

Winthrop University
Staff Assembly Meeting Minutes
August 1, 2017
Polly Ford Room, West Center

Staff Assembly Present: Becky Best, Kaye Burks, Jessica Cassel, Jackie Concodora, Penny Cotter, Maria D'Agostino, Julia Fockler, Amanda Hackney, Wes Love, Kelly McGinnis, Kirk McSwain, Alicia Marstall, Susan Sauvigne, Lori Tuttle

Absent: Nicole Chisari, Wes Love

Vacancies: NONE

Meeting was called to order at 2:04 p.m. by Maria D'Agostino, Chair

Approval of Minutes:

- Staff Assembly minutes of July 5th were approved,
- Staff Conference minutes of July 18th were approved.

Maria welcomed Kirk McSwain, Office of the President, as our newest member of Staff Assembly.

LeeAnn Pounds then explained her role as HR Liaison to Staff Assembly. LeeAnn stated that Staff Assembly relies on Human Resources as a resource, as to "why or could" things be done. She is also there for state regulation questions. She is not part of the decision-making group but she is here for guidance on issues that relate to staff. Maria also stated that if we need to discuss something that we feel HR is not to be part of, we can ask LeeAnn to step out of the meeting briefly.

Committee Updates:

Election & Nominations- Becky reported that all spots are filled.

Media & Communications- Kelly reported that the next Staff Stuff would be coming out mid-August; she believed that it was August 1st, but that was incorrect.

Professional Development- Since Nicole was absent, Alicia reported at the last meeting the group set some goals for themselves. They have met with Travis from Aramark. He would like to collaborate with the committee and bring a corporate trainer from Aramark here to speak. This is being set for a possible Fall 2017 date. Also discussed were "brown bag lunches", with different topics to be discussed.

Campus & Community Involvement- Amanda stated the last meeting was a cookout on a Saturday, which she could not attend. Next meeting is in September.

Recognition: Jackie reported they are in the process of scheduling a sit down meeting, since most meetings via email.

Staff Conference Reception was discussed for September 19th in the Richardson Ballroom at 3 pm. We would like to do an ice cream social. The cost of three tubs of ice cream, miscellaneous toppings, and would include set-up and clean up would be \$285. Each tub serves 45 people. It was agreed that two tubs (chocolate & vanilla) would be purchased at a cost of approximately \$205. We are unsure of any discounts and/or tax charged to us.

Jackie reported we have \$484.48 left in our account.

Julia then presented a new form for our approval. The form is an example of the email that would be sent out after an event request has been received and Staff Assembly has discussed. There were some changes/updates suggested and Julia will revise the form.

Items to be added to the event request area on the website include:

- All event requests should be presented at least 30 days before the event.
- In addition, keep in mind hours that everyone works on campus and try to be all inclusive of entire staff.

Old Business-

- Possibly of assigning standing committees to work/research topics or issues that are brought before Staff Assembly.
This was discussed in regards to helping Facilities feel that they are part of staff. The thought was issue a committee to look into how to include them on Staff Conference and events held on campus.

New Business-

- New Staff hire introductions- it seems we have numerous folks who are new but do not come to the meetings when we are scheduled to introduce them. It was suggested that each person on Staff Assembly be notified on these new hires and either bring them, or personally invite them to the next Staff Conference meeting.
- Jessica reminded everyone that the Aramark contract will be expiring in a year and a focus group is being set up to look at all options. If you have any ideas/suggestions for our food services (Aramark or maybe a new vendor), please let her know.

Meeting was adjourned at 3:03 pm.