

Winthrop University
Staff Assembly Meeting Minutes
December 1, 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, Jessica Martin, Claire Mooney-Melvin, Tanya Pettus, Leah Simmonds, Jill Simpson

Absent: None

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:04pm. John Kroft made a motion to approve the minutes from the November 6 Staff Assembly meeting. The motion was seconded and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: The winter food drive has concluded with donations going to the Human Nutrition food pantry. The pet food drive is underway until December 11. The committee will send out a campus-wide survey about CCIC later this month. The committee is also calling for volunteers for a campus litter clean-up day in December.
- Elections & Nominations: There is no update at this time.
- Media & Communications: The December newsletter will be issued this week. The next newsletter will be in February.
- Professional Development: There is no update at this time.
- Recognition: The committee is looking for members to help with recognition, specifically Staff Member of the Month.
- Staff Feedback: The committee has discussed how to provide better access to information gathered through staff Q&A.

Treasurer Report

\$1200 is available until December 2020. Pending allocations: \$450 to fit fountains with water bottle filling attachment. It is possible that the expense can be covered via CARES funding. Chris Johnson and Leah Simmonds will investigate how this item should be expensed.

Old Business

- Water Bottle Filling Stations
Bottle filling attachments have been ordered.
- Committee Spotlights
Committee spotlights will resume in 2021.

New Business

The group discussed our potential involvement in creating a community cookbook. Jayme will bring the feedback gathered through this discussion to the faculty representative of this project for further consideration.

The group reviewed drafted questions for a spring Staff Conference survey. The survey should help us gather additional staff feedback on Staff Conference format and involvement.

Staff assembly discussed the three (3) staff conference questions submitted this month. Those as well as the two questions received in November will be addressed in December's Staff Conference presentation. The group discussed the role of the Staff Feedback committee in reference to Q&A. The Staff Feedback committee can focus on questions that require research/explanation beyond what is provided in Staff Conference presentations.

Speakers are arranged through the end of 2020. We are trying to find someone from the CBA who could present on taxes in January. Potential speakers for spring 2021 were suggested and discussed. The Elections and Nominations Committee may present a committee highlight in spring around the spring nomination cycle.

Meeting was adjourned at 3:18pm.