone Number: (803) 777-8315

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 fundraising programs of 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 recognition and stewardship to help ensure continued donor interest and involvement that may lead to future donations.

These fundraising activities are coordinated through the following programs and units:

- **Principal and Major Gifts programs** focus on current and prospective donors with the highest gift potential.
- **The Corporate and Foundation Relations program** cultivates partnerships with local, state, national and international companies and foundations in support of University priorities and faculty research. These activities are coordinated with and in support of efforts in the colleges, schools, academic units and campuses of the University.
- **The Gift Planning program** initiates, coordinates and provides support for development staff seeking private gifts through tax advantaged present and deferred opportunities such as gift annuities, bequests, gifts in trust and insurance.
- **The Annual Giving program** uses telemarketing, direct mail, email and a network of volunteers to solicit the broad population of alumni, friends, parents, students, faculty and staff (Family Fund) seeking financial support for the university. These fundraising efforts are coordinated with the colleges, schools, academic units and campuses.
Staff providing support for the direct fund raising programs are organized into the following units:

- **Prospect Management and Research Analysis** identifies new principal and major gift prospects through prospect research efforts, monitors and tracks all prospect assignments and assists in the management of principal and major gift officers' portfolios.

- Working closely with university staff and the University of South Carolina Foundations, the **Gift Administration area** is responsible for gift accounting, recording and reporting of all private support.

- The **Information Systems staff** manages the database containing all alumni, friends, corporations, foundations, clubs’ and associations’ records and oversight for all external databases interfacing with our fundraising system. Additionally this unit is responsible for data integrity – managing the collection, recording, storage, access, reporting and leveraging of data that is essential to the success of development and alumni programming.

- **Budget and Human Resources** provides oversight of the fundraising budget, facilities and space planning and human resource support for the division.

- **Donor Communications and Stewardship** has a focus on high level, strategic communication with prospective and current donors to articulate fund raising priorities, maintain an ongoing relationship with donors and prospects, and report on the use and impact of private support. This group also oversees donor recognition, with established recognition levels to allow the University to publicly acknowledge donors for their generosity. Giving societies and plaque standards recognize the generous contributions of donors and ensure University-wide consistency.

University Development provides guidance, direction and shares its expertise and resources with USC’s colleges, schools, academic units and campuses.
Summer, Evening and Non-Degree Programs

Contact Person: Shelley Dempsey
Email Address: sdempsey@mailbox.sc.edu
Office Telephone Number: (803) 777-9441

General Mission Statement

The unit provides undergraduate course offerings for academic credit scheduled during both evenings and weekends on the Columbia campus, as well as online. The unit also serves as the academic department for undergraduate non-degree students and is responsible for providing the associated assistance, advisement and advocacy.
Small Business Development Center

Contact Person: Francis Heape
Email Address: heapef@mailbox.sc.edu
Office Telephone Number: (803) 777-4555

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
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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 and System 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 and 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 worldwide 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 (Partnership among South Carolina Academic Libraries) materials; and check out study rooms, study carrels, and keys for daily lockers. Circulation staff members coordinate USC’s participation in the PASCAL 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 and 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. These workstations 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 three.

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, ILL 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 five 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.
The Graduate School

Contact Person: Dr. Jessica Elfenbein
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Office Telephone Number: (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. The school provides timely, consistent, and accurate information; adapt and enforce meaningful policies to ensure academic integrity; track student success; and build bridges across campus and community while showcasing 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. The school strives to provide accessible and trusted leadership to the campus and higher education communities.

2014-2016 Goals for USC’s Graduate School

- Serve well the needs of students, applicants, faculty, staff, and other members of the university community.
- Provide meaningful professional development, academic enrichment activities and student services to enhance the graduate student experience.
- Advance the reputation of USC as a top ranked research institution by promoting graduate education and building a collegial community of scholars.
- 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 6,300 graduate students, hailing from across our state, the nation, and the world. It works 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 246 degree and certificate programs. The Graduate School provides administrative services for these programs and promotes and protects academic excellence and integrity. In an effort to build on our community of engaged scholars and professionals, and to further heighten USC’s reputation as a top-ranked graduate institution, the Graduate School also funds strategic awards—such as recruitment fellowships and travel grants—and design collaborative initiatives to enhance the professional and academic development of our students.
University Press

Contact Person: Jonathan Haupt
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Office Telephone Number: (803) 777-2243

General Mission Statement

As one of the South’s largest publishers of top-quality peer reviewed scholarly and regional general interest books in print and electronic formats, 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 teacher, students, and the public.
- As part of the University’s outreach mission, the Press enriches the understanding of our state’s and our region’s natural and cultural history heritage through its extensive, award-winning 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 1,100 in print, and 50 new books published each year, the Press is essential in enhancing the scholarly reputation, worldwide visibility, and positive impact of the University of South Carolina.
General Mission Statement

The mission of the Office of the Vice President for Research is to enable pursuit of research innovation and excellence by creating an environment that supports the scholarly and creative activities of all faculty and students, and providing the infrastructure necessary for a leading research university of the 21st century. The Office of Research:

- Supports faculty in securing funding for their research, creative and scholarly activities.
- Enhances the teaching and learning environment at the university by integrating research into the educational experience of undergraduate and graduate students.
- Ensures the integrity of research and provides assurance to governmental and private funding agencies, and to the public, that USC research is conducted in accordance with the law and the highest ethical standards.
- Promotes interdisciplinary research as an important component of economic development in the Columbia region and across the state of South Carolina.

The Office of Research is made up of several units, each serving a different set of specific research-related functions for the entire university. These units are: Administration and Communications, Animal Resources and Facilities, Information Technology and Data Management, the Office of Research Compliance, Research and Grant Development, the Office of Undergraduate Research and Sponsored Awards Management. Each unit works to support the university’s faculty, postdoctoral scholar and student researchers in specific ways.

Administration and Communications: Jack Beasley (7-5458) jackb@sc.edu
The Administration and Communications Office provides day-to-day administrative support to the USC Vice President for Research, administers a number of internal funding and awards programs, organizes a variety of research-related events and oversees internal and external communications for all units within the Office of Research.

This office sets and reviews research policy, coordinates with the President, Provost, and other administrative units and college deans, provides administrative support for research experiences for undergraduates and other summer research programs, and tracks internal and external research enterprise success against ourselves, and peer and peer-aspirant institutions using a variety of metrics.

Managed Programs:
- SPARC (Support to Promote Advancement of Research and Creativity) Graduate Fellowship for graduate-student researchers.
• SMART (Support for Minority Advancement in Research Training) which provides incentives for faculty who train under-represented minority students during the summer.
• FRIP (Faculty Recruitment Incentive Program) which returns indirect costs to colleges to use towards the startup packages for funded new faculty.

This office coordinates the three annual Breakthrough awards:
• Breakthrough Stars, for outstanding early career faculty.
• Breakthrough Graduate Scholars, for distinguished graduate-level students.
• Breakthrough Leadership in Research, which recognizes stand-out senior faculty members.

The communications team coordinates closely with USC’s Division of Communications to promote all of USC’s noteworthy cutting-edge research and scholarship through a variety of internal and external avenues. Communications coordinates production of the university’s research magazine, Breakthrough, which is published twice each year, in spring and fall. The communications team also develops and maintains the website for the entire Office of Research, produces marketing and informational materials and provides writing, photography and graphics support for the office.

Animal Resources and Facilities: Shayne Barlow (7-8106) barlows@mailbox.sc.edu
The Animal Resource Facilities unit of the Office of Research recognizes that laboratory animals are sentient creatures and is committed to meeting the ethical and legal obligations for humane animal care and handling at the University of South Carolina. This unit provides expert care and maintenance for all animals used by investigators at the university. The Animal Resource Facilities team has surgical facilities, an animal x-ray machine, and trained personnel available to assist investigators if required, and asks that requests for assistance be submitted as early as possible to provide ample time for preparation. Special care and services also can be provided upon request. The University of South Carolina Animal Resources and Facilities unit endorses the Principles for the Care and Use of Laboratory Animals of the National Institutes of Health; has implemented the recommendations of The Guide for the Care and Use of Laboratory Animals (2010); and is complying, and will continue to comply, with the Animal Welfare Act and other applicable statues and regulations concerning the care and use of laboratory animals. Preventive care is provided through vendor animal health evaluations, quarantine programs and sentinel animal diagnostics.

Information Technology and Data Management: Debbie Kassianos (7-6421) kassiano@mailbox.sc.edu
The Office of IT and Data Management is responsible for reporting extramural proposal submissions and award funding for the University of South Carolina. The team developed and maintains technologies such as our electronic research administration application (USCeRA), our online committee review system (CRIMS), and our faculty expert database (FacED) to integrate and simplify the research administration process, allowing researchers to spend more time in the lab. This office provides data to the Administrative and Communications Office to support effective success tracking and communication needs. The Office of IT and Data Management is people and mission-centered, and
provides technical support and consultation to other offices in the Office of Research. Their role is to bring the research community together through technology.

**Office of Research Compliance: Tommy Coggins (7-7095) tcoggins@mailbox.sc.edu**
The Office of Research Compliance (ORC) provides support and training for faculty members, researchers, students and staff in regulatory requirements for scientific research. ORC is responsible for the development and implementation of university policies related to use of human subjects in research (Institutional Review Board), conflicts of interest, misconduct in science and other regulatory compliance programs. ORC also supports the university community in promoting the responsible conduct of research.

**Research and Grant Development: Beth Herron (7-2885) bherron@mailbox.sc.edu**
Research and Grant Development serves USC faculty and staff seeking support, available resources and guidance during the pursuit of external funding. Research and Grant Development’s hands-on approach with collaborative proposals has set USC researchers apart; over $400 million in proposals to the NIH, NSF, DOE, USDA and private foundations have been submitted with the help of the Research Development Team. The unit’s GRANT Training program, developed to meet the research administration needs of the university faculty and staff, is highly acclaimed and serves as a model for other institutions of higher education across the country. Faculty education, staff training, a certificate program and e-learning courses offered throughout the year keep up with ongoing changes in research administration. Funding opportunities are easier to locate with the unit’s one-stop approach to browsing databases for funding, limited submissions and collaborative partners at USC and other universities. As a Community of Science (COS) subscriber, the Research and Grant Development team educates faculty on how to search for research collaborators campus wide as well as globally. Numerous resources are readily available to make the proposal development process as efficient as possible, including a database to help users quickly locate highly specialized resources, equipment and facilities already available at USC.

This office also manages the Vice President for Research’s signature internal funding program, ASPIRE (Advanced Support Program for Innovative Research Excellence) which provides seed funding for researchers at all career levels and encourages interdisciplinary research that increases USC’s competitiveness when applying for larger extramural awards.

**Office of Undergraduate Research: Julie Morris (7-4649) jamorris@mailbox.sc.edu**
The Office of Undergraduate Research seeks to enrich the academic experience of all USC undergraduates by providing research and scholarly experiences in their chosen fields. The office promotes inquiry, discovery and creativity in all disciplines through faculty-student mentoring relationships and the integration of instruction with research, scholarship and creative activities. The Office of Undergraduate Research encourages students to explore research opportunities in the traditional areas of science, technology and medicine as well as humanities disciplines like music, theater and art, in any arena that will provide an environment for students to creatively explore their interests at a level more in-depth than can be attained in the classroom. The office achieves these ends by:
• Helping students and faculty connect through research advising and the Office of Undergraduate Research database.
• Providing funding opportunities through the Magellan Scholar program for students to conduct their research.
• Offering opportunities for students to share their accomplishments at Discovery Day and through Caravel, the university’s online undergraduate research journal.

**Sponsored Award Management: Tommy Coggins (7-7095)**
tcoggins@mailbox.sc.edu
The Office of Sponsored Award Management serves as the primary research administration office for the University, and is responsible for all pre-award activities, including:

• Assisting and advising faculty on proposal and budget preparation.
• Reviewing and approving proposals to assure they comply with both sponsor and university guidelines; that budgets are accurate and consistent, with clear and concise justifications; and that both direct and indirect costs are appropriately recovered.
• Negotiating and accepting grants and contracts on behalf of the university.
• Preparing and issuing subcontracts.
• Serving as the principal liaison between the University and its sponsors.
• Approving programmatic and budgetary changes to sponsored projects (including the establishment of new fund codes).
• Facilitating closeout documentation.
• Compiling and reporting research information monthly and annually by source, purpose, unit and principal investigator.
• Processing proposals and awards via USCeRA (maintained by the Information Technology and Data Management Team), a web-based electronic research administration software system which automatically routes all proposals through the appropriate administrative approval chain. USCeRA also serves as the central database for all proposal and award information.
Institutional Research and Assessment

Contact Person: Donald Miles
Email Address: dmiles@mailbox.sc.edu
Office Telephone Number: (803) 777-2814

General Mission Statement

The Office of Institutional Research and Assessment (OIRA) 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 OIRA information should be timely, accurate, and easily accessible. OIRA 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

Distributed Learning Support Services (DLSS) is dedicated to providing excellent faculty and student services in support of the Distributed Learning Program at the University of South Carolina. Through its support models, DLSS works with academic units by providing logistical, planning, and strategic support for the use of technological tools to reach students in the digital age.

Through support of academic units involved in Distributed Learning at the University of South Carolina and students enrolled in Distributed Learning courses, it is the vision of Distributed Learning Support to provide effective, reliable, accurate and timely support of the University community through:

- Timely distribution of course information
- Accurate registration assistance
- Responsive problem resolution
- Student-centered distribution of course material
- Quality faculty support services

In 2014-2015, DLSS provided support services for over 18,000 student enrollments in Distributed Learning courses at USC. Since these students are geographically removed from the Columbia campus, students taking online courses often have unique services needs compared to students enrolled in traditional on-campus courses. As the University continued to expand and create new programs offered through Distributed Learning, DLSS provided support services for students designed to meet their specific needs and expectations.

DLSS also served academic units and faculty of the University through course planning, logistics and scheduling. During 2014-2015, this included direct planning and support for over 500 Distributed Learning courses.
Institute for Families in Society

Contact Person: Tsuneko Terry  
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Office Telephone Number: (803) 777-4958

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: Augie Grant  
Email Address: augie@sc.edu  
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:

1) preparing and maintaining documents for the Faculty Senate such as agendas, minutes and correspondence, and
2) facilitating the tenure and promotion process by providing services to the University Committee on Tenure and Promotion, and
3) 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

General Mission Statement

Facilities’ and Transportation’s primary mission is to provide safe and reliable access and comprehensive stewardship of the University’s physical presence, transportation and parking needs through planning, design, construction, maintenance, operations and access management to support the mission of the University.

General Vision Statement

Facilities’ and Transportation’s primary mission is to provide safe and reliable access and comprehensive stewardship of the University’s physical presence, transportation and parking needs through planning, design, construction, maintenance, operations and access management to support the mission of the University.

Goals

Facilities:
- Regulatory compliant.
- Efficiently manage resources.
- Develop various dashboards (Project updates, 5-year plan, deferred maintenance plan, etc.) to enhance customer communication.
- Projects to be delivered on time, at high quality and within budget.
- Good stewards of University assets.
- Maintain buildings and grounds at a high level.

Vehicle Management:
- Ensure safe, responsive transportation for the University via Transportation Demand Management (TDM) practices.
- Facilitate acquisition of all fleet vehicles.
- Maintain all records for fleet vehicles and qualified, authorized drivers.
- Ensure timely preventive maintenance and repair is performed efficiently and effectively.

Parking Services:
- Utilize Transportation Demand Management (TDM) practices to achieve a reduction in parking demand.
- Optimize the utilization of parking resources incorporating space and permit allocation.
- Improve parking infrastructure coherent with metropolitan campus and future University Developments.
University Communications

Contact Person: Wes Hickman
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Office Telephone Number: (803) 777-7440

General Mission Statement

Build, enhance and protect the University of South Carolina brand and help provide a consistent brand experience across all university touch points.

Major departments and contacts with the office are as follows:

**Brand Strategy:** J.C. Huggins (7-2574) ichuggs@mailbox.sc.edu
Brand Strategy encompasses Creative Services, Digital Strategy and Marketing Research. The aim is to provide brand leadership in building a unified, data-driven and market focused personification of the University of South Carolina and to help identify opportunities to enhance and extend the brand.

**Creative Services:** Bob Wertz (7-2946) wertzr@mailbox.sc.edu
University Creative Services provides creative print, video and photography 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. 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.

**Digital Strategy:** Melissa Spring (7-0759) mspring@mailbox.sc.edu
Digital Strategy’s goal is to create and execute a digital strategy that provides online audiences the information desired via well branded, consistent and highly intuitive digital communications. The unit works with divisions, colleges and departments in providing creative leadership and strategic consulting. In Digital Strategy’s role within the Office of Communications and Marketing, the department supports and enriches 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.

**Marketing Research:** John Valentine (7-5039) johnv@mailbox.sc.edu
Strategic Marketing and Research works to enhance the brand image of the university by providing services in the areas of marketing planning, media buying, advertising, online marketing and market research. These services support the University’s goals and reflect a targeted approach to integrated marketing throughout the institution. The staff provides marketing support for all departments of the Office of Communications and Marketing and leads the official Integrated Marketing Communications planning process, including research, execution, and assessment.
Writers Group: Chris Horn (7-3687) chorn@mailbox.sc.edu
The Writers Group creates custom content for key print and digital publications and other university communications, including @UofSC Today, the daily communique to faculty and staff; @UofSC Weekly, a compilation of @UofSC Today content geared for alumni and friends of the institution; the @UofSC web portal; Carolinian, the general interest alumni magazine; and Breakthrough, the University’s research magazine. In addition, the Writers Group creates feature content for the School of Medicine’s alumni magazine and provides editorial support to colleges and schools for customized mini-zines. 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 platforms.

Public Relations: Jeff Stensland (7-3686) stenslan@mailbox.sc.edu
Public Relations supports the University of South Carolina’s mission and brand by promoting University news and achievements to local, state, regional and national media. The Public Relations 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 Communications and Marketing, the office coordinates and collaborates with various writers to provide news content and advance the University through strategic communications.

Presidential Communications: Kathy Gardner-Jones (7-4012) kgardner@mailbox.sc.edu
Presidential Communications functions as part of a dynamic team of communications professionals committed to advancing the University’s mission and brand and contributing to state, national and global discourse in higher education and related issues. Presidential Communications develops written and oral messaging strategies and speeches for the president of the University of South Carolina; manages the president’s social media and web presence; assists the president and his senior team in responding to diverse University matters through correspondence, reports, Web, electronic and print communications, and University and community forums; monitors the president’s calendar for events requiring strategic messaging.

Printing Services: Michael Strayer (7-2246) michael@printing.sc.edu
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 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 for USC’s main and satellite campuses through the Copier Center Department.

Alumni Association: Jack Claypoole (7-4113) claypojw@mailbox.sc.edu
The University of South Carolina Alumni Association is a world-wide, self-governed membership organization committed to leading Gamecocks in a lifetime of loyal devotion to Carolina. Our mission is to build a thriving community of actively engaged and connected alumni, students, faculty and supporters who give themselves in service to the university while carrying the Carolina tradition and spirit worldwide. 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. Through its global network of committed volunteers, the Association engages with University alumni through events, programming and targeted communications intended to increase affinity for the institution.
OneCarolina

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

General Mission Statement

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
- 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.
General Mission Statement

Palmetto College extends the intellectual resources and knowledge base of one of the south’s top-ranked research universities into local communities throughout the state and beyond. The college does this through online learning programs and two-year campuses throughout the state that let students start their education wherever they are, without having to relocate or commute. Palmetto College’s commitment to outreach and engagement means developing and sustaining a meaningful and mutually beneficial collaboration with partners in education, business, government, and social services.

Palmetto College Campuses
The four Palmetto College Campuses (Lancaster, Salkehatchie, Sumter and Union) offer the first two years of college credit in their respective service area before transitioning the student to one of many Bachelor’s Degree program pathways including Palmetto College Online.

Palmetto College Online
Palmetto College Online is a collaborative effort of the University of South Carolina system including all eight campuses to offer Online Bachelor’s Degree Completion Programs. Through these programs, Palmetto College is helping address specific economic development needs of the state and is becoming a major part of the solution in addressing South Carolina’s quest for a more educated population and workforce.

Extended University
Extended University provides undergraduate course offerings for students who need flexibility in scheduling; provides assistance, advisement and advocacy for older students, and manages non-traditional degrees. Through the Fort Jackson Program, Extended University awards Associate of Arts and Associate of Science degrees to active-duty military personnel (all branches), their family members, Department of Defense civilian employees, National Guard members, reservists, and veterans.

Palmetto College Central Administration Unit
The Central Administration Unit provides leadership with focus on teaching, scholarship, and the service missions of the two-year campuses. Responsibilities include operations for the Extended University unit including the military program at Fort Jackson, Palmetto College Campuses and Palmetto College Online.
Scholarships

Contact Person: Stacey Bradley
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Office Telephone Number: (803) 777-3836

General Mission Statement

The University of South Carolina awards over 2,500 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)
- Flinn Scholars Award ($500 per year)
- Thornwell Scholars Award ($500 per year)
- and the Sims Scholars Award ($500 per year)

Other scholarships awarded include the Lieber Scholars Award (up to $10,000 per year), departmental scholarships, and athletic grants-in-aid.