Back to School PICNIC

TUESDAY, AUGUST 28, 5-7 PM
- ON THE MICHAEL S. BROWN VILLAGE CENTER LAWN -

BRING
SOUTHERN
BOUNCE
HOUSE
BEER
RSVP TO AMANDA GILMAN AT GILMANAF@WOFFORD.EDU BY FRIDAY, AUGUST 24.

IN THE EVENT OF RAIN. THE PICNIC WILL BE IN BURWELL.
Dear Wofford campus community,

During the 2018-19 academic year, the college will launch a new Wofford.edu website. As we begin the design and navigation phases, the Office of Marketing and Communications (OMC) would like your feedback on the current site to inform improvement. Please take a few moments to complete the following 10-question online survey.

SURVEY LINK: https://wofford.co1.qualtrics.com/jfe/form/SV_3gj8CXbP2UC0DQx

The survey closes on Thursday, Aug. 30, 2018.

Thank you,
Team OMC
Date: August 3, 2018
To: Faculty and Staff
From: Dr. Mike Sosulski, Provost
Re: Faculty and Staff Pre-Session Workshop 2018-2019

Dear Colleagues,

Warm summer greetings to all of you! I look forward to seeing you at the end of August as we launch the 2018-2019 academic year. Once again, this promises to be a very exciting year for the college as we welcome approximately 469 new Terriers to campus, along with 20 transfer students and five new faculty colleagues.

Below is the schedule for our annual pre-session meetings and a list of additional important September events.

Please make time to attend these informative and useful sessions.

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This is an important event in the life of the college.

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Date: August 3, 2018
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Volunteer Opportunity: Institutional Equity Investigators for Title IX

The Wofford College Title IX team is expanding. We currently are looking for employees to volunteer as institutional equity investigators.

The description of the role, including responsibilities and desired skills, is below. If you are interested, please submit an email by Aug. 10, 2018. (See “How to Apply” for further instructions.) Questions about the role may be directed by email to any of these individuals:

Amanda Estabrook, Title IX coordinator: estabrookar@wofford.edu
Matthew Hammett, Title IX deputy coordinator: hammettmk@wofford.edu
Demario Watts, Title IX deputy coordinator: wattsdl@wofford.edu
Amy Lancaster, Title IX deputy coordinator: lancasterae@wofford.edu
Chee Lee, Title IX deputy coordinator: leecj@wofford.edu

Institutional Equity Investigator Role

The role of an institutional equity investigator is to support the college’s mission and commitment to excellence and diversity in our students, faculty, staff and all other activities. As a service-support responsibility, additional to other job responsibilities, investigators must be able to balance multiple responsibilities within a limited timeframe. Investigators will work with the Title IX coordinator and with Title IX deputy coordinators to investigate reports of sexual and gender-based misconduct. Investigators work in teams of two as assigned by the Title IX coordinator to assist in resolving complaints of sexual and gender-based harassment, discrimination, sexual assault, sexual intimidation, sexual exploitation, stalking and intimate partner violence involving students, faculty and staff at Wofford. When a complaint is reported, the assigned investigators will conduct a prompt and thorough investigation. An investigator acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.

Responsibilities:

- Receive complaints of sexual and gender-based misconduct, including sexual harassment, stalking, intimate partner violence and related retaliation, as assigned by the Title IX coordinator.
- Identify college policy provisions relevant to an alleged complaint.
- Conduct a prompt, thorough, equitable and impartial administrative investigation into complaints, including identifying and interviewing parties and identifying, gathering and assessing information relevant to the investigation.
- Exercise judgment regarding the gathering of evidence and interviewing of all parties involved and any witnesses.
- Develop an investigative plan for complaints and incident reports; gather and secure relevant documentation and information; contact all involved parties and provide them with information about the investigatory process; analyze information;
and work with the appropriate college faculty and staff during the course of investigations.

- Maintain accurate and thorough records and notes to ensure a well-documented investigatory process.
- Create comprehensive written investigative reports for the Title IX coordinator that clearly identify the issues investigated and summarize the evidence.
- Maintain the confidentiality of information provided during the investigative process.
- Ensure information obtained during an investigation is never released to anyone not directly involved in the investigation.
- Actively foster and maintain a climate that is supportive of students, faculty and staff, nonjudgmental and respectful of difference.
- Collaborate with the Title IX coordinator to identify and address any systemic issues.
- Maintain professional qualifications and knowledge of best practices in sexual misconduct investigations through ongoing training and professional development.
- Participate in bi-monthly meetings with other investigators and Title IX deputy coordinators.
- Perform other duties as requested.

Desired Skills and Qualifications:

- Strong organization, planning and analytic abilities.
- Excellent interpersonal skills with strong ability to remain neutral.
- High ability to handle highly sensitive and confidential information.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Proven aptitude to multitask and meet sensitive timelines.
- Use good judgment and discretionary skills.
- Established capacity to work collaboratively with diverse constituencies, including students, faculty, staff, administrators and community partners.
- Knowledge of complexities surrounding sexual misconduct, including sexual assault and sexual harassment cases, in a college setting preferred.

How to Apply

Faculty and staff who would like to be considered for this opportunity should email Amanda Estabrook at estabrookar@wofford.edu by Aug. 10, 2018, expressing interest in the opportunity and describing how their skills and qualifications meet those listed above. In addition, please include any knowledge of or experience with Title IX and a description of any experience conducting investigations.
Wofford Faculty and Staff:

Employees who currently are insured and/or eligible for Wofford’s health insurance plan and who want to continue (or start) participation in the Wellness Program are required to complete an annual health risk assessment. Participation in the Wellness Program and completion of the health risk assessment are required to receive a $100 premium reduction for the Wofford Health Insurance Plan. Below are specific instructions for the health risk assessment, instructions on scheduling your health risk assessment screening and the required documents.

1. **REQUIRED DOCUMENTS** – You will need to complete the Participation Agreement Form and Wellness Questionnaire Form (and bring these completed forms to your scheduled appointment). These documents are in the attached PDF.

2. **HEALTH RISK ASSESSMENT/SCREENING INSTRUCTIONS** – FASTING – You **must** fast for eight (8) hours for this blood draw. You may only have water, black coffee or unsweetened tea. *Please do not fast or wait to take any medications if your primary care physician has instructed otherwise.* If you have had blood work completed on or after June 15, 2018, please bring a copy of the results to your appointment along with your completed forms. Please note that your blood work must include the following tests: glucose serum and full lipid panel (total cholesterol, HDL, LDL, and triglycerides).

3. **SCHEDULE YOUR HEALTH RISK ASSESSMENT/SCREENING** – You may schedule your health risk assessment/screening for any of the following dates (below) per the following link: [www.SignUpGenius.com/go/10C0F48A5A92CA0F58-employee1](http://www.SignUpGenius.com/go/10C0F48A5A92CA0F58-employee1)

   - **Screening Dates:** Screening will take place from Aug. 22, 2018, until Oct. 31, 2018
   - **Screening Time:** 7 a.m. – 11 a.m. on Aug. 22, 23, 24 and Sept. 19, 20 and 21. (If you need a different time or do not do well with lab draws from your arm, please email me directly at lefebvrelm@wofford.edu.)
   - **Screening Appointment:** For your scheduled screening appointment, please remember to bring: (1) your completed Participation Agreement Form, (2) your completed Wellness Questionnaire Form, and if applicable, (3) your recent blood work results.

Participants who have completed the required health risk assessment will receive an email from the Wellness Office once their completed screening analysis is received from our provider. At that time, you will receive instructions to set up a follow-up appointment with Lisa Lefebvre.
with Lisa Lefebvre to review and discuss your individual results.

Should you have questions regarding the Wellness Program or Wofford’s health insurance, please do not hesitate to reach out to the Office of Human Resources at HR@wofford.edu. Thank you for allowing us to partner with you for your medical and wellness needs. Please let us know if you have further questions.

Lisa Lefebvre, RN

Lisa M. Lefebvre, RN, BSN
Director of Employee Wellness and Medical Services
Wofford College
429 N. Church Street
Spartanburg, SC 29303
Phone 864-597-4370
Fax: 864-597-4379
Dear Wofford College Employee,

Wofford College’s health risk assessments are scheduled for the dates below. Please take the time to read through this letter to review important details for the event.

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Who Needs to Participate

Full-time employees on the insurance plan who would like to attempt to achieve the full wellness reduction on monthly insurance premiums will need to complete the health risk assessment.

How to Schedule an Appointment

An email will be sent to employees on how to sign-up for an appointment. Please schedule your appointment by August 17, 2018. If you are unable to keep your appointment and need to reschedule after this deadline, you may stop by the event location during the event, and Synergy Healthcare will do their best to work you in.

HRA Paperwork

You will need to complete the attached HRA packet. Your packet includes a consent form and a KYN health risk assessment. Please bring these completed forms to your HRA appointment. You MUST fast for 8 hours for this blood draw. You may only have water, black coffee, or unsweetened tea. Please do not fast or wait to take any medications if your primary care physician has instructed otherwise.

If you have had blood work completed recently, please bring a copy of this to your appointment along with your completed HRA packet. **Blood work will only be accepted from July 1, 2018 to current.** Please be sure to also follow the guidelines below if you are bringing in blood work:

- Your blood work must include the following tests: glucose serum and full lipid panel (Total Cholesterol, HDL, LDL, and Triglycerides).

If You Are Unable to Attend the HRA Event

If you are unable to attend the HRA event, you may see your primary care physician or visit the nurse’s office. If you see your physician, please follow the blood test guidelines listed above. Your physician will also need to perform the following measurements and include with your results (they can be written at the bottom of your KYN HRA form under clinical information):

- Height, Weight, Waist Measurement, Pulse Rate, and Blood Pressure

All measurements noted above are mandatory in order for us to complete your wellness report. If something is left off and we are unable to collect the information from you by the deadline, you will be considered non-compliant. Incomplete forms will be mailed back to your address indicated on your HRA form.

Please send a completed packet (by fax, mail, or secure email ONLY), including your consent form, KYN HRA form, blood work, and measurements to our clinic company, Synergy Healthcare. **DO NOT SEND PACKETS TO WOFFORD COLLEGE.**

The deadline to submit your packet is October 31, 2018. There will be no exceptions to this deadline. If you have an issue meeting this deadline, please contact Lisa Lefebvre at LefebvreLM@wofford.edu.
Agreement to Participate in Employer Sponsored Wellness Program and to Release Personal Health Information

By signing this document, I knowingly and willingly agree to participate in the Wellness Program sponsored by my Employer in conjunction with Synergy Healthcare USA, LLC and satisfactorily meet any wellness guidelines established by my Employer for the program.

In addition, I authorize the health provider who will staff the onsite event as part, and as an independent contractor, of the Synergy Healthcare Program (and not an employee of my Employer), all of whom are subject to Health Insurance Portability and Accountability Act of 1996 (HIPAA), to disclose my personal medical information to Synergy Healthcare. In addition, I authorize Synergy Healthcare USA, LLC to disclose my screening data to Lisa M. Lefebvre, RN, BSN, Director of Employee Wellness and Medical Services at Wofford College to use my data for health education, wellness tracking and administration of health-contingent incentives.

I understand that, unless prohibited by state and/or federal law, the protected health information is to be disclosed under this authorization so that Synergy Healthcare employees and representatives may: 1) define my unique health risk; 2) evaluate my health service utilization patterns; 3) develop an individual health risk reduction plan for me; 4) provide care and evaluation outcomes of such activities; 5) track the evolution of my risk factors over time; and 6) determine the types of health education I may need to increase my awareness of my health risk issues and the service options available to me to address them. This information may also be used to compile aggregate summary statistical data reports; and may be used by Synergy Healthcare on a de-identifiable basis to support its internal business processes.

This authorization shall remain in force until such time as I notify Synergy Healthcare of my desire to withdraw from the program. I understand that I have the right to revoke this authorization at any time. The request for revocation must be in writing and include my full name, company name, and date of birth. It should be sent to the attention of the Clinic Operations Director of the Synergy Healthcare program at the address listed above.

Print Name

Signature Date
## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
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<tr>
<td>State:</td>
<td></td>
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<td>Zip:</td>
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<tr>
<td>Phone #:</td>
<td></td>
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<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Female</td>
</tr>
<tr>
<td>Ethnic Group:</td>
<td>Caucasian</td>
</tr>
<tr>
<td>Physician Name:</td>
<td></td>
</tr>
</tbody>
</table>

## PERSONAL HEALTH

### Have you ever been told by a doctor that you have any of the following:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes (gestational diabetes not included)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coronary Heart Disease (angina, heart attack, angioplasty or by-pass surgery)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stroke/TIA (mini strokes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congestive Heart Failure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valve Disease or Heart Murmurs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Cardiovascular Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left Ventricular Hypertrophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atrial Fibrillation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LIFESTYLE

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you currently smoke cigarettes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever regularly smoked cigarettes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have ever regularly used any tobacco or nicotine products other than cigarettes (electronic cigarettes, nicotine patches, etc)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If you answered **YES** to any of the questions above, please select one of the following:

- Have not used in 2+ years
- Quit 1-2 years ago
- Quit 1 month-1 year ago
- Still using or quit <1 month ago

### EXERCISE

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many days per week do you exercise for at least 20 minutes at a time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>While exercising, how hard are you breathing?</td>
<td>Normal</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

### MEDICATIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication to lower your blood pressure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication to lower your cholesterol?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least one quarter of an adult aspirin (81 mg) daily?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOR WOMEN ONLY

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many live births have you had?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you currently pregnant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were you ever told by your doctor that you had gestational diabetes while pregnant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, how many years since you were last diagnosed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you passed through menopause (either naturally or have had your ovaries removed)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you currently using any form of hormone replacement therapy (after menopause only)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOR INDIVIDUALS WHO CURRENTLY SMOKE CIGARETTES OR USE OTHER FORMS OF NICOTINE

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been told by a doctor that you have any of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lung cancer or COPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emphysema</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asthma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you currently have asthma?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CLINICAL INFORMATION – MEDICAL PROVIDER USE ONLY

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>FT IN</td>
</tr>
<tr>
<td>Weight</td>
<td>LBS</td>
</tr>
<tr>
<td>Waist Measurement</td>
<td>INCHES</td>
</tr>
<tr>
<td>Pulse Rate</td>
<td>BPM</td>
</tr>
<tr>
<td>Blood Pressure</td>
<td></td>
</tr>
<tr>
<td>Fasting Status</td>
<td></td>
</tr>
<tr>
<td>Fasting Glucose</td>
<td>mg/dL</td>
</tr>
<tr>
<td>Total Cholesterol</td>
<td>mg/dL</td>
</tr>
<tr>
<td>Triglycerides</td>
<td>mg/dL</td>
</tr>
<tr>
<td>HDL Cholesterol</td>
<td>mg/dL</td>
</tr>
</tbody>
</table>

**Medical Provider Signature:** ____________________  **Date:** __________

*Only if performed at medical provider office. Medical provider signature not needed if performed onsite at Wofford College.*
REMINDER TO WOFFORD STUDENTS, FACULTY AND STAFF:

Student Affairs is compiling a master calendar to share with the Wofford community for “The First 54” this year, and we need your September and October events as soon as possible.

Please send dates for planned events to the Dean of Students at DeanofStudents@wofford.edu.

Please read these planning and implementation requirements before submitting your First 54 events:

The Concept: 54 events in the first 54 days of the fall semester hosted by different departments and organizations. The cross-campus collaboration will engage students with the campus community and give them the chance to preview a variety of student organizations and departments.

Why 54?: It is a play on the year Wofford was founded (1854) and covers the first several weeks of school when students are getting acclimated.

Planning and Implementation:

1. We will contact all student organizations and departments about selecting dates via email.
2. We will manage the First 54 calendar in terms of event date selection.
3. For an event to be added to the First 54 calendar the organization, department or individual planning the event MUST submit it to the online campus calendar. This is mandatory. (Go to http://www.wofford.edu/newsroom/campusNews.aspx for instructions on submitting to the campus calendar.)
4. A confirmation that the event has been submitted to the campus calendar must be sent to the Dean of Students.
5. Once the First 54 calendar has been finalized, event calendars will be printed, laminated and posted in all the residence hall rooms and around campus (i.e. on the back of room doors and on the refrigerators in the Village).
6. Organizational leaders and departmental faculty and staff will be in charge of all aspects of their own events, including, but not limited to, room reservations, staffing, set up and clean up, submitting the event to the online campus calendar and any additional marketing. (For marketing assistance, such as designing and printing posters, fill out the OMC Project Request Form found in the left-hand menu at www.wofford.edu/omc/.)

Possible events:

- Ted Talk Tuesdays
- Open mic nights/SCATE nights
• Open mic nights/SCATE nights
• Game nights
• Service projects
• RA programs
• Fitness classes/Village play days
• Sporting events
• Classes – i.e. cooking class, wine and design
• Intramurals – campus-wide dodgeball, capture the flag between residence halls
• Movies on the big screen or at the tennis courts
• Tournaments – spades, ping pong, corn hole, Wii
• Philanthropy events
• Cookouts
• RUF/Campus Outreach/FCA
• Oktoberfest
• Theatre productions
• Outdoors club activities
• Twin Towers Halloween Carnival
• Other fun events
Wofford Campus Community:

The Shipp Hall parking lot (between Shipp and the Olin Building) will be closed tonight (Wednesday, Aug. 8) through 1 p.m. tomorrow (Thursday, Aug. 9) so that a large piece of equipment can be put in place at the Olin Building.

ALL VEHICLES must be removed from that parking lot by 6 p.m. TONIGHT (Wednesday, Aug. 8). The lot will reopen by 1 p.m. Thursday.

We appreciate your cooperation and patience.
Wofford Faculty/Staff:

On Thursday, Aug. 9, Wofford ITS will enable a new password recovery feature for your Wofford user account. This change will give you the ability to reset or recover your account password using your phone or an alternate email address. In just a few weeks, this new method will become the password reset method used by myWofford. This new password recovery is more secure and does not require challenge questions.

To use this new reset feature, you must register a phone number or an alternate email address for your account. On Thursday (Aug. 9), the following screens will prompt you to enter this information after logging into your Wofford email or other Office 365 application via a web browser:
You also can perform these same steps at https://aka.ms/ssprsetup. If you have questions about this new password recovery process, please call the IT Help Center at 864-597-4357.

Thank you for your continued support as we work to advance Wofford's information technology services.

Thank You,

Kashalett Foster  
Director of IT Help Center  
Wofford  
429 N. Church Street  
Spartanburg, SC 29303  

Phone: 864-597-4279  
fosterky@wofford.edu
Volunteer Opportunity: Institutional Equity Investigators for Title IX

The Wofford College Title IX team is expanding. We currently are looking for employees to volunteer as institutional equity investigators.

The description of the role, including responsibilities and desired skills, is below. If you are interested, please submit an email by Aug. 10, 2018. (See “How to Apply” for further instructions.) Questions about the role may be directed by email to any of these individuals:

Amanda Estabrook, Title IX coordinator: estbrookar@wofford.edu
Matthew Hammett, Title IX deputy coordinator: hammettmk@wofford.edu
Demario Watts, Title IX deputy coordinator: wattdl@wofford.edu
Amy Lancaster, Title IX deputy coordinator: lancasterae@wofford.edu
Chee Lee, Title IX deputy coordinator: leecj@wofford.edu

Institutional Equity Investigator Role

The role of an institutional equity investigator is to support the college’s mission and commitment to excellence and diversity in our students, faculty, staff and all other activities. As a service-support responsibility, additional to other job responsibilities, investigators must be able to balance multiple responsibilities within a limited timeframe. Investigators will work with the Title IX coordinator and with Title IX deputy coordinators to investigate reports of sexual and gender-based misconduct. Investigators work in teams of two as assigned by the Title IX coordinator to assist in resolving complaints of sexual and gender-based harassment, including stalking, intimate partner violence and related retaliation, as assigned by the Title IX coordinator.

Responsibilities:

- Receive complaints of sexual and gender-based misconduct, including sexual harassment, stalking, intimate partner violence and related retaliation, as assigned by the Title IX coordinator.
- Identify college policy provisions relevant to an alleged complaint.
- Convene, through an equitable and impartial administrative investigation into complaints, including identifying and interviewing parties and identifying, gathering and assessing information relevant to the investigation.
- Exercise judgment regarding the gathering of evidence and interviewing of all parties involved and any witnesses.
- Develop an investigative plan for complaints and incident reports; gather and organize relevant documentation and information pertinent to involved parties and
secure relevant documentation and information; contact all involved parties and
provide them with information about the investigatory process; analyze information;
and work with the appropriate college faculty and staff during the course of
investigations.

- Maintain accurate and thorough records and notes to ensure a well-documented
  investigatory process.
- Create comprehensive written investigative reports for the Title IX coordinator that
clearly identify the issues investigated and summarize the evidence.
- Maintain the confidentiality of information provided during the investigatory process.
- Ensure information obtained during an investigation is never released to anyone
  not directly involved in the investigation.
- Actively foster and maintain a climate that is supportive of students, faculty and
  staff, nonjudgmental and respectful of difference.
- Collaborate with the Title IX coordinator to identify and address any systemic
  issues.
- Maintain professional qualifications and knowledge of best practices in sexual
  misconduct investigations through ongoing training and professional development.
- Participate in bi-monthly meetings with other investigators and Title IX deputy
  coordinators.
- Perform other duties as requested.

Desired Skills and Qualifications:

- Strong organization, planning and analytic abilities.
- Excellent interpersonal skills with strong ability to remain neutral.
- High ability to handle highly sensitive and confidential information.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Proven aptitude to multitask and meet sensitive timelines.
- Use good judgment and discretionary skills.
- Established capacity to work collaboratively with diverse constituencies, including
  students, faculty, staff, administrators and community partners.
- Knowledge of complexities surrounding sexual misconduct, including sexual
  assault and sexual harassment cases, in a college setting preferred.

How to Apply

Faculty and staff who would like to be considered for this opportunity should email
Amanda Estabrook at estabrookar@wofford.edu by Aug. 10, 2018, expressing interest in
the opportunity and describing how their skills and qualifications meet those listed above.
In addition, please include any knowledge of or experience with Title IX and a description
of any experience conducting investigations.
Wofford Faculty, Staff and Students:

ITS has scheduled a planned outage of some services from 6 a.m. to 7 a.m. tomorrow (Wednesday, Aug. 15). This outage will affect numerous ITS services, including:

- myWofford
- Banner, BannerWeb and other Banner-related systems
- Printing
- Some online Library Services
- All ITS services within the Olin Building

The outage is part of the ITS normal maintenance window. All services should be restored by 8 a.m. If you experience any problems with ITS services after 8 a.m. tomorrow, please contact the ITS Help Center at 864-597-4357 or help@wofford.edu. Thanks for your patience while we improve our systems and service.

Thank You,

Kashalett Foster
Director of IT Help Center
Wofford
429 N. Church Street
Spartanburg, SC 29303
Phone: 864-597-4279
fosterky@wofford.edu
To: Wofford Faculty and Staff

The Alumni Office is looking for a few good faculty and staff members to present Classes Without Quizzes to our alumni during Homecoming Weekend this year. This program has become a popular attraction during the weekend, and we thank all of those who have participated previously for making it happen. Thanks, also, to the faculty members who already have signed up for this year.

If you are interested in teaching a class, please fill out the information at https://advance.wofford.edu/register/cwq18. Remember – staff members can participate, too! The deadline is Sept. 17.

Here are details for Classes Without Quizzes:

- Friday, Oct. 19
  - 3:30 p.m. to 5 p.m.
  - Class size is up to the instructor and can be limited if needed or desired.
  - Location TBD once classes have been decided.
  - We can advise the alumni on any advance preparations needed for the class.

We will promote these classes to alumni with emails, and they will be listed on the Homecoming website when it goes live.

Please consider participating and pass this information along to others you think may enjoy presenting – it’s not limited to faculty only. Also, if you want to see the types of classes that have been offered previously, contact me at thompsondn@wofford.edu. I’m happy to answer questions about the program, too.

I know participation takes a lot of your time, and it is appreciated by both the Alumni Office and our alumni. Thank you, and have a great fall semester!

Debbi Thompson
Alumni Office
Wofford Faculty and Staff:

Employees who currently are insured and/or eligible for Wofford’s health insurance plan and who want to start or continue participation in the Wellness Program are required to complete an annual health risk assessment. Participation in the Wellness Program and completion of the health risk assessment are required to receive a $100 premium reduction for the Wofford health insurance plan. Below are specific instructions for the health risk assessment, instructions on scheduling your health risk assessment screening and the required documents.

1. **REQUIRED DOCUMENTS** – You will need to complete the Participation Agreement Form and Wellness Questionnaire Form (and bring these completed forms to your scheduled appointment). These documents are in the attached PDF.

2. **HEALTH RISK ASSESSMENT/SCREENING INSTRUCTIONS** – FASTING – You must fast for eight (8) hours for this blood draw. You may only have water, black coffee or unsweetened tea. Please do not fast or wait to take any medications if your primary care physician has instructed otherwise. *If you have had blood work completed on or after June 15, 2018, please bring a copy of the results to your appointment along with your completed forms. Please note that your blood work must include the following tests: glucose serum and full lipid panel (total cholesterol, HDL, LDL, and triglycerides).

3. **SCHEDULE YOUR HEALTH RISK ASSESSMENT/SCREENING** – You may schedule your health risk assessment/screening by going to my Wofford and under the system links tab, choose Wellness Center. When that page comes up choose the appointment tab at the top of the page (3rd over from the left). Then pick Employee Wellness for the Clinic. Employee Wellness screening as the reason for the visit. Lisa Lefebvre is the only provider for that clinic, so you then will be given options of her available times for appointments. These screenings will take place in the Wellness Center in her office at the back of the building.

   - **Screening Dates**: Screening will take place from now until Oct. 31, 2018.
   - **Screening Appointment**: For your scheduled screening appointment, please remember to bring: 1) your completed Participation Agreement Form, 2) your completed Wellness Questionnaire Form, and if applicable, 3) your recent blood work results.

Participants who have completed the required health risk assessment will receive an email from the Wellness Office once their completed screening analysis is received from our provider. At that time, you will receive instructions to set up a follow-up appointment with Lisa Lefebvre to review and discuss your individual results.

Should you have questions regarding the Wellness Program or Wofford’s health insurance, please do not hesitate to reach out to the Office of Human Resources at HR@wofford.edu. Thank you for allowing us to partner with you for your medical and wellness needs. Please let us know if you have further questions.
Lisa Lefebvre, RN

Lisa M. Lefebvre, RN, BSN
Director of Employee Wellness and Medical Services
Wofford College
429 N. Church Street
Spartanburg, SC 29303
Phone 864-597-4370
Fax: 864-597-4379
From: WoffordNews WoffordNews@Wofford.Edu
Subject: REMINDER TO FACULTY AND STAFF: Back to School Picnic - Tuesday, Aug. 28, 5-7 p.m. (RSVP to Amanda Gilman)
Date: August 22, 2018 at 9:08 AM
To: Wofford Staff and Faculty WoffordStaff@Wofford.Edu

Please RSVP to Amanda Gilman at gilmanaf@wofford.edu by Friday, Aug. 24.

Back to School PICNIC

TUESDAY, AUGUST 28, 5-7 PM
- ON THE MICHAEL S. BROWN VILLAGE CENTER LAWN -
BRING THE WHOLE FAMILY!

SOUTHERN FOOD FAVORITES!

WOFFORD
It's your world.

BOUNCE HOUSE & PONY RIDES!

BEER & WINE!

RSVP TO AMANDA GILMAN AT GILMANAF@WOFFORD.EDU BY FRIDAY, AUGUST 24.

IN THE EVENT OF RAIN, THE PICNIC WILL BE IN BURWELL.
REMEMBER TO RSVP to Amanda Gilman at gilmanaf@wofford.edu.
BRING THE WHOLE FAMILY!

SOUTHERN FOOD FAVORITES!

WOFFORD
It’s your world.

BOUNCE HOUSE & PONY RIDES!

BEER & WINE!

RSVP TO AMANDA GILMAN AT GILMANAF@WOFFORD.EDU BY FRIDAY, AUGUST 24.

IN THE EVENT OF RAIN, THE PICNIC WILL BE IN BURWELL.
To: Wofford College Community
From: Randy Hall, Director of Campus Safety

Campus Safety and Student Affairs welcome students, faculty and staff back to campus for the fall 2018 semester.

Here is important information regarding move-in and other activities on campus this week:

**WEDNESDAY, AUG. 29: NEW STUDENT MOVE-IN**

New students will move-in from 8:30 a.m. to 11 a.m.

All vehicles in the unloading areas at Greene, Marsh and Carlisle residence halls and behind the Rosalind Sallenger Richardson Center for the Arts **MUST BE MOVED BY 7 TONIGHT (Tuesday, Aug. 28) so that Campus Safety officers may secure these areas for move-in on Wednesday.**

Traffic on Campus Drive on Wednesday will be **ONE WAY** from Church Street to Memorial Drive during move-in. **NO PARKING** will be allowed anywhere on Campus Drive.

Faculty and staff should not use Campus Drive, except those who normally park in the Admission lot; you will be able to access the lot from Campus Drive via Church Street and exit out to Church Street if needed. Other faculty and staff may park in lots on the perimeter of campus, including at the Spartanburg Memorial Auditorium, the Cumming Street Facility or the Calvary Baptist Church on Osage Street. Employees are reminded that the four spaces beside the Sandor Teszler Library are for library visitors only; they are not to be used by employees or students.

**FRIDAY, AUG. 31: UPPERCLASS MOVE-IN**

Upperclassmen move into their residence halls between 8:30 a.m. and 5 p.m. Friday.

Evins Street will be busy, so you are encouraged to avoid the area if possible. If you must use Evins Street, drive slowly and be aware of people unloading vehicles.

Students:

- Vehicles CANNOT be parked or left unattended on Evins Street.
- Students moving into the Michael S. Brown Village Center should unload on Osage Street or in one of the Village parking lots.
- Students moving into Wightman and Lesesne residence halls should unload on Butler Circle between the Papadopoulos Building and the Olin Building, accessible via the driveway between Papadopoulos and the Wofford Bookstore from Church Street.
- Students moving into Lesesne Hall also may use the Shipp Hall parking lot.

**FRIDAY, AUG. 31: SPARTANBURG HIGH SCHOOL FOOTBALL GAME**

Spartanburg High School will host a football game beginning at 7:30 p.m. Friday in Gibbs Stadium.

All vehicles in the Verandah parking lot **MUST BE MOVED** by 4 p.m. Friday. You are encouraged to avoid Cumming Street and Evins Street before and after the football game due to traffic concerns.

**SATURDAY, SEPT. 1: WOFFORD FOOTBALL GAME VS. THE CITADEL**

Wofford will host The Citadel Bulldogs at 6 p.m. Saturday in Gibbs Stadium.

All vehicles in the Verandah parking lot **MUST BE MOVED** by 4 p.m. Friday the lot will reopen on Sunday morning.

**OTHER IMPORTANT INFORMATION**

- Students, faculty and staff are reminded that they may call Campus Safety if they need a golf cart ride from parking lots to their destinations. Officers may be reached 24 hours a day, seven days a week by calling 864-597-4911. Student Affairs staff may be reached at 864-597-4040.
- Students on campus for pre-season camp or training programs are reminded not to park in faculty/staff parking spaces. All offices are open. Campus Safety officers may issue tickets and vehicles parked illegally are subject to being towed.

Best wishes for a successful semester.
Faculty/Staff Tickets and Parking Passes for Terrier Football

**TICKETS:** Faculty and staff are provided two (2) complimentary tickets to home football games, which must be picked up on game day at the ticket booth under the video board at Gibbs Stadium. You must present your Wofford ID to receive your tickets. No faculty/staff tickets will be available for pick up before game day. The ticket office opens 90 minutes before kickoff.

If you wish to purchase extra tickets, they are $27 each and may be purchased at the Gibbs Stadium ticket booth on game day.

**PARKING PASSES:** Faculty and staff are allowed one (1) parking pass for home football games. These must be picked up between 9 a.m. tomorrow (Thursday, Aug. 30) and BEFORE NOON Friday, Aug. 31, in the ticket office on the second floor of the Richardson Physical Activities Building. Passes are good for the entire season and are not transferable.

Faculty and staff will park in Lot W, located on the back lawn of Main Building on Evins Street, across from the Stewart H. Johnson Greek Village. Parking attendants will direct you on how to access the lawn from the horseshoe area. This is the ONLY parking lot in which your faculty/staff parking pass will be valid.

Wofford opens the five-game home slate at 6 p.m. this Saturday, Sept. 1, vs. The Citadel. All Terriers fans are encouraged to wear black as we “Blackout the Bulldogs.”

We look forward to seeing you Saturday!

Go, Terriers!!
To All Faculty, Staff and Students,

Welcome back to Wofford!

The Office of Marketing and Communications (OMC) is excited to get the new academic year started!

We want to remind you of the resources our office provides to help you communicate vital information about your events and programs to the campus community and beyond.

**Daily Announcements:**
Daily Announcements to all faculty, staff and students will resume on **Monday, Sept. 3**. DAs will be sent each day, Monday through Friday, throughout the academic year, except for designated holidays. DAs are not issued on the weekends. Submit information by midnight the night before you want your announcement published to ensure timely publication. Announcements may be submitted to run twice in any one week.

**Online Calendar:**
Submit your events to post on the Wofford online calendar. This not only helps to promote your event, but it also helps others in planning and selecting dates for their events. (Remember to book your venue with the appropriate staff person; putting something on the calendar does not reserve your space. See the Event Holders’ Guide – link below — for information.)

Detailed instructions on submitting programs or events to the Daily Announcements and the online calendar are found in the attached PDF as well as online at [www.wofford.edu/newsroom/campusNews.aspx](http://www.wofford.edu/newsroom/campusNews.aspx). We suggest you save the PDF to an easily accessible location on your computer and/or print the instructions for easy reference. We are always happy to help with questions or issues; just email us at woffordnews@wofford.edu.

**Project Assistance Requests:**
The OMC can assist you with other needs, such as scheduling a photographer, designing posters and other collaterals, assisting you with web projects, and publicizing your news and events. For assistance, fill out the OMC Project Request Form located at [www.wofford.edu/omc](http://www.wofford.edu/omc) (menu on the left under the forms tab). One form does it all.

**Event Holders’ Guide:**
The Event Holders’ Guide provides essential information for those on campus creating events – both for on-campus and off-campus audiences. The guide can be found at [www.wofford.edu/uploadedFiles/MarketingCommunications/WoffordEventHoldersGuide.pdf](http://www.wofford.edu/uploadedFiles/MarketingCommunications/WoffordEventHoldersGuide.pdf).

**We’re here to help:**
Please contact us if you have questions or need assistance.
Email woffordnews@wofford.edu or call Janella Lane at 864-597-4184.
Thanks and have a great semester!

The staff of the Office of Marketing and Communications:
Annie Mitchell – vice president
JoAnn Brasington – senior director, creative & editorial content
Laura Corbin – senior director, public relations & communications
Karyn Davis – graphic designer
Angela Filler – director, projects and planning
Janella Lane – executive assistant to the vice president
Mark Olencki – photographer/digital imaging manager
Erin Patton – graphic designer

Calendar and
Daily A...02).pdf
How to Submit Events to Wofford Online Calendar

1. Go to: http://calendar.wofford.edu
2. **Note: You do not need to “log in” (that is for administrators only)**
3. Select the appropriate calendar for your event from these options:
   * Academic
   * Admission
   * Alumni and Development
   * Arts and Cultural (Off campus)
   * Arts and Cultural (On campus)
   * Athletics
   * Campus Ministry/Service Learning
   * Financial Aid
   * Student Life (this includes all student group activities, events and programs)
   * Other (anything that does not fit into the above categories)

   (Do NOT select “Campus Calendar.”) Your event will show up on this calendar by default; you must select a sub-calendar listed above. Also, do NOT select the general “Arts and Cultural” sub-calendar; select “on-campus,” and the event will show up on the general Arts and Cultural sub-calendar.)

4. Click “Go to Calendar”
5. Click “Submit Event” (upper right-hand side)
6. Enter “Title” name for your event (include the location in the title; also include whether open to only a certain group or by invitation only)
   (Note: You do not need to enter the “Title URL” in the second line)
7. Enter “Date”
8. Enter “Start Time” and “End Time” (events, such as exhibits, that have no specific start/end time may remain blank)
9. Enter any repeating options (if your event is going on for more than one day)

(Your selected sub-calendar should show up in the box under “Calendars: Submit to.” If you inadvertently selected the wrong sub-calendar, you may change that option here by clicking “Submit” under the box and changing the sub-calendar selection.)

*Keep the defaults for “Event Privacy” (Public), “Event Access” (All) and “Description” (Wrapped).
*Type a brief, but detailed, description of your event – for example, a brief bio of your speaker or brief information on performers, etc. – in the description box.
*Keep the default of “Medium” priority.
9. Enter the location (room or other campus venue) of your event
10. Enter your name (first and last) (required)
11. Enter your email (valid Wofford.edu or Email.Wofford.edu email required)
12. Click “Add”

Note: your event will not automatically post; it must be approved by the staff of the Office of Marketing and Communications (OMC) office before it appears on the calendar. The calendar is checked periodically during the day (Monday-Friday) and pending events are approved as quickly as possible.

**IMPORTANT:** When planning events please check the calendar for events that are already scheduled in an effort to avoid conflicts. REMEMBER – booking a venue does not mean that your event is on the calendar. You must still add your event. Event postings should be made no later than 4 p.m. the day before the event to ensure that they appear on the calendar. Note that you must reserve your room/venue with the appropriate staff person; putting your event on the calendar DOES NOT reserve the space.

Questions about announcements or calendar postings should be directed to WoffordNews@wofford.edu. Questions to individual staff email accounts may result in delays. If your email is sent to WoffordNews it will be handled promptly.

**How to Submit Events/Announcements to the Daily Announcements**

Daily Announcement are sent out via email each morning Monday–Friday during the academic year, except on designated holidays. Announcements are **not** distributed on Saturday or Sunday.

To submit an event announcement, a general announcement or a lost & found announcement go to: http://wofford.edu/dailyannouncements

**Announcement Guidelines:**

1. Wofford Announcements must have a Wofford contact and a Wofford email address (Wofford.edu or Email.Wofford.edu). Announcements that have an email address other than a Wofford email will not be accepted. Personal and non-college information should not be submitted to announcements. Examples are: personal business, advertising personal items or services for sale, raffles or selling of items, messages from persons or organizations not directly affiliated with the college. No commercial advertisements or announcements are allowed.
2. Announcements will **NOT run more than twice**. If an announcement is submitted multiple times it will only be run for the first two dates it is submitted.
3. Announcements must be submitted **prior to midnight** for the next day. You can submit announcements at least a week before you want them to run.
4. Event or Announcement - Which is it? When submitting an announcement you will be prompted to choose from a drop-down list of Announcements, Lost & Found or Event. An event is any function that has a DATE, TIME and PLACE. If you submit an event as an announcement it will not appear in the “Today's Events” or the “Upcoming Event” section of the announcements.
5. Please try to keep your event announcements and general announcements as brief as you can. We reserve the right to edit for space and other issues.
6. If you submit an announcement and need to make a change, email the change to WoffordNews@wofford.edu.
7. Please proof your announcement before submitting it and check for spelling errors, making sure that the room and building are named correctly, etc. Editing will be limited. You will receive a confirmation email after you submit your announcement.
8. Make sure one person is designated to submit your event or announcement so that duplicates can be avoided.
9. Events MUST be submitted to the online calendar (http://calendar.wofford.edu) as well. If you do not submit your event to the calendar it will not appear on the home page of the MyWofford portal or on the home page of the Wofford web site. When planning events please check the calendar for events that already are scheduled in an effort to avoid conflicts. REMEMBER – booking a venue does not mean that your event is on the calendar. You must still add your event. Calendar submissions must be approved by the Office of Marketing and Communications before they appear on the calendar. Event postings should be made no later than 4 p.m. the day before the event to ensure that they appear on the calendar. Note that you must reserve your room/venue with the appropriate staff person; putting your event on the calendar DOES NOT reserve the space.

SPECIAL ANNOUNCEMENTS. Special announcements will only be made with the approval of the Office of the President or the Office of the Provost or in cases of emergency as deemed by OMC or other senior staff.

PROJECT ASSISTANCE REQUESTS. OMC can assist you with other needs, such as scheduling a photographer, designing posters and other design work, working with you on web projects, and assisting with publicizing your news and events. For assistance, fill out the OMC Project Request Form located at www.wofford.edu/omc, in the left-hand menu under Forms. One form does it all.

EVENT HOLDERS’ GUIDE. New this year, we have created an Event Holders’ Guide to provide essential information for those on campus creating events – both for on-campus and off-campus audiences. The guide can be found at www.wofford.edu/uploadedFiles/MarketingCommunications/WoffordEventHoldersGuide.pdf.

Questions about any of this information should be directed to WoffordNews@wofford.edu. Questions to individual staff email accounts may result in delays. If your email is sent to WoffordNews it will be handled promptly.