

## **Staff Assembly Minutes**

**August 5, 2014**

Meeting called to order at 2:02 pm

Members present: Jeanie Faris, Kelly McGinnis, Grant Scurry, Gena Smith, Margaret Williamson, Rosanne Wallace, Maria D'Agostino, TJ Carney, Niki Behr, Rebecca Best

Members absent: Kelly Shelton, Debbie Garrick, Sharen Dubard

Jack Allen with Parking Enforcement presented the signs that will be posted on the dates for Staff Conference meeting. They will be responsible for placing the signs the morning of the meeting and picking them up.

### **I. Secretary position**

Gena Smith will be leaving Winthrop University to pursue an opportunity at UNCC. Jeanie Faris has agreed to fill the position of Secretary.

### **II. Election to replace Gena**

Becky Best, chair of the Elections Committee will be involved in processing our first election for the vacant spot. It is the assembly's desire to proceed with elections in the same manner as the original election while maintaining the policies in our bylaws. She will work with Joan Weir, administrative assistant for VP of Student Life, for an email distribution list and Kamal Rai to set up the process. The election will proceed with the following steps:

Email to DIVISION (Student Life) for nominations – allow X amount time -TBD

Email to nominated member to see if they would like to accept the nomination

Email to DIVISION (Student Life) with nominations (with statement of desire to serve) and voting process is open for two weeks.

Votes to be tallied using electronic means established

New member to be in office and serving by October 7<sup>th</sup> – Start date will coincide with the Staff Assembly meeting and not the Staff Conference meeting. The new member will serve out the remainder of Gena's term.

### **III. Volunteer(s) to gather info on business discounts**

Linda Campfield is willing to work with staff assembly members to compile a list of area discounts. Kelly McGinnis agreed to work on this list with the help of Jeanie Faris to call local business members about business discounts.

#### **IV. Parking permits – hanging or affixed to windshield?**

Jack Frost requested the assembly to research hanging tags instead of the stickers. It has been the preference of the President's office to have it affixed to the car for brand recognition. Chief Zebedis has expressed interest in the hanging tags in the past giving the opportunity to assign the tag to the person and not the car. Staff assembly gives their vote of confidence to continue researching the hanging tag option. Several staff members have safety concerns about the public knowing Winthrop is their place of employment or being identified as a Winthrop employee while conducting their personal business. Questions were raised about the increased cost, if the tags were easily duplicated, and if it would create extra burden for Parking Enforcement to check hanging tags vs decal and ns if a ticket would be issued for forgetting their hanging tag.

#### **V. New staff orientation introduction**

HR would like the Staff Assembly to have representation at the new staff orientations. Jeanie Faris will give a brief statement and welcome on behalf of the Staff Assembly/Conference.

#### **VI. Suggestions/Questions received through the Staff Assembly email or in person**

a. Salvatore's – The staff assembly appreciates the ideas and encourages them while realizing some may not be viable options or within the scope of the Assembly to pursue.

Nursing or Engineering program – expensive, not a viable option at this time.

Bonfires – due to safety concerns and policy unable to proceed

Volunteer options will come through the Campus Community involvement committee

b. Enrollment – Concerns were raised about the truth in our enrollment numbers as they heard we were experiencing a 10 year growth. Our former president addressed that the enrollment numbers have been stagnant in her opening address and the intention was to increase enrollment. Organizational structure of our institution was adjusted to include the Access and Enrollment Management (Eduardo Prieto, VP) to increase enrollment.

c. Foundation employees – Why aren't Foundation employees invited to the Staff Conference? They are not Winthrop employees but are welcome to attend as they are open meetings.

d. All day professional development meeting with topics/fun activities (goal setting, wellness, supervisor training, etc.) – Staff assembly likes this idea and will present to the Professional Development committee once it is established (after 9 month employees are back on campus and allowed the opportunity to participate).

e. Professional development presentation at a conference meeting? – Concerns: would the 1 hour meeting during the Staff Conference time be enough of a window to provide this opportunity. This option will be explored by the Professional Development committee once it is established. Research is currently in process as the best way to allow staff to volunteer via web submission/survey. TJ Hyatt and Kimberly Byrd are working on an online submission form for staff members to sign up for committees to include their priority of choices.

#### **VII. Meeting with Debra-summer hours**

Research the efficiency of summer hours and the benefits for institutions that currently incorporate summer hours (Lander, The Citadel, CPCC)

#### **VIII. Plowden set-up**

Discussion regarding the seating arrangements for the August 19<sup>th</sup> meeting. Assembly members will either be on front row or seated on stage. Maria D'Agostino is going to review layout and get it set up for Plowden.

#### **IX. Other business**

Staff members have expressed concerns about the survey that is taking place regarding salaries. Can we get more detail as to what this involves? HR representative will ask to see if more information can be provided.

Next Conference meeting August 19

Next Assembly meeting September 2