

Winthrop University
Staff Assembly Meeting Minutes
August 4, 2020
Via Microsoft Teams

Staff Assembly Present: Debbie Casperson, Jayme Charles, Holly Cook, Debbie Garrick, Katie Gawronski, April Hershey, Chris Johnson, John Kroft, Shea Maple, Claire Mooney-Melvin, Leah Simmonds
Absent: Jessica Martin, Tanya Pettus, Jill Simpson
Vacancies: Vice Chair and Secretary

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:02pm. Chris Johnson made a motion to approve the minutes from the June 2 Staff Assembly. The motion was seconded by Debbie Garrick, and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: There is a meeting scheduled for August 5 in which meeting materials have been sent to the committee. The committee intends to brainstorm several COVID safe events and campus programs for the upcoming academic year.
- Elections & Nominations: At this time, there is no update.
- Media & Communications: The newsletter will be available by end of the week.
- Professional Development: Exploring virtual options for Fall 2020.
- Recognition: Committee is discussing way to recognize staff members in a virtual environment.
- Staff Feedback: Awaiting an update.

Treasurer Report

We still have \$1200 available until December 2020. Upcoming allocations: \$600 to fit fountains with water bottle filling attachment. Update forthcoming.

Old Business

As the \$600 in funds has been approved for use toward the fitting of the water fountains (2); the discussion continues as to which two will be fitted with the attachment. Also, awaiting final estimated cost.

New Business

Staff Council Positions and Elections

- A vote took place on the below positions. Motion for approval was initiated by John Kroft and was seconded by Chris Johnson
 - Leah Simmonds – Treasurer
 - April Hershey – Parliamentarian
 - Holly Cook – Historian
- Vice Chair position was discussed in which John Kroft expressed interest. Jayme Charles (Chair) indicated that she would speak with John; concerning the position and a vote would take place at the next meeting.

Staff Conference Questions

- Staff assembly discussed the four (4) submitted staff conference questions.

Staff Conference Format Discussion

- Positive feedback has been received concerning the PowerPoint with voice
- Working to determine a format that would meet the needs for a more virtual in person meeting
- Staff Assembly discussed options; how to gauge involvement/preference of university staff members. It was determined that a poll should be created and sent to staff members.

Speakers/Topics

- Several speakers/topics were discussed to include IT Remote Tips, Health & Counseling, and Environmental & Safety to name a few.

Staff Conference Goals

- A byproduct of last year's annual report was the need to create clear and concise Staff Conference goals. Dialog and conversation took place amongst the assembly members the two main takeaways for further development being...
 - How do we communicate?
 - What is our voice?
- The key concerns of staff at this moment in time is COVID, Furloughs, and Faculty/Student support.

Meeting was adjourned at 3:31pm.