

Winthrop University
Staff Assembly Meeting Minutes
March 30, 2021
Via Microsoft Teams

Staff Assembly Present: Debbie Casperson, Jayme Charles, Holly Cook, Debbie Garrick, Katie Gawronski, April Hershey, Chris Johnson, John Kroft, Jessica Martin, Tonya Pettus, Katie Roach, Leah Simmonds
Absent: Shea Maple, Claire Mooney-Melvin

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:02pm. Jessica Martin made a motion to approve the minutes from the March 2 Staff Assembly meeting. The motion was seconded and the minutes were approved unanimously.

Committee Updates

- **Campus & Community Involvement:** There is a food drive coming up to collect items for the food pantry in Dalton. There will be another campus beautification day on April 17th. Volunteers may also be needed for a residential electronics recycling day. Volunteers for either of these events may sign up via Eagle Impact.
- **Elections & Nominations:** The committee has sent out a call to nominations for all needed positions. So far, only nominees for Athletics and Access & Enrollment Management have been received. Nominees are still needed for Academic Affairs, Student Affairs, HR, and Facilities. Staff Assembly members are encouraged to help with recruitment in their areas. The committee plans to provide an update on nominees and hold elections as necessary later in April.
- **Media & Communications:** The April newsletter will go out next week.
- **Professional Development:** The spring professional development conference will be May 11-12. The committee is also hosting Excel and Photoshop classes in the coming weeks.
- **Recognition:** There is no update at this time.
- **Staff Feedback:** The committee continues to review staff survey results. They will determine what information from the survey should be provided to staff.

Treasurer Report

It has been confirmed that \$1,200 is available for this year. \$96 has been approved to purchase recognition cards. We also anticipate expenses for the water bottle filling stations and professional development conference.

Old Business

- **Water Bottle Filling Stations**
A work order has been submitted to install a filling station at the water fountain in front of the Cashier's office.
- **Committee Spotlights**
CCIC plans to present in April. Committee Spotlights will stop during summer and resume in fall.

New Business

- Survey Results
Staff Assembly reviewed and discussed the results from the recent staff survey. The group brainstormed different ways that Staff Assembly and Staff Conference could help improve employee morale and discussed Staff Conference's role in addressing other university concerns.
- Staff Conference Questions
Staff Assembly discussed the five (5) staff questions received this month.
- Future Speakers
Speakers/topics for Staff Conference have been arranged through June.

Meeting was adjourned at 3:08pm.