

**Winthrop University**  
**Staff Assembly Meeting Minutes**  
**September 01, 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, Jill Simpson

Absent: Jessica Martin, Tanya Pettus

Vacancies: None

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:01pm. Chris Johnson made a motion to approve the minutes from the August 4th Staff Assembly. The motion was seconded by April Hershey, and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: Have a meeting next week to continue to discuss academic year initiatives. Exploring the idea of having a volunteer scheduler that would indicate all available volunteer opportunities and would allow sign ups.
- Elections & Nominations: No update at this time.
- Media & Communications: The newsletter will be available end of the week. Committee is discussing social media options and what type of use for each platform.
- Professional Development: Exploring virtual options for Fall 2020.
- Recognition: Should have a name for "Staff Member of the Year" by Monday. Also, will be requesting nominations for "Staff Member of the Month".
- 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. Awaiting information on any possible expenses related to a virtual professional development option that is currently being explored.

Old Business

Water Bottle Filling Stations

- This project is currently moving forward and Staff Assembly has approved the use of \$600 from the treasury amount to assist with this initiative.
- There have been conversations in hopes of acquiring more of the filling stations because campus water fountains are unable to be used in current configuration during the pandemic.
- Locations of these bottle filling stations is still yet to be determined.

Staff Assembly Vice Chair

- John Kroft has volunteered to fill this position.

Secretary

- Katie Gawronski has volunteered to fill this position.

## New Business

### Staff Assembly Attendance Bylaw

- The topic of relaxing the bylaw related to attendance was initiated by Chair, Jayme Charles, as we look to an academic year plagued with a global pandemic and university furloughs.
- Two options were discussed; formally amending the bylaw or a more informal memorandum of understanding for this specific academic year.
- A healthy discussion took place amongst members who voted to formally amend the bylaw as the assembly felt this was better option in this time of uncertainty moving forward.
- A draft of the amendment will be available for review/feedback in the next Staff Assembly meeting; October 6, 2020.

### Staff Conference Questions

- Staff Assembly received a lengthy list of staff conference questions with the majority asking questions and voicing concerns over furloughs.
- It was discussed that some of the questions were submitted prior to the launch of the furlough FAQ site. In light of the upcoming Faculty/Staff Town Hall, all submitted questions pertaining to furloughs will be submitted to the Town Hall.
- Any questions that did not pertain directly to the furlough will be passed to executive leadership for their response.

### Staff Conference Annual Report

- Annual report was sent to staff assembly for review.
- The annual report will be included in the next Staff Conference PowerPoint with a link to the full document.
- Discussion took place as to whether or not the Staff Conference Annual Report should be or is required to be sent to the Board with Chair, Jayme Charles to follow up.

### Staff Conference Survey Results

- It was clear that an asynchronous meeting is still needed.
- More videos or content by executive leadership.
- Highlight a committee each month to be sure that staff know who and what each committees' purpose is.
- Welcome videos were discussed.

### Speakers/Topics

- Inquiry as to whether Facilities would be ready to complete a short training/refresher on Work Orders in September is still awaiting verification. Chris Johnson is to follow up.
- The Annual Report for Staff Conference will be included in the Sept. Staff Conference with a link to the full document.
- Staff Assembly intends to highlight one committee each month.
- It was also discussed about doing welcome videos or beginning to incorporate more videos to provide more visual/interactive content.
- Other future topic ideas included: Information Technology with a Tech Update, Fitness/Food as we enter the holiday season, and Homecoming.

### Miscellaneous

- A virtual staff social was discussed with a tentative date of sometime in Nov. More details to come.

Meeting was adjourned at 3:09pm.