



# **STAFF CONFERENCE**

**Tuesday, September 21, 2021**



# **Update on Staff Conference Meeting Format**

**PowerPoints will continue to be distributed to all staff.**

**As of this presentation, it is the 2021-22 Staff Assembly's intent to continue to host Staff Conference in-person. Please keep an eye out for scheduling updates.**



# TODAY'S AGENDA

- 1. ACKNOWLEDGE APPROVAL OF MINUTES**
- 2. QUICK UPDATES**
- 3. COMMITTEE UPDATES**
- 4. Q&A**
- 5. ADJOURNMENT**
- 6. TOWN HALL - PSAG**



# APPROVAL OF MINUTES

During the September Staff Assembly, representatives voted to approve the minutes from the August 3rd Staff Assembly meeting and August 17th Staff Conference. The minutes are available on the Staff Assembly webpage.

<https://www.winthrop.edu/staff/minutes.aspx>



# QUICK UPDATES

FEATURED: [The Future of the Research Enterprise](#) [The New Academic Workplace](#) [Today's Mission Critical Campus Jobs](#)

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WU has a campus-wide subscription to *The Chronicle of Higher Education* for those of us who wish to stay informed regarding the current goings-on in academia



# CAMPUS BEAUTIFICATION INITIATIVE



<https://www.winthrop.edu/revitalizingwinthrop/volunteer.aspx>

Also see the Presidential update email from August 23<sup>rd</sup> for more information



# FACILITIES UPDATES

The Presidential update email from September 17<sup>th</sup> mentioned a facilities update from Associate VP of Facilities, James Grigg. This is in the works, and James will present in the October 19<sup>th</sup> Staff Conference.



# COMMITTEE UPDATES

- Staff Recognition
- Media & Communications
- Professional Development
- Campus & Community Involvement
- Staff Feedback



# WELCOME TO NEW STAFF

**Sheila Anderson**, *custodial worker, Facilities Management*

**Michelle Brodict**, *registered nurse, Health Services*

**Sean Coughlin**, *set-up specialist, Facilities Management*

**James Covington**, *HVAC-R worker, Facilities Management*

**Kristin Culbreath**, *mentoring and induction specialist, College of Education*

**Amanda Foshag**, *program assistant, Financial Aid*

**Lauren Gamble**, *family nurse practitioner, Health Services*

**Anne Hill**, *assistant manager, Student Financial Services*

**Joseph Miller**, *vice president, Enrollment Management & Marketing*

**Andria Tolbert**, *benefits administrator, Human Resources*

**Stefan Wunderlich**, *lab manager, Biology*

**Lauren Yoder**, *admissions counselor/community outreach coordinator,  
Admissions*





# Staff Member of the Month August 2021

Thanks for all you do!

Staff Member of the Month  
**Nominee**

Recognition Committee  
Staff Assembly





# thanks

Reserved Parking  
Spot On Campus

1 Month Free at the  
West Center

1 Free Meal at  
Thomson Café

Spotlight in  
Staff Stuff Newsletter



# Swag.

York Electricity Co-Op  
Comporium  
Development Office  
Alumni Association  
WU Athletics  
Morton & Getty's

Department of English  
Winthrop Foundation  
Arrowpoint  
Small Business Development Center  
Office of Admissions  
Office of the President  
Founders  
State Farm

Residence Life  
Department of Design  
Winthrop Bookstore  
Department of Music  
College of Business  
Publix

Center for Educator Recruitment, Retention, and Advancement  
Office of New Student & Family Programs

# Nominees | August 2021



**Angela  
Conner**



**Bobby  
Teal**



**Carolyn  
Grant**



**Curlene  
Moise**



**Donna  
Guerra**



**Amanda  
James**



**Heather  
Carter**



**Kathie  
Park**



# Nominees | August 2021



**Kathryn  
Wilson**



**Leah  
McMillan**



**Lydia  
Johnson**



**Marielle  
Hinson**



**Nancy  
White**



**Stacy Arrington  
Carter**



**Tina  
Williams**



**Willie  
Aiken**

A grayscale background image of a Winthrop University building and a stone sign with "WINTHROP UNIVERSITY" engraved on it. The sign is in the foreground, and the building is in the background, partially obscured by trees.

# **Amanda James**

## **Office of Admissions**

**Staff Member of the Month**  
**August 2021**





**September 2021**  
**Staff Member of the Month**  
**Nominations**

**due**

**Thursday, September 30**  
**at 5 p.m.**





# MEDIA & COMMUNICATION

The next Staff Stuff newsletter will be out the first week of October.

This month we're asking staff to send in suggestions for the best lunch spots around campus.

Photos can be shared in the "Winthrop University Staff Conference" Facebook Group, or emailed to Kara Cauthen by 09/28 [cauthenk@winthrop.edu](mailto:cauthenk@winthrop.edu)



# PROFESSIONAL DEVELOPMENT

The Professional Development Committee is currently restructuring under new leadership.



# CAMPUS AND COMMUNITY INVOLVEMENT

On 9/11, CCI hosted a litter pickup. 34 people, mostly students, assisted in the effort.





Staff Conference  
HELP 5¢

Staff Rep

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IS

IN

**Have questions for your Staff Assembly Reps or about Staff Conference in general? Drop by and chat! Reps from Staff Assembly will make the rounds this fall and be available to chat with staff members. Upcoming dates and locations are:**

DATE	TABLE LOCATION	BUILDINGS	TIME
9/23	Tillman Lobby	<u>McBryde</u> , Tillman	2:00 – 3:00pm
10/12	Digs Lobby	Courtyard, Digs, West	11:00am – 12:00pm
10/28	Sims Lobby	Dalton, Facilities, Operations, Richardson, Sims, Wofford	11:00am – 12:00pm
11/9	<u>Kinard</u> Lobby	Bancroft, Crawford, <u>Kinard</u> , Margaret Nance, Owens	2:00 – 3:00pm
11/18	Thurmond Lobby	Barnes, Byrnes, Carroll, <u>Joyne</u> s, Lee Wicker, <u>Macfeat</u> , Phelps, Thompson, Thurmond	2:00 – 3:00pm



# STAFF Q & A

**Have a question you would like answered?  
Use our Staff Feedback form to submit your question.**

**[Submit a Question!](#)**





# STAFF Q & A

**Q1:** What are the requirements for an employee to have a designated reserved space? The 2nd space on the right as you enter into the Margaret Nance parking lot near McBryde is apparently reserved for an employee who works in Tillman. The duration of the reserved space is unbeknownst to me. A WUPD Officer said that the space has been reserved for over a year. This employee has an orange WUPD cone that is kept in the rear of their white CRV (visually seen) that he/she can use to reserve that space when they leave campus and return. This observation alone raises questions. Honestly, this "reserved spot" seemed to have popped up suddenly. With limited parking in Margaret Nance for those who work in Tillman, Crawford, Digs, and West Center, most of us want parking near our office too, but understand a space nearest our work building is not guaranteed. So, when an employee seems to have favored treatment, it's is neither fair nor equitable. Please explain how this is permitted and why.



# STAFF Q & A

**A1:** Thank you for being observant and bringing this to our attention. Staff Assembly has investigated this matter and learned the reason for this space being reserved is justified. The reason is of a confidential nature, therefore we are unable to provide any other specific information other than to assure you that the space is being reserved for a legitimate reason.



## STAFF Q & A

**Q2:** I work in the CAS and must report my work status to the dean's office each week: Why do I have to do this? Is the question asked campus wide or just CAS? Is the question asked of only staff or of all employees? I feel micromanaged and as if I'm not trusted to do my job. This is one of this items that impacts morale for me.





## STAFF Q & A

**Q3:** I've received business email from multiple tiers of administration which have been vague, curt, or even seemingly flippant, condescending, or very casual despite the sensitivity or content of the discussion.

Can we have trainings for staff of all levels on how to write business emails? Our students learn this in communication courses so we should set a good example. It would also boost morale and efficiency to have clear, respectful communication.



## STAFF Q & A

**Q4:** Could someone from HR discuss employment outboarding procedures, or point to where that information might be online? When I have co-workers leaving Winthrop I am often asked what the steps are regarding notifications, benefits status, when/how they get paid for unused leave time, etc. I don't have these answers and they don't seem to be getting clear answers from HR. With so many people leaving lately, I'm sure there has to be some standard written procedure that can be shared, yes?



## **STAFF Q & A**

**Three previous questions were asked regarding HR policy/procedures. VP of HR & Employee Wellness, Lisa Cowart, will take a few moments to address those concerns.**



## STAFF Q & A

**Q5:** Have Campus Police and/or Facilities Management considered adding card swipe systems for building access? Possibly with a reception area for visitors? There have been a few people not affiliated with Winthrop gain easy access to my office (where many students work) over the past few years, and, especially after there was a RHPD suspect loose close to campus a few months ago, I worry about the ease of access to our students and staff.



# STAFF Q & A

**A5 (part 1):**The Winthrop University Police Department, Facilities Management, and Information Technology have and are looking at adding card readers to various exterior doors for each building. However, there are several obstacles that must first be overcome. These include, allocating fiscal resources, reviewing the already available infrastructure, and various network considerations. Each building is unique regarding the listed obstacles and unfortunately there is not a single solution that would work universally. I would also mention that under state policy, the university must remain open to the general public during normal business hours, absent exigent circumstances. This includes almost all of Winthrop University's buildings, with the notable exception being Residence Halls. Also, some of our buildings are not set up to have a closed off reception area and for those that could accommodate it, the areas would have to be staffed accordingly.



## STAFF Q & A

**A5 (part 2):** However, we are continuing to examine the issue and make progress as the obstacles can be overcome. I would also mention that if any student or faculty/staff feels uneasy about another individual on our campus, they should immediately contact the Winthrop University Police Department and advise of the situation. Officers would then be dispatched to the location accordingly so that the individual can be identified and the appropriate action taken. In regards to the example from a few months ago, I will say that the appropriate action was taken and a protective perimeter was almost instantly setup by WUPD and RHPD.



## STAFF Q & A

**Q6:** If Winthrop has been given 7.3 Million dollars why can't they use some of it to reimburse their remaining staff for the money Winthrop took/we lost when we were furloughed?

“Winthrop has received \$7.3 million in COVID relief funds as part of the American Rescue Plan (ARP) to be distributed to students who have college and/or pandemic-related expenses, and the application is now OPEN.”

**A5 (part 2):** VP Justin Oates is aware this question has been asked but has not yet provided an answer. When an answer is provided, an update will be made in the DailyDigest.



# STAFF COMMITTEES

- Staff Recognition
  - Michael Szeman, [szemanm@Winthrop.edu](mailto:szemanm@Winthrop.edu)
  - Kara Traverse, [traversek@Winthrop.edu](mailto:traversek@Winthrop.edu)
- Media & Communications
  - Kara Cauthen, [cauthenk@Winthrop.edu](mailto:cauthenk@Winthrop.edu)
- Professional Development
  - Nicole Chisari, [chisarin@Winthrop.edu](mailto:chisarin@Winthrop.edu)
- Campus & Community Involvement
  - Chris Johnson, [johnsonc@Winthrop.edu](mailto:johnsonc@Winthrop.edu)
  - Judy Longshaw, [longshawj@Winthrop.edu](mailto:longshawj@Winthrop.edu)
- Elections & Nominations
  - Amanda Stewart, [stewartaj@Winthrop.edu](mailto:stewartaj@Winthrop.edu)
- Staff Feedback
  - (currently undecided but email Leah Simmonds, [simmondsl@Winthrop.edu](mailto:simmondsl@Winthrop.edu))





# Questions? Comments? Announcements?

Have a question that we should address in our next Staff Conference meeting? Submit it in our [online form](#) or email it to John Kroft at [staffassembly@winthrop.edu](mailto:staffassembly@winthrop.edu).



# Next Staff Conference

Tuesday, October 19, 2021



*Staff Conference*



# **PRESIDENTIAL SEARCH ADVISORY GROUP TOWN HALL**

**Professor Emerita and former Dean, Dr. Gloria Jones will provide an overview of the function of PSAG**



# PRESIDENTIAL SEARCH ADVISORY GROUP TOWN HALL

**Q1:** What kind of experience, world view, personality, etc. are important for the next President to have in order to address the challenges and exploit the opportunities they will inherit?

Please state your first and last name  
before answering the question



# PRESIDENTIAL SEARCH ADVISORY GROUP TOWN HALL

**Q2:** How should the next President address faculty/staff morale?

Please state your first and last name  
before answering the question

<https://tinyurl.com/wustafftownhall>