Dear Fellow Staff Members,

As we prepare to celebrate the Christmas holiday with family and friends, I pray that the time spent away from campus will also be used to REJUVINATE, REFRESH, and REAFFIRM why “WE ARE SC STATE”...The Best HBCU in the land!

We all should focus on the New Year and New Beginnings. Yes, we will be faced with new challenges and new stressors, BUT most of all a “NEW STATE OF MIND” and mission to serve and continue to make SC STATE great.

As you drive out of the gates of SC STATE, leave with a mind set and heart to return RENEWED and READY to make a difference and be the change you want to see. RETURN with the passion, compassion and a desire to welcome our students with open arms and an open heart.

I challenge you to decorate your office space and add a framed (original or copy) of your degree(s), diploma, awards/honors, and/or any certification you possess to your décor. Show the students and stakeholders that we are the best amongst the rest and are “qualified” and “justified” to serve our students, parents, faculty, staff, alumni, community and stakeholders.

When people walk into an “inviting” space they tend to feel comfortable and the “guards” come down. This small change can create an atmosphere of care and commitment. It is a conversation tool that has the ability to INSPIRE one another and most of all inspire our students.

Have a great Bulldog Day & Safe Holiday!

“Connecting with those you know love, like and appreciate you restores the spirit and give you energy to keep moving forward in this life.”

— Deborah Day, BE HAPPY NOW!

For SCSU,
Kenita
Kenita D. Pitts
803-516-4982
kpitts4@scsu.edu
staffsenate@scsu.edu
dearcsustaffsenate@gmail.com

2014-2015 Staff Senators
Beulah El-Amin, 1890
Candyce Brown, 1890
Brenda Daniely, Academic Affairs
Cynthia Mitchell, Academic Affairs
Kendrick Lewis, Athletics
Sandra Scott, Enrollment Management
Pecolia Snow, Fiscal Affairs
Amanda Staley, Fiscal Affairs
Tracy Thomas, Institutional Advancement
Joslyn DiPasalegne, Institutional Advancement
Cynthia Geter, Office of the President
Demetrius Chatman, Office of the President
Frances Diaz-Evans, Operations
Fran Simpson, Operations
Cammy Grate, Student Affairs

EXECUTIVE OFFICERS
Kenita D. Pitts, President
Ron York, Vice President
Anquanetta Darby, Secretary
Juanita H. Strait, Treasurer
Sean Jones, Parliamentarian
Donna C. Hanton, Historian
Kay Snider, Past President
Thomas J. Elzey, Ex-Officio
Doris Gathers-Dantzler, Ex-Officio
Meet Mrs. Geniffer Bookhardt

Mrs. Bookhardt is the Statistical Researcher I, in the office of Institutional Research. Her employment extends beyond 18 years of service. Mrs. Bookhardt has also served as the Interim Director of Admissions from August 2012 – December 2013. During this time she performed admissions duties in an exceptional manner.

Geniffer provides great customer service to all by utilizing her pleasing personality and expertise. She works well with students, parents, faculty, staff and stakeholders.

Geniffer is a member of Felderville A.M.E. Church, where she serves as the Director of Christian Education. Member of Minority AIDS Council.

Geniffer is a graduate of Orangeburg-Calhoun Technical College, Associate Degree in Marketing, Claflin University, Bachelor of Science in Organizational Management and Webster University, Master of Arts in Organizational Leadership.

Geniffer is married to Mr. Nathaniel Bookhardt and is the mother of two sons: Genathan P. Bookhardt ‘08 and Nadran D. Bookhardt ‘10.

Geniffer’s motto is: Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will direct your path. Proverbs 3: 5-6.
I would like to thank the Staff Senate Leadership for the invitation to include a statement in your News Letter. In the next breath, let me also congratulate the Leadership of your assembly for your creativity and initiative in taking the lead to publish a News Letter.

In any organization, responsible information sharing and communications are essential activities which assist in maintaining group morale, awareness and employee dedication to task. In a university setting, it has long been my view that the same applies “in spades”. Not only do newsletters, blogs, radio stations and other communications venues provide skills training and growth opportunities for employees and students, but they also contribute richly to the cross fertilization of ideas and debate. To that end, this initiative is extremely important in that it rests at the center of what it is that all serious universities stand for.

The very existence of your News Letter also makes another very important point. Its existence affirms the fact that the non-teaching staff at the University have a critical role to play in shaping and framing the “University Voice”. We all are an individual part of the collective leadership which both reflects and speaks for South Carolina State University, its present and its future.

It is common knowledge that South Carolina State University, at this very moment, is confronting a very serious crisis. In my opinion, it is a crisis which threatens our future existence as a competitive university in the HBCU community as well as within the community of universities within the State of South Carolina. This reality makes the views, opinions, and constructive criticisms of the entire South Carolina State family that much more important.

As Chairman of the Board of Trustees at this great and storied institution, I encourage you all to bring your voices into the conversation about the South Carolina State University future. I encourage you to write to local, State and national leaders, and share your concerns and requests for support of this institution and its future. As importantly, I encourage all of us to “keep our shoulder to the wheel” during these difficult times. Let us insure that we do our best to secure, produce and deliver the best product that we can share with the larger world. Let us remember that we are, in the final analysis, all connected; and that future generations are depending on us to do for them what previous generations have done for us.

On behalf of the Board of Trustees at South Carolina State University, I wish each of you a happy and safe holiday season and a prosperous and safe new year.

Respectfully,

William Small, Jr.
Staff Spotlight
GLORIA DRAYTON, FISCAL AFFAIRS

JaQuanna Murray daughter of Ms. Gloria Drayton, Administrative Coordinator for the Office of Fiscal Affairs will play for the Lady Bulldogs in the 2015-2016 season.

The six-foot-three forward helped Orangeburg-Wilkinson High School to three consecutive Class AAA Lower State championship games and two state title games in three years. SouthernHoops.net ranks JaQuanna among the Top 16 players in the state in the 2015 class and ranks O-W second in Class AAA for the 2014-2015 season.

Hats off to Ms. Gloria Drayton and congratulations JaQuanna and continued success in your upcoming season with the Bruinettes. (photo courtesy of Orangeburg School District 5 and The Times and Democrat)

Community Service Spotlight

The SCSU Staff Senate was a proud participant in the Annual SCSU Adopt-A-Child & Christmas Tree Lighting Program held on December 3, 2014 through the office of Student Life and Leadership.

The Staff Senate donated gifts to a student from the Allendale area of OCAB.

Pictured left to right: Ms. Juanita H. Strait, Mrs. Beverly Green, Ms. Kenita D. Pitts, Ms. Candyce Brown, and Mr. Sean Jones. (photo courtesy of Rolondo S. Davis, External Affairs & Communications)
### Upcoming Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DECEMBER HOLIDAY</strong></td>
<td></td>
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<tr>
<td>Lady Bulldogs vs College of Charleston (SHM)</td>
<td>December 23, 2014-January 1, 2015</td>
<td>Campus Closed</td>
<td></td>
</tr>
<tr>
<td>Lady Bulldogs vs Furman University (SHM)</td>
<td>December 28, 2014</td>
<td></td>
<td>4:00 pm</td>
</tr>
<tr>
<td>January 4, 2015</td>
<td>4:00 pm</td>
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<tr>
<td><strong>STAFF SENATE MEETING (BELCHER HALL 206)</strong></td>
<td>January 6, 2015</td>
<td>3:00pm</td>
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<tr>
<td>Faculty &amp; Staff General Assembly (MLK Auditorium)</td>
<td>January 7, 2015</td>
<td></td>
<td>9:00 am</td>
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<tr>
<td>Spring Orientation (Kirkland W. Green Student Center)</td>
<td>January 8-10, 2015</td>
<td>9:00am-3:00pm</td>
<td></td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr. Day</td>
<td>January 19, 2015</td>
<td>Campus Closed</td>
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</tbody>
</table>

### Your Input is Important To Us!

We would appreciate any suggestions you might have as projects that Staff Senate can initiate, promote or support that would also promote a positive atmosphere on campus. I also invite you to email me with news, questions, accomplishments, promotions, family member accomplishments and ideas for future publications -whether you want to write them yourself or not! We encourage you to assist us with spreading the good news of SC State University. Submissions can be made via email or by visiting Lowman Hall Room 219.

Contact us:
staffsenate@scsu.edu
dearscsustaffsenate@gmail.com
Tips to Prevent Holiday Stress & Depression

When stress is at its peak, it's hard to stop and regroup. Try to prevent stress and depression in the first place, especially if the holidays have taken an emotional toll on you in the past.

1. **Acknowledge your feelings.** If someone close to you has recently died or you can't be with loved ones, realize that it's normal to feel sadness and grief. It's OK to take time to cry or express your feelings. You can't force yourself to be happy just because it's the holiday season.

2. **Reach out.** If you feel lonely or isolated, seek out community, religious or other social events. They can offer support and companionship.

3. **Be realistic.** The holidays don't have to be perfect or just like last year. As families change and grow, traditions and rituals often change as well.

4. **Set aside differences.** Try to accept family members and friends as they are, even if they don't live up to all of your expectations.

5. **Stick to a budget.** Before you go gift and food shopping, decide how much money you can afford to spend. Then stick to your budget. Don't try to buy happiness with an avalanche of gifts.

6. **Plan ahead.** Set aside specific days for shopping, baking, visiting friends and other activities. Plan your menus and then make your shopping list.

7. **Learn to say no.** Saying yes when you should say no can leave you feeling resentful and overwhelmed. Friends and colleagues will understand if you can't participate in every project or activity.

8. **Don't abandon healthy habits.** Don't let the holidays become a free-for-all. Overindulgence only adds to your stress and guilt.

9. **Take a breather.** Make some time for yourself. Spending just 15 minutes alone, without distractions, may refresh you enough to handle everything you need to do. Find something that reduces stress by clearing your mind, slowing your breathing and restoring inner calm.

10. **Seek professional help if you need it.** Despite your best efforts, you may find yourself feeling persistently sad or anxious, plagued by physical complaints, unable to sleep, irritable and hopeless, and unable to face routine chores. If these feelings last for a while, talk to your doctor or a mental health professional.

Customer Service Tips~Mrs. Ellen Ricoma

Positive Communication

The way we speak to customers — our tone and the words we use — influences whether they receive the information as positive or negative.

**Tone**
Always try to keep an *upbeat and pleasant tone*. Say nice things like you really mean them.

**Words**
The suggestions below can be used as a guide to choosing *positive words* when talking to our students, parents, faculty, staff, and stakeholders.

<table>
<thead>
<tr>
<th>Don’t Say</th>
<th>Say</th>
</tr>
</thead>
<tbody>
<tr>
<td>I don’t know.</td>
<td>That’s a good question. Let me find out for you.</td>
</tr>
<tr>
<td>You’re wrong.</td>
<td>I think there has been a misunderstanding.</td>
</tr>
<tr>
<td>You’ll have to...</td>
<td>Will you...?</td>
</tr>
<tr>
<td>What do you want?</td>
<td>How may I help you?</td>
</tr>
<tr>
<td>You called the wrong number.</td>
<td>They will be happy to help you with that in the ___ office. Will you hold while I transfer you?</td>
</tr>
<tr>
<td>Calm down.</td>
<td>I apologize.</td>
</tr>
<tr>
<td>I don’t know who told you that, but...</td>
<td>It sounds like we might have given you some confusing information. Let me see if I can get the right information to resolve this for you.</td>
</tr>
<tr>
<td>No problem.</td>
<td>It’s my pleasure.</td>
</tr>
</tbody>
</table>

"If you want to be creative in your company, your career, your life, all it takes is one easy step... the EXTRA ONE! When you encounter a familiar plan, you just ask one question: What ELSE could we do?"
- Dale Dauten
Alumni Mentorship Program

MENTORSHIP
LEADERSHIP
INSPIRATION
SUPPORT
DEPARTMENT SPOTLIGHT
Student Success & Retention Program (SSRP)

ALUMNI MENTORSHIP PROGRAM

Connecting Bulldogs Beyond the Campus

PROGRAM SERVICES

• WORKFORCE GUIDANCE
  Ensure that students find professionals in their chosen fields, and who share their values and the values of SC State.

• PROFESSIONAL INSIGHT
  Influence the career development of a new student and help them achieve their dreams.

• ROLE MODELING
  Give students a realistic view of a profession through active discussion.

• RELATIONSHIP BUILDING
  Build immediate rapport by invitations to meetings, and career-related events.

CHARTING A COURSE OF SUCCESS BY CONNECTING STUDENTS AND ALUMNI

The SCSU Mentorship Program offers students opportunities to develop mentoring relationships with alumni who are experienced professionals, and who are committed to assisting students achieve their academic, career, and professional goals.

The program seeks experienced and professional alumni to mentor students who are freshmen and transfers.

Mentoring relationships involve an initial year-long commitment that may be renewed throughout the student’s undergraduate career. Interested alumni are asked to complete an application specific to their role at the beginning of each fall semester. Depending on the number of students and alumni interested in the program, more than one student may be matched with each mentor.
During the Holiday Season, more than ever, our thoughts turn gratefully, to those who have supported South Carolina State University throughout the year. And in this spirit we simply and sincerely say,

Thank You.

Wishing you the best during this Holiday Season and throughout the New Year.

From the Family of the President
**Appreciate * Educate * Advocate**

**Benefits of Participation**

- Meet and work alongside other staff employees from diverse areas of the University
- Achieve personal growth and fulfillment through leadership roles and awareness of new opportunities
- Enjoy professional development opportunities
- Provide useful services to the university community while creating a satisfying place to work
- Communicate in a common voice on behalf of all staff employees
- Promote effective change
- Attend forums to address mutual staff concerns and designated problems
- Experience first-hand opportunities to participate in the governance and policy-making structure of the University
- Have a voice and a vote on university committees
- Participate in Staff Senate as a voting member representing your work area
- Bring diverse entities together for the common good of staff employees
- Communicate news on meetings and activities of interest to staff
- Enjoy a feeling of accomplishment as a result of making a difference

**Dues**

Each full-time staff member is encouraged to pay dues to the Staff Senate. Dues are collected for the purpose of:

- Providing memorial tributes (card) for the death of a South Carolina State University Staff Senate Member
- Staff Appreciation Recognition
- Staff Spotlight Certificate
- Brochures
- Supplies (paper, certificates, etc.)
- Monthly Workshop & Staff Meeting Materials

Dues are to be paid to the Staff Senate Treasurer.

The Staff Senate Treasurer will keep an accurate record of the dues collected from members. Dues will be deposited by the Treasurer, Juanita H. Strait in the official Staff Senate account, and will be administered according to foundation cash handling procedures.