

Staff Assembly Meeting Minutes

May 6th, 2014
Staff Assembly Meeting
Polly Ford Conference Room
2:00 PM

In attendance:

Margaret Williamson, Grant Scurry, Maria D'Agostino, Jeanie Faris, Kelly McGinnis, TJ Carney, Niki Behr, Rebecca Best, Debbie Garrick, Gena Smith, Kelly Shelton, Rosanne Wallace, Tina Purnell

- Chair Margaret Williamson called the meeting to order at 2:10 p.m.

I-Introductions were made by all representatives.

II. Minutes from the April 28th meeting were approved with one grammatical correction.

Agreed that **Staff Conference** was everyone (all staff)

Staff Assembly is the thirteen representatives

Staff Council is the five elected positions; such as chair, vice chair, parliamentarian, historian, secretary

III. Confidentiality

The chair stressed that it was important for Assembly members to feel comfortable speaking openly and freely during meetings. Therefore, information shared should be treated confidentially.

IV. Representation on the Board of Trustees

The chair reported that she received an email from Kimberly Faust, chief of staff and secretary to the Board of Trustees, indicating that the Board is pleased that the Staff Assembly has been formed. However, they would like to "see evidence of regular meetings, governance protocols, and continued attendance and interest from staff" before changing their bylaws to include a staff representative on the Board. Kimberly's full email and Margaret's response are attached.

V. Bylaws

A sub-group met May 2 to begin developing bylaws for the Assembly. They drafted a mission statement. Maria D'Agostino and Gena Smith suggested revisions and the revised version was approved by the Assembly. The mission statement is attached. The sub-group will meet next week to continue their work.

VI. FOI Request

Margaret informed the group that a staff writer for The Herald requested information on the Staff Assembly. HR and the Senior Counsel to the President for Public Affairs are drafting a response.

VII. Staff Assembly Email

TJ created 13assembly@winthrop.edu so Staff Assembly members can communicate among ourselves. Staff members can use staffassembly@winthrop.edu to make suggestions or express concerns. These messages will go to Margaret and Grant. Messages to all staff will come from allstaff@winthrop.edu.

VIII. Performance Evaluation Process

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Margaret told the members that HR is working on a new performance evaluation process which will ensure that all staff will be evaluated annually. Additionally, the evaluation will be based on each individual's job description.

There was discussion regarding WRHI's articles on pay raises at Winthrop since July 1, 2013. Several members have heard from staff who expressed concerns about these increases while most staff have not received any raises. The group agreed that it is our role to voice concerns of staff to the President and Administration. However, we must make it clear that we do not have control over who receives a raise or how much someone receives.

IX. Staff Assembly Website

- a. TJ Carney will be the author
- b. Contact information on the right will have the chair's contact information.
- c. The menu on the left side of the site will include:
 - About Us
 - Mission Statement
 - Assembly member/officers
 - Bylaws
 - Committees
 - Minutes (drop down) for Assembly meeting summaries, Conference minutes
 - Calendar (drop down) Meetings, Events
 - Contact Us
- d. Pictures of staff members will rotate on the photo header.

X. Facebook

The group discussed the Facebook page Susan Currence developed to encourage staff participation in initial meetings and voting. Debbie Garrick will talk to Susan about whether or not she wants to take the site down now that the Assembly is formed. The group also decided that it is too soon for us to take on maintaining a Facebook site for the Assembly.

XI. Professional Development

There was a brief discussion on professional development topics that we could pursue for staff in the future. This will be an ongoing topic for consideration on Assembly agendas. One suggestion was to have lunch and learn sessions.

IX. Staff Conference Meeting Agenda

- Introductions
- Purpose of the forum
- Mission Statement
- Bylaws
- Suggestions for Committees/Opportunities
- Feedback from the Attendees

XII. Other items

Tina will check into the possibility of having refreshments after this first Conference meeting.

Staff Conference will meet May 20th at 2:00 p.m. in Whitton Hall.

The next Staff Assembly meeting will be held on Tuesday, June 3rd at 2:00 p.m. in the Polly Ford Conference Room.

XI. The meeting was adjourned at 3:45 p.m.