

Staff Assembly Meeting Minutes

Minutes for the first Winthrop University Staff Assembly Meeting

4/28/14

Dina's Place

Attending: Rosanne Wallace (Academic Affairs), Margaret Williamson (Academic Affairs), Maria D'Agostino (Academic Affairs), Jeanie Faris (Access and Enrollment), Kelly McGinnis (Athletics), TJ Carney (Finance and Business), Niki Behr (Finance and Business), Rebecca Marie Best (Finance and Business), Debbie Garrick (Institutional Advancement), Kelly Shelton (President's Office), Grant Scurry (Student Life), Gena Smith (Student Life), and Sharen DuBard (Athletics). Tina Purnell and Lisa Cowart were present from Human Resources.

Tina opened the meeting by thanking everyone for agreeing to serve. The development of the Staff Assembly was accomplished in less than eight months. The first order of business was to discuss what officers were needed and to elect these positions. The results are:

Chair – Margaret Williamson

Vice Chair – Grant Scurry

Secretary – Sharen DuBard

Parliamentarian – Debbie Garrick

Historian – Maria D'Agostino

Maria D'Agostino had gone on line to look at Texas Christian University's Staff Assembly's by-laws which provided a base for some of our discussion. It was decided one of the first things the group needs to establish is by-laws. Newly elected chair, Margaret Williamson, asked for volunteers to start work immediately on developing these. The committee includes Gena Smith, Jeanie Faris, Niki Behr, Maria D'Agostino, Grant Scurry, and Margaret. This group will also propose term limits for the council members. Some of suggested sub-committees will be: Constitution, Media & Communications, and Elections. The committee will meet Friday, May 2 at 2:00 p.m. to begin discussions.

The name of the group of representatives will be called Staff Assembly and the officers will be called the Staff Council. The Assembly will meet regularly to start working on a mission plan, agendas for the larger staff meetings, projects, and other ideas. Everyone is very committed to including all staff across campus to be involved and to serve on committees. The representatives will meet the first Tuesday of every month at 2:00 p.m. The first meeting is scheduled for May 6 at 2:00 p.m. in the Polly Ford Conference Room.

Staff Assembly meetings will be the 3rd Tuesday of every month at 2:00pm. Locations will vary. The first meeting will be May 20th in Dinkins Auditorium. The agenda for this meeting will be set at the Staff Assembly meeting.

TJ Carney offered to work with Kimberly Byrd to develop the website for the staff assembly.

With no further business, the meeting was adjourned.