Daily Announcements

Thursday, July 6, 2023

Announcements

- Faculty - Update Your Biography
- Computer Refresh for Faculty & Staff
- Social Media Director - Men’s Soccer
- Daily Announcements schedule
- Microsoft Teams Training
- On Campus Job Opportunities - Athletics Video Services
- Richardson Physical Activities Building Paving Project
- Litter Sweep at Glendale Shoals Preserve
- Parking Lot Closures - Shipp Lot, DuPre Lot

Faculty - Update Your Biography

Details: Faculty: The Office of Marketing and Communications updates biographical information for all tenured and tenure-track faculty on an ongoing basis. Having updated information highlights the strength of Wofford’s faculty and is beneficial to current and prospective students, as well as other members of the community. If you have not updated your information recently, please do so by completing the form in the link below.

Link: More Info

Contact: Office of Marketing & Communication (Phone/Ext 864-597-4182)

Computer Refresh for Faculty & Staff

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replacement of computers. If you are due for an upgrade this year, you will receive an email with details of availability between Commencement and the start of the fall semester. Wofford IT now offers faculty and staff the option to purchase their computer.

**Contact:** Kashalett Foster (Phone/Ext 864-597-4279)

**Social Media Director - Men's Soccer**

**Details:** Wofford’s men’s soccer program is looking for an individual who has an interest in the marketing & media field. This person would be our social media coordinator for all team social media outlets. The individual would be responsible for posting team updates, recruiting updates and other team-related events. Open for discussions about payment, responsibilities and further roles with the team.

**Contact:** Joel Tyson (Phone/Ext 407-757-6296)

**Daily Announcements schedule**

**Details:** Students, staff and faculty will receive the Daily Announcements on Mondays and Thursdays while summer school is in session and campus offices are open. Please submit announcements and promote events to the campus community.

**Link:** More Info

**Contact:** Dudley Brown (Phone/Ext 864-597-4538)

**Microsoft Teams Training**

**Details:** Microsoft Teams is a tool with equivalent features to Zoom, such as video conferencing, communication, collaboration, and in some cases more. Wofford ITS will move to support Teams as the preferred platform. ITS will conduct introductory Microsoft Teams sessions on July 20 and Aug. 30 from 10-11 a.m. in Leonard Auditorium. If you are unable to attend either of those sessions, please call and schedule individual or department sessions with the ITS Help Desk at 864-597-4357 or help@wofford.edu.

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Email Omar Elmore, director of video services, at elmoreok@wofford.edu for more information.

**Contact:** Omar Elmore (Phone/Ext 864-396-6086)

**Richardson Physical Activities Building Paving Project**

**Details:** The Verandah parking lot in front of the Richardson Physical Activities Building will remain closed until Tuesday, July 11.

**Contact:** Rick Shehan (Phone/Ext 864-597-4380)

**Litter Sweep at Glendale Shoals Preserve**

**Details:** Litter sweep at Glendale Shoals Preserve! Meet at the Goodall Center (351 Broadway, Glendale). This is a joint event with Keep One Spartanburg Beautiful, the South Carolina Aquarium and Spartanburg Area Conservancy. After our recent rains there is a lot of new litter accumulated on
our stream banks. Let's keep our stream environment safe for wildlife and pretty for the public. 9-11 a.m. on July 8!

**Contact:** Kaye Savage (Phone/Ext 864-597-4966)

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**Parking Lot Closures - Shipp Lot, DuPre Lot**

**Details:** Facilities will close the Shipp Hall and DuPre Hall parking lots beginning at 5 p.m. on Sunday, July 9. Both lots will reopen by Thursday, July 13. Resealing and restriping both lots will take place during the closure.

**Contact:** Bill Littlefield (Phone/Ext 864-809-5620)

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To submit a project request to the Office of Marketing and Communications, visit:
Upcoming Events

- Walking Tacos Event!

Announcements

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- Parking Lot Closures - Shipp Lot, DuPre Lot
- 2023 Summer City Tour with the Career Center

Upcoming Events

Walking Tacos Event!

Date/Time: 2023-07-11 06:00 PM  
Location: Phase 1  
Cost:  
Details: The Residence Life Department wants you to join us on Tuesday for our second program event of the summer. There will be music, cotton candy, cornhole and a walking taco bar (first come, first served).  
Contact: Kataya Campbell (Phone/Ext 864-597-4069)

Announcements

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Location:
Bowens Island Restaurant
1870 Bowens Island Road
Charleston, South Carolina

Date:
Sunday, July 30

Time:
4-7 p.m.

Link: Register

Contact: Bradley Merritt (Phone/Ext 864-597-4265)

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Wofford College is pleased to announce an updated vacation leave policy as well as a new sick/personal leave policy for staff. It is the college’s commitment to provide staff with adequate time away from work to recharge, recover and handle personal business without using paid vacation leave. Both policies have an effective date of July 1, 2023. Below is a summary of updates and additions for each policy. Full policies are attached. Please contact the human resources staff if you have questions.

Vacation Leave Updates

1. The new policy increases the number of days and rate of increase after one year of service. See the chart below.

<table>
<thead>
<tr>
<th>Consecutive Years of Employment</th>
<th>Annual Leave Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>10 days</td>
</tr>
<tr>
<td>After years 1 and 2</td>
<td>15 days</td>
</tr>
<tr>
<td>After years 3 and 4</td>
<td>16 days</td>
</tr>
<tr>
<td>After years 5 and 6</td>
<td>17 days</td>
</tr>
<tr>
<td>After years 7 and 8</td>
<td>18 days</td>
</tr>
<tr>
<td>After year 9</td>
<td>19 days</td>
</tr>
<tr>
<td>After year 10</td>
<td>20 days</td>
</tr>
</tbody>
</table>

2. The new policy allows staff to carry over up to 5 days of unused vacation leave. The maximum allotment is 5 days total over annual vacation earnings.

3. Upon separation of employment, the new policy allows for staff to be paid for up to 5 days of earned vacation time. The employee must work a full, two-week notice to receive this benefit.

New Sick/Personal Leave Policy

1. The new sick/personal leave policy provides 12 days of sick/personal leave per year.
2. Employees may carry over up to 6 days at the end of the fiscal year, which begins on July 1.
3. There is no payout for sick/personal leave at termination of employment.
4. Below are some examples of how staff may use personal/sick leave:

- Personal illness.
- Illness of family member.
- Medical appointments.
- Medical appointments.
- Family emergency.
- Parent/teacher conference, child’s school activities, awards days, etc.
- Car troubles/repairs.
- The funeral of a friend or family member that is not covered under the bereavement policy.
- Loss of a beloved pet.
- Personal business, such as banking, closing on a new home, moving, etc.
- Wellness/self-care day.

Both the updated vacation policy and the new sick/personal leave policy are in effect now and are the result of months of benchmarking, review of current policies and discussion. I’d like to extend a special thanks to the staff in Human Resources as well as the following members of the Staff Handbook Committee: Felicia Anderson, Trey Arrington, Jeff Burney, Lisa Goings, Sam Keenan, Brittany McDowell, Curt McPhail, Megan Tyler and Beth Wallace.

Sick Personal Leave 7...3.docx  Vacation leave 7.1.23.docx
27 KB
Daily Announcements

Thursday, July 13, 2023

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Daily Announcements

Monday, July 17, 2023

Upcoming Events

- Caught in the Tangle: An Interconnected Experience

Announcements

- Computer Refresh for Faculty & Staff
- Social Media Director - Men's Soccer
- Microsoft Teams Training
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- Psychology Research Study: Participate for $20 Amazon Card!

Upcoming Events

Caught in the Tangle: An Interconnected Experience

Date/Time: 2023-07-22 04:00 PM
Location: Sallenger Sisters Black Box Theatre
Cost:
Details: You're invited to join in a communal experience aimed to educate and destigmatize topics of mental health. You will be able to look inside mental health stories through an interactive fusion of theatre, dance, and art. Over the course of about an hour, you will be guided through multiple spaces inspired by quotes gathered from mental health research. Participants are encouraged to have an introspective lens while encountering different topics and artistic expressions of anxiety, depression, PTSD, bipolar, and other similar challenges. Performances are 4 and 8 p.m. on July 22 and 2 p.m. on July 23. Ages 12+.
Link: More Info
Contact: Maya Fein (Phone/Ext 864-597-4187)
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**Contact:** Dr. Steinmetz (Phone/Ext 864-597-4643)

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Memorandum
To: Wofford Staff and Faculty
From: Talicia Murphy, Director of Student Activities and the Mungo Student Center
Date: July 17, 2023
Re: First 54

The Office of Student Activities is beginning the initial planning for the upcoming First 54. The First 54 highlights the first 54 days of the academic year and Wofford’s founding in 1854. This year, the First 54 will start on Aug. 30 and wrap up on Oct. 22.

Research indicates that the first six weeks are crucial to a new college student’s experience. Therefore, it is important to get the Class of 2027 engaged in our campus community. Engagement in the Wofford community will allow our first-year students to transition from high school to college, foster meaningful relationships and immerse themselves in new life experiences.

The student activities team creates a calendar each year of events hosted by the college’s academic departments, athletics teams, campus offices and student organizations. The First 54 calendar can be useful in assisting faculty, staff and student leaders in the planning of their events. This cross-campus collaboration will engage students with the campus community and give them the chance to preview a variety of events.

View a draft of the First 54 Event Calendar.

Please complete the First 54 Event Registration if you would like to add an event to the calendar. Event registration will close on Aug. 22 at noon. Remember to submit all events to the official Wofford College Campus Calendar.

While the student activities team wants to help promote your event through this calendar, remember that you oversee all aspects of your event, including room reservations, facilities requests, clean-up and any additional marketing. Be sure to reserve all campus facility reservations through Skedda. If you have any questions about facilities and space needs, please email the Office of Campus Events at events@wofford.edu. The Office of Marketing and Communications can assist with promoting your event with posters and other items when you fill out a Project Request Form.

Before the Class of 2027 arrives in August, First 54 flyers will be distributed in all residence halls and campus buildings.

Thank you for your part in this effort as we work together across campus. Please let us know if you have any questions or need any assistance.
Daily Announcements
Thursday, July 20, 2023

Upcoming Events

- Caught in the Tangle: An Interconnected Experience

Announcements

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Daily Announcements
Monday, July 24, 2023

Upcoming Events

• Faculty Staff Yoga

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• Summer City Tour - Charlotte, NC Hopfly Brewing Company
• Verandah Lot Closed

Upcoming Events

Faculty Staff Yoga

Date/Time: 2023-07-25 11:30 AM
Location: RSRCA acting studio 105 A
Cost:
Details: Faculty/Staff yoga in the RSRCA in the Acting studio 105 A on Tuesday and Thursday from 11:30-12:30 through Aug. 14.
Contact: Lisa Lefebvre (Phone/Ext 864-597-4370)

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Details: Interested in creating content? Want to get hands-on camera or editing experience? Curious about a career in sports broadcasting, either on-camera or in the control room? Just looking for a gig to make some extra $$$? Join the Terriervision student staff and help support Wofford Athletics! Jobs include game-day operations (broadcasting the Terriers’ home games on ESPN+) and content creation (shooting or editing highlights).
Email Omar Elmore, director of video services, at elmoreok@wofford.edu for more information.
Contact: Omar Elmore (Phone/Ext 864-396-6086)

2023 Summer City Tour with the Career Center

Details: The Wofford College Alumni Association and the Career Center are taking it on the road for our 2023 Summer City Tour and our next stop is Charleston, South Carolina! Join us for an afternoon of networking and socializing with local alumni, Wofford staff and current students interning in the Lowcountry!
Location: Bowens Island Restaurant, 1870 Bowens Island Road, Charleston, South Carolina
Date: Sunday, July 30
Time: 3-8 p.m.
Link: Register
Contact: Bradley Merritt (Phone/Ext 864-597-4265)

Psychology Research Study: Participate for $20 Amazon Card!
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**Details:** This research project is on emotion and cognition and it will involve the task of viewing images on a computer. Some images will be at the level of an R rated movie. Electrodes will measure the body’s responses. We are currently in the process of recruiting, and we would love your participation. The experiment takes two sessions. The first session will take a little over an hour and the second session will take less than an hour. Participants will receive $20 in gift cards. (Must be 18-35 years old) If interested fill out this survey:

**Link:** Register  
**Contact:** Dr. Steinmetz (Phone/Ext 864-597-4643)

Summer City Tour - Charlotte, NC Hopfly Brewing Company

**Details:** Wofford College Alumni Association and Career Center are taking it on the road for our 2023 Summer City Tour and one of our stops is in Charlotte! Join us for an afternoon of networking and socializing with local alumni, Wofford staff, and current/incoming students.

First drink and appetizers are provided.

**Link:** Register  
**Contact:** Bradley Merritt (Phone/Ext 864-597-4265)

Verandah Lot Closed

**Details:** The Verandah Lot will be unavailable to staff, faculty and students while the Carolina Panthers hold training camp on campus. The lot will reopen to the campus community once the team breaks camp on Aug. 11. Twitty Street will be closed on the mornings of practice, and it will reopen once practice is done for the day.  
**Contact:** Campus Safety (Phone/Ext 864-597-4350)

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http://www.wofford.edu/dailyAnnouncements/.

For up-to-date information on campus events, visit the Wofford Campus Calendar.  
For information about Culinary Services, go to: https://www.aviserves.com/wofford/.  
Register with the Wofford Emergency Alert System for text and e-mail notifications at:  
http://www.wofford.edu/newsroom/emergencyManagement/emergencyAlerts/.  
To submit a project request to the Office of Marketing and Communications, visit:  
Daily Announcements

Thursday, July 27, 2023

Today's Events

- Faculty Staff Yoga

Announcements

- Computer Refresh for Faculty & Staff
- Social Media Director - Men's Soccer
- Microsoft Teams Training
- On Campus Job Opportunities - Athletics Video Services
- 2023 Summer City Tour with the Career Center
- Interest Fair Registration
- Psychology Research Study: Participate for $20 Amazon Card!
- Verandah Lot Closed
- Less than 30 minutes participation for a FREE LUNCH!

Today's Events

Faculty Staff Yoga

Date/Time: 2023-07-27 11:30 AM
Location: RSRCA acting studio 105 A
Cost: Free
Details: Faculty/Staff yoga in the RSRCA in the Acting studio 105 A on Tuesday and Thursday from 11:30-12:30 through August 14, 2023
Contact: Lisa Lefebvre (Phone/Ext 864-597-4370)

Announcements
Computer Refresh for Faculty & Staff

Details: The Wofford Information Technology Services (ITS) Computer Refresh Plan ensures that faculty and staff have up-to-date computing technology and a learning environment that allows technology-enabled work. ITS has standardized the process to enable seamless and easy replacement of computers.
If you are due for an upgrade this year, you will receive an email with details of availability between Commencement and the start of the fall semester.
Wofford IT now offers faculty and staff the option to purchase their computer.
Contact: Kashalett Foster (Phone/Ext 864-597-4279)

Social Media Director - Men's Soccer

Details: Wofford's men's soccer program is looking for an individual who has an interest in the marketing & media field. This person would be our social media coordinator for all team social media outlets. The individual would be responsible for posting team updates, recruiting updates and other team-related events. Open for discussions about payment, responsibilities and further roles with the team.
Contact: Joel Tyson (Phone/Ext 407-757-6296)

Microsoft Teams Training

Details: Microsoft Teams is a tool with equivalent features to Zoom, such as video conferencing, communication, collaboration, and in some cases more. Wofford ITS will move to support Teams as the preferred platform. ITS will conduct an introductory Microsoft Teams session on Aug. 30 from 10-11 a.m. in Leonard Auditorium. If you are unable to attend either of those sessions, please call and schedule individual or department sessions with the ITS Help Desk at 864-597-4357 or help@wofford.edu.
Contact: Kashalett Foster (Phone/Ext 864-597-4279)

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Location: Bowens Island Restaurant
1870 Bowens Island Road
Charleston, South Carolina
Date: Sunday, July 30
Time: 3-8 p.m.
Link: Register
Contact: Bradley Merritt (Phone/Ext 864-597-4265)
Interest Fair Registration

Details: The Student Involvement Interest Fair will be held on September 12, 2023, from 5:30 p.m. – 7:30 p.m. The Fraternity and Sorority Life Interest Fair (for NPC, IFC, and NPHC orgs) will be held on September 14, 2023, from 5:30 p.m. – 6:30 p.m. This year only student organizations who are considered active and in good standing will be permitted to participate in the Interest Fair. Any campus department is welcome to participate.

Link: Register
Contact: Talicia Murphy (Phone/Ext 864-597-4043)

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Link: Register
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Contact: Campus Safety (Phone/Ext 864-597-4350)

Less than 30 minutes participation for a FREE LUNCH!

Details: Dr. Bopp & Dr. Pittman are designing a new lab course for this fall and we need to collect a data set for one of the labs. We are looking for up to 48 students to participate for less than 30 minutes in exchange for a Jimmy John’s lunch, chips, drinks, and dessert. It is from 11:50 a.m.-12:25 p.m. on Tuesday, Aug. 1, in the Chandler Center for Environmental Studies, room 109-110 (CCES). Anyone is able to participate so please ask your friends to join you. If you can participate, please enter your name on this form: https://forms.gle/nwZRRf3gtqeMYzej6

Link: Register
Contact: Dave Pittman (Phone/Ext 864-597-4644)
From: WoffordNews WoffordNews@Wofford.Edu
Subject: Wofford College Daily Announcements for Monday, July 31, 2023
Date: July 31, 2023 at 8:58 AM
To: Wofford Staff and Faculty WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu

Daily Announcements

Monday, July 31, 2023

Upcoming Events

- Faculty Staff Yoga - Cancelled Aug. 1 and Aug. 3

Announcements

- Computer Refresh for Faculty & Staff
- Social Media Director - Men's Soccer
- Microsoft Teams Training
- On Campus Job Opportunities - Athletics Video Services
- Psychology Research Study: Participate for $20 Amazon Card!
- Summer City Tour - Charlotte, N.C., Hopfly Brewing Company
- Verandah Lot Closed
- Less than 30 minutes participation for a FREE LUNCH!

Upcoming Events

Faculty Staff Yoga

Date/Time: 2023-08-01 11:30 AM
Location: RSRCA acting studio 105 A
Cost:
Details: CANCELLED ON TUESDAY, AUG. 1 AND THURSDAY AUG. 3: Faculty/Staff yoga in the RSRCA in the acting studio, 105 A, on Tuesday and Thursday from 11:30 a.m.-12:30 p.m. through Aug. 14.
Contact: Lisa Lefebvre (Phone/Ext 864-597-4370)

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