To Wofford Full-Time Staff:

The recent policy enhancements to staff benefits that were sent to you recently now are published in the Non-Faculty Handbook on pages 16 and 19 (see the attached document). You also may access and print a copy of the handbook from the Human Resources home page (www.wofford.edu/humanresources/).

These policies were in regards to vacation benefits and paid paternity leave.

To reiterate:

**Vacation benefits enhancement:**
Effective June 1, 2016, full-time staff may take an additional day of vacation each year beginning with the 6th year of service to a maximum of 3 weeks (15 days) by the 10th year.

6th year of service = 11 days of vacation  
7th year of service = 12 days of vacation  
8th year of service = 13 days of vacation  
9th year of service = 14 days of vacation  
10th year of service = 15 days of vacation

**Paternity leave enhancement:**
Effective immediately, two weeks paid paternity leave will be available to staff members after one year of employment.

*Instructions for downloading the Non-Faculty Employee Handbook:*

1. Type in this web address [http://dept.wofford.edu/hr/Handbooks/](http://dept.wofford.edu/hr/Handbooks/). This should link you to Banner webs.wofford.edu.
2. Type in Wofford\(your user id) and your password. You then should be linked to the At-Will Disclaimer.
3. Click “Continue” and the Non-Faculty Employee handbook should pop-up.

If you should have problems downloading the handbook, or have questions about these or other benefits, please contact Carole Lister, director of human resources, at listercb@wofford.edu or at 597-4230.

**Carole B. Lister**  
**Human Resource Director**  
listercb@wofford.edu  
864-597-4230 (Office)  
864-597-4289 (Fax)

The information in this communication may contain information of a privileged and/or confidential nature, which may be subject to Federal and/or State privacy regulations. If
confidential nature, which may be subject to Federal and/or State privacy regulations. If you are not the intended recipient or agent of the intended recipient, DO NOT copy or use the information within this communication, or allow it to be read, copied or utilized in any manner, by any other person(s). If you have received this communication IN ERROR, please notify me by response email or telephone at 864-597-4230. PERMANENTLY DELETE the original email, attachments and any copies. Further use of this communication is prohibited.

Transmitted by:
Laura H. Corbin
Director of News Services
Wofford College
429 North Church Street
Spartanburg, SC 29303
Office: 864-597-4180
Fax: 864-597-4179
Cell: 864-809-8963
Email: laura.corbin@wofford.edu

2016 Non Faculty....16.pdf
To apply: Please submit a cover letter, resume, and names and contact information for three references to libraryvacancy@wofford.edu.

Part-Time Evening and Weekend Library Circulation Assistant

Wofford College’s Sandor Teszler Library seeks an enthusiastic, service minded individual for a new part-time (22 hours per week) Evening and Weekend Circulation Assistant position. This position provides basic library support, primarily general circulation duties, to library patrons during late night and weekend hours. Additional requirements of this position include the supervision of student assistants and extensive work with the library’s automated system. The individual in this position must be self-motivated, computer literate, and possess outstanding interpersonal skills. This position also requires the ability to troubleshoot both technology and security matters that may arise.

Essential Job Duties include:
· General circulation activities including checking materials in and out, handling fines, and troubleshooting patron accounts and access matters
· Fielding directional and other simple information requests, such as on-line catalog queries, and basic internet and database queries
· Troubleshooting problems with printers, computers, etc.
· Opening and closing of the building and ensuring security of library patrons and collections
· Supervising student assistants
· Keeping detailed and accurate records and maintaining the confidentiality of patron records
· Cooperation with Campus Safety

Required Qualifications:
● Ability to work evenings and weekends: Schedule is normally Thursdays, 5pm-1am; Fridays, 4pm-7pm; Saturdays, 10pm-5pm; and Sundays, 1pm-5pm. Additional hours may be required during exam weeks in December and May when the library has expanded hours

● Experience providing high-quality customer service, ideally in a library setting
● Competency with standard office software such as Microsoft Office and Google Apps
● One year of experience working in a library
● 2-year or 4-year college degree

Preferred Qualifications:
Preferred Qualifications:

- Experience using integrated online library systems
- Experience working with and/or supervising student employees
- Certification or training as a First Responder (CPR and First Aid)

The College
Located in Spartanburg, South Carolina, Wofford College is a private, selective, national liberal arts college with approximately 1,600 students. It is affiliated with the United Methodist Church and is accredited by the Southern Association of Colleges and Schools. It is an exciting time to be at Wofford, in part because the College is beginning the implementation of its new, ambitious Strategic Vision.

The Library
Wofford's Sandor Teszler Library is home to twelve full-time and four part-time staff members, including seven faculty librarians and archivists. Wofford's library has recently completed a partial renovation of the main level, allowing it to better facilitate student learning and collaboration. The library maintains an active instruction program, and the reference desk is staffed by library faculty approximately 55 hours a week. The institution utilizes the Summon discovery service, providing students and faculty with access to over 500 million electronic books, journals, and other resources. The library also houses the college’s special collections, fine arts collection, and archives, including the historic records of the South Carolina Conference of the United Methodist Church.

Review of applications will begin immediately, and will continue until the position is filled. Please submit a cover letter, resume, and names and contact information for three references to libraryvacancy@wofford.edu.

Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any legally protected status.

Carole B. Lister
Human Resource Director
Listercb@wofford.edu
864-597-4230 (Office)
864-597-4289 (Fax)

The information in this communication may contain information of a privileged and/or confidential nature, which may be subject to Federal and/or State privacy regulations. If you are not the intended recipient or agent of the intended recipient, DO NOT copy or use the information within this communication, or allow it to be read, copied or utilized in any manner, by any other person(s). If you have received this communication IN ERROR, please notify me by response email or telephone at 864-597-4230. PERMANENTLY DELETE the original email, attachments and any copies. Further use of this communication is prohibited.
Dear Members of the Wofford Community,

On July 1st it was my honor and privilege to step into the role of Provost of Wofford College, and I wanted to take this opportunity to let you know how truly honored and humbled I am to take on this important role. In so doing, I am standing on the shoulders of many fine leaders who have occupied this office, including Dr. Dan Maultsby, Dr. David Wood, and most recently, Dr. Dennis Wiseman. I am deeply grateful to all of them for their excellent work in stewarding our academic community and for cultivating the excellence for which Wofford is known today.

As many of you know, my wife, Dr. Cori Crane, and I are new to Wofford, to Spartanburg, and to the state of South Carolina as well. Since our arrival three weeks ago we have been experiencing the unfailing warmth and generosity of spirit that are characteristic of Wofford College. We were delighted to take up residence in the Kilgo-Clinkscales house on campus, and we look forward to sharing hospitality there with members of the Wofford community soon. Cori and I are truly grateful for the kind welcome we have received, and are looking forward to becoming integral members of this remarkable community of teachers, scholars, and learners.

I come to Wofford from twelve years of teaching at Kalamazoo College in Southwest Michigan, where I served as Chair of the Department of German Studies, Dean of the Sophomore Class and eventually Associate Provost. Cori is Assistant Professor of German at the University of Texas at Austin, where she coordinates the first two years of undergraduate German study. Throughout my career, I have always seen my teaching, research, and advising activities as mutually reinforcing and rewarding. Though I have always seen myself as a teacher first, with time I have found myself gravitating toward administrative work. What attracted me to Wofford was the vibrant community of teaching and learning you have established, lived out daily in the many fine curricular and co-curricular programs that reside here. Cori and I are indeed proud to be new Terriers!

Since my appointment in March, I have made several trips to Spartanburg and had a chance to meet and get to know many of you. I have met with the Board of Trustees, Wofford’s fine President, Dr. Samhat, my fellow Cabinet members and members of my Academic Affairs team. All of these great colleagues have aided tremendously in helping me get to know Wofford better. In all of the conversations I’ve had with members of the Wofford Community since March, I have been truly impressed with the quality and dedication of teaching here, and the fine scholarship and creative activity that flourishes among faculty and students at Wofford. In addition, the tremendous work of our dedicated staff and administrators who contribute so much vitality to our mission is inspirational.

Through a number of rich conversations with many of you, I have heard some
Through a number of rich conversations with many of you, I have heard some consistent themes that will guide my priorities as we begin our work together, including:

- Investing in our faculty and fine academic programs
- Enhancing the quality of a Wofford education through integration of curricular and co-curricular programs
- Working together to create a diverse and inclusive community in which all of us feel a true sense of belonging
- Building and strengthening our system of shared governance, the vital compact that keeps Wofford moving ever forward

In the months ahead, my plan is to spend as much time as possible getting to know Wofford and its people well. My goal is to meet and get to know each one of you, and to listen carefully and learn from you as much as I am able. (Please watch your inboxes for an invitation to a series of events where we can meet and spend some time together in a relaxed setting soon.) I look forward to working closely with faculty governance structures, and to helping them fulfill their charges. I want to understand your goals and aspirations—both individually and collectively—and together find ways we can support each other in meeting our goals.

I would like to conclude by thanking the outgoing Interim Provost, Dr. Dennis Wiseman, for his excellent service to Wofford in the role I now take on. Dr. Wiseman has been unfailingly gracious in sharing his vast knowledge of Wofford College and what it means to be Provost here, and for that I will ever be in his debt. Anyone who has worked with Dennis knows how kind and filled with humor and wisdom he is, and I have come to value every one of these fine qualities as I transition into this role.

With warm regards and best wishes for the summer,

Mike Sosulski
Provost
Wofford College
Greetings:

Wofford’s second of our two FYI Summer Orientation Programs will be held this Saturday, July 16th. We are expecting more than 576 students and parents.

The Student Affairs staff and the student-Orientation staff will welcome our incoming students and their families on Friday evening from 6:00-8:00 p.m. in Great Oaks Hall in the Roger Milliken Science Center. Please join us for some or all of this casual welcome reception to meet and greet our newest students and their parents.

If you have any questions or would like an electronic copy of the program, please email Roberta at biggerrh@wofford.edu.

Thank you in advance for your support.

Beth

Roberta Hurley Bigger

Elizabeth D. Wallace

Office of Student Affairs

WOFFORD COLLEGE
429 North Church Street
Spartanburg, SC 29303-3663
We have lost power in Greene, Carlisle and Marsh residence halls and in the Daniel Building. We hope to have the power restored sometime tonight (Friday, July 15).

Laura H. Corbin
Director of News Services
Wofford College
429 North Church Street
Spartanburg, SC 29303
Office: 864-597-4180
Fax: 864-597-4179
Cell: 864-809-8963
Email: laura.corbin@wofford.edu
Power has been restored in Greene, Carlisle and Marsh residence halls.

Crews continue to work to restore power in the Daniel Building. It is anticipated that the work will be completed by late Saturday afternoon (July 16).
To: Wofford Campus Community  
From: Campus Safety  

A vehicle was reported stolen early Sunday morning from the gravel lot at The Village. Campus Safety is working with the City of Spartanburg police to investigate.

Everyone is reminded to always secure your vehicle – lock your doors and take valuables or put them out of sight.

We ask everyone to report any suspicious activity on campus to Campus Safety at 864-597-4911.

Transmitted by:  
Laura H. Corbin  
Director of News Services  
Wofford College  
429 North Church Street  
Spartanburg, SC 29303  
Office: 864-597-4180  
Fax: 864-597-4179  
Cell: 864-809-8963  
Email: laura.corbin@wofford.edu
Wofford Campus Community:

The Richardson Fitness Center will be closed beginning tomorrow – Friday, July 22 – and will be closed throughout Carolina Panthers Training Camp.

Laura H. Corbin  
Director of News Services  
Wofford College  
429 North Church Street  
Spartanburg, SC 29303  
Office: 864-597-4180  
Fax: 864-597-4179  
Cell: 864-809-8963  
Email: laura.corbin@wofford.edu
We are saddened to report that Campus Safety Officer Alexander “Duke” Holloman passed away last week. Duke joined the Wofford community after retiring from the South Carolina Highway Patrol. He was a graduate of Clemson University. Officer Holloman’s service will be held at 1 p.m. tomorrow (Saturday, July 23, 2016) at Macedonia Baptist Church (502 S. Daniel Morgan Ave., Spartanburg, SC 29306). Please keep his family in your thoughts and prayers.

Laura H. Corbin
Director of News Services
Wofford College
429 North Church Street
Spartanburg, SC 29303
Office: 864-597-4180
Fax: 864-597-4179
Cell: 864-809-8963
Email: laura.corbin@wofford.edu
WOFFORD CAMPUS COMMUNITY:

Wofford is excited to again host the Carolina Panthers for their summer training camp! This marks the 22nd year that Wofford has been the site for training.

As you know, training camp brings a lot of attention to Wofford, and it brings a lot of people to the practices. We love having visitors on our campus, and we hope you will welcome the Panthers and their fans warmly.

The Panthers open practice with the Lowe’s Kickoff Party beginning at 4 p.m. Thursday, July 25, at Gibbs Stadium. The party is free and open to the public. Practice is from 6:30 to 8:30 p.m. Entertainment includes the TopCats cheerleaders, mascot Sir Purr, Percussion drumline and much more. Come out for this free, family-friendly event.

Practices will run through Tuesday, Aug. 16. All practices, except for the opening day, will be held on the Wofford practice fields. The spectator entrance is located on Twitty Street. For a full schedule, go to [http://www.panthers.com/schedule/training-camp.html](http://www.panthers.com/schedule/training-camp.html). (Subject to change without notice.)

Please make note of these details impacting campus:

- The Richardson Building Fitness Center is CLOSED to the campus community throughout camp.
- The Olin/Shipp parking lot will be CLOSED beginning Tuesday, July 24, and will remain closed throughout camp.
- During practice sessions, Evins and Cumming streets will be CLOSED to all traffic except for shuttle buses bringing fans to practice. (See the practice schedule at the link above.) These streets will be closed for two hours before the start of practice and for two hours following the end of practice.

Make plans to come out for the Lowe’s Kickoff Party on Thursday and attend a Panthers practice or two (or all of them!) as they prepare for another NFL season – and we hope another Super Bowl season!

Go, Panthers, and Go, Terriers!

Transmitted by:
Laura H. Corbin
Director of News Services
Wofford College
Please note that the previous message had incorrect dates. This is the corrected information:

TO WOFFORD CAMPUS COMMUNITY:

Wofford is excited to again host the Carolina Panthers for their summer training camp! This marks the 22nd year that Wofford has been the site for training.

As you know, training camp brings a lot of attention to Wofford, and it brings a lot of people to the practices. We love having visitors on our campus, and we hope you will welcome the Panthers and their fans warmly.

The Panthers open practice with the Lowe’s Kickoff Party beginning at 4 p.m. Thursday, July 28, at Gibbs Stadium. The party is free and open to the public. Practice is from 6:30 to 8:30 p.m. Entertainment includes the TopCats cheerleaders, mascot Sir Purr, Percussion drumline and much more. Come out for this free, family-friendly event.

Practices will run through Tuesday, Aug. 16. All practices, except for the opening day, will be held on the Wofford practice fields. The spectator entrance is located on Twitty Street. For a full schedule, go to http://www.panthers.com/schedule/training-camp.html. (Subject to change without notice.)

Please make note of these details impacting campus:

- The Richardson Building Fitness Center is CLOSED to the campus community throughout camp.
- The Olin/Shipp parking lot will be CLOSED beginning Tuesday, July 26, and will remain closed throughout camp.
- During practice sessions, Evins and Cumming streets will be CLOSED to all traffic except for shuttle buses bringing fans to practice. (See the practice schedule at the link above.) These streets will be closed for two hours before the start of practice and for two hours following the end of practice.

Make plans to come out for the Lowe’s Kickoff Party on Thursday attend a Panthers practice as they prepare for another NFL season – and we hope another Super Bowl season!

Go, Panthers, and Go, Terriers!

Laura H. Corbin
Director of News Services
Wofford College
429 North Church Street
To: Participants in the MagellanRX mail order plan

We have received notice that Magellan is experiencing a system error, and a system upgrade is in process. We have confirmed this to be true. Magellan expects the issue to be resolved by July 28. Please call the Mail Order Pharmacy Customer Service at 1-800-424-8274 for assistance to get your prescription request placed. Once the order is placed, it takes 5-7 business days to process, and then there is mail time.

If it is an emergency and you are very low, have only a few days’ worth of medication, please contact your doctor and have an emergency fill ordered at your retail pharmacy.

MagellanRx apologizes for the disruption and is doing everything possible to expedite the system upgrade.

Carole B. Lister
Human Resource Director
Listercb@wofford.edu
864-597-4230 (Office)
864-597-4289 (Fax)

The information in this communication may contain information of a privileged and/or confidential nature, which may be subject to Federal and/or State privacy regulations. If you are not the intended recipient or agent of the intended recipient, DO NOT copy or use the information within this communication, or allow it to be read, copied or utilized in any manner, by any other person(s). If you have received this communication IN ERROR, please notify me by response email or telephone at 864-597-4230. PERMANENTLY DELETE the original email, attachments and any copies. Further use of this communication is prohibited.
Students, Faculty and Staff:

We have discovered that personal items have been left in some of the lockers in the men’s and women’s restrooms in the Richardson Building fitness center.

With the center being closed now for Carolina Panthers training camp, we have removed the items and will store them for a short period to allow for pick up. If you left items in a locker, please contact Sheena Anderson at andersonsc@wofford.edu to arrange to pick them up.

Remember that the lockers are for daily use only, and the use of a personal lock on lockers is not permitted.

Thank you

Roberta Hurley Bigger
Vice President of Student Affairs
WOFFORD COLLEGE
429 North Church Street
Spartanburg, South Carolina 29303-3663

Transmitted by:
Laura H. Corbin
Director of News Services
Wofford College
429 North Church Street
Spartanburg, SC 29303
Office: 864-597-4180
Fax: 864-597-4179
Cell: 864-809-8963
Email: laura.corbin@wofford.edu
We are saddened to inform you of the death yesterday (Wednesday, July 27) of Wofford College rising senior Sarah MacGregor Ruffin. MacGregor was the daughter of Lorre and James Ruffin Sr. of Winston-Salem, N.C. She was an environmental studies major with a minor in studio art.

Information on visitation and services will be forthcoming. Please keep MacGregor’s family and friends in your thoughts and prayers.

Transmitted by:
Laura H. Corbin
Director of News Services
Wofford College
429 North Church Street
Spartanburg, SC 29303
Office: 864-597-4180
Fax: 864-597-4179
Cell: 864-809-8963
Email: laura.corbin@wofford.edu
Services for Sarah MacGregor Ruffin will be held at 2 p.m. on Sunday, July 31, at St. Paul’s Episcopal Church in Winston-Salem, N.C. (520 Summit St., Winston-Salem, N.C. 27101). MacGregor’s parents, Lorre and James Ruffin, are also receiving friends at their home (2871 Galsworthy Drive, Winston-Salem, N.C.) from 5 – 7 p.m. on Saturday, July 30.

Please keep MacGregor’s family and friends in your thoughts and prayers.