

Winthrop University
Staff Assembly Meeting Minutes
May 04, 2021
Via Microsoft Teams

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

Absent: April Hershey

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:00pm. Katie Roach made a motion to approve the minutes from the March 30 Staff Assembly meeting. The motion was seconded and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: The committee is currently hosting a food drive to collect items for the campus food pantry. The committee is also collecting donations as students move out of residence halls.
- Elections & Nominations: All open positions for the new cycle have been filled with the exception of Facilities.
- Media & Communications: The last newsletter of the academic year will go out this week.
- Professional Development: The spring professional development conference is coming up on May 11-12. Staff may attend virtually or in-person.
- Recognition: The committee is in process of voting for Staff Member of the Month. The welcome notecards have been received and will be distributed to new staff members going forward.
- Staff Feedback: There is no update at this time. The committee plans to meet next week.

Treasurer Report

We have \$588.26 remaining. Recent expenses include the Recognition welcome cards and Professional Development Conference costs. Treasurer Leah Simmonds presented a budget for the rest of the year.

Old Business

- Water Bottle Filling Stations
Facilities is considering a second location for the water bottle filling station.
- Committee Spotlights
Committee spotlights are on hold for summer and will resume in the fall.

New Business

- Elections
The Elections and Nominations Committee proposed an amendment to Staff Assembly bylaws to allow current members to continue to serve past a two year term if no other nominations are received for the open spot. The group worked on revised wording for the amendment. The final proposal has been made available for review by all members. The proposed amendment to the bylaws will be put to a vote at the next SA meeting.
- Action Items from the Spring Staff Survey
Further discussion was had about the spring staff survey results. The group narrowed focus to a few action items from last meeting's brainstorming session.
- Summer Retreat
Staff Assembly is considering a summer retreat. A survey will be sent out to all Staff Assembly members to determine an agreeable date and time. The survey will go out after new members have been notified of their participation.
- Staff Conference Questions
Staff Assembly discussed the ten (10) staff questions received this month.

Meeting was adjourned at 3:20pm.