

## Staff Assembly Minutes

11/4/14

Polly Ford Conference Room, West Center

Meeting called to order at 2:00 p.m.

Members present: Jeanie Faris, Grant Scurry, Rosanne Wallace, Maria D'Agostino, TJ Carney, Rebecca Best, Kelly Shelton, Sharen DuBard, Jill Simpson, Kelly McGinnis, Niki Behr

Members absent: Margaret Williamson

HR Representative: Tina Purnell

### Agenda Items

#### 1) Bylaws - Interpretation of the staff assembly terms

The terms and years will be posted on the website. For the FIRST assembly voted in office 2013 ONLY, discussion was originally that half of the assembly would serve 3 year terms and half would serve a 2 year term. This will ensure that all assembly members are not voted off in the same year and also allow a true two year term as the first year was spent getting the assembly underway. Future members of the assembly will serve two year terms with the first 6 positions being nominated and elected in April 2016 to begin their term in July 2016 (or August if they are a 9 month employee). The remaining 7 positions will be nominated in April 2017 to begin their term in July 2017.

#### 2) Do we need a Parliamentarian?

TJ Carney volunteered to hold this position. The assembly agrees that we would still like to have this position as it ensures that we are upholding the bylaws and the Roberts Rules of Order.

#### 3) Bylaws

Grant requested that we review the bylaws one more time before they are made public.

#### 4) Staff Conference meeting times

There was some confusion about whether we will be meeting at 9:30 or 2:00 in November. We will get clarification from Margaret. The assembly discussed whether the 9:30 brought more people or was a result of the refreshments provided. We will revisit this issue once we have convened another meeting at 9:30 and see if the attendance was consistently better in the morning time.

## 5) Employee Discounts

The list accumulated for local discounts provided to Winthrop staff will be updated on the staff assembly website ([www.winthrop.edu/staff](http://www.winthrop.edu/staff)). Please let the assembly know if you are aware of a discount that is not listed.

## 6) Pink Out Day

Our first community activity was a success. Pictures are on the Winthrop Facebook page and will be added to the Staff assembly website. There was not a prize for the most office members in pink but we are grateful for those that participated. This will be an annual event so start looking for those Pink shirts now!

## 7) Our Newsletter

The staff newsletter will be titled 'Staff Stuff News' and the first issue is to be expected in December. Staff members will be able to opt out of the newsletter (similar to Dining News, etc). Two things to be on the lookout in the Staff Stuff News:

- Staff Appreciation Day during half time at one the basketball games in the spring with door prizes and staff recognition.
- Possible visit from Big Stuff to the staff conference so that we can take pictures with Big Stuff and Lil' Stuff who is soon to make her debut.

## 8) Recognition items for Staff

Dr. Boyd is very interested in our ideas to boost morale. Niki will email the proposal from the Recognition Committee for highlighting and nominating staff members. More information and specific information will be provided on the newsletter. The Recognitions Committee also encourages departments to come up with individual recognition programs as well. They plan to announce the recipients of the award during staff conference meetings. Will the staff award be announced at graduation/ president's opening address/ end of year celebration?

## **Committee Updates**

### Campus and Community Involvement Committee

Elected Chair, Co-chair, and secretary. We will have a food drive for Project HOPE. There will be an email sent to everyone asap to allow for more time to gather supplies for holiday. Contact members of the committee if you need bins or if you need the donated items picked up.

### Media and Communications Committee

The Staff Assembly website will be updated to include the names and contact information for the officers on each committee.