

## **Staff Assembly**

### **Meeting Minutes**

Tuesday, April 7, 2020

Via Email

- I. Approval of minutes from March 3 Staff Assembly & March 17 Staff Conference – Both sets of minutes approved via affirmative email vote.
- II. Committee Updates
  - a) Campus and Community Involvement: Committee met via Zoom on Wednesday, April 1. Food Truck Fridays are on hold until we have word from the City of Rock Hill as to when they might begin later this spring or summer. The Food Drive, planned in late April, is canceled, as is WU Cycle.
  - b) Elections and Nominations: The committee plans to touch base on April 15<sup>th</sup> to discuss next steps for the summer elections. This month we are planning to establish a timeline for online elections to take place. We are pushing it back because we think people being off campus may not give everyone a fair chance to be nominated and that several people may not participate considering all the uncertainty right now.
  - c) Media and Communications: At this time, I'm still planning to do a May newsletter. The committee is scheduled to meet next week to discuss whether we will have enough content for another issue, or if we will have to wait and do a mid-summer issue instead.
  - d) Professional Development: The summer Professional Development Conference has been postponed until fall break. A Qualtrics survey will go out to gauge interest in online webinars.
  - e) Recognition: Nominations for staff member of the month are due to Miranda Knight by April 30, 2020.
  - f) Staff Feedback: See questions submitted at the end of document.
- III. Treasurer Report - \$1200 still available for 2020.
- IV. Old Business
  - a) Staff Conference Representative to Board of Trustees – Jayme and April spoke with President Hynd briefly about this matter and while he was certainly in favor of Staff Conference moving forward with the request, he did advise that the timing might not be ideal. This meeting took place before the campus shutdown but we will continue to keep the topic in the discussion as things re-open and being to normalize.
- V. New Business
  - a) Options for Virtual Staff Conference & Assembly Meetings –There are a number of different ways that we could approach how we disseminate the information for staff. I

would also like to hear how you feel we should be handling the information flow as it relates to staff conference during this time.

1) One option I've thought about is a more interactive PowerPoint where we can embed audio or video of our speakers presenting on their topics. My church is using this format for virtual worship services, so I have an example if anyone is interested. Some pros: (1) we don't stray too far from our typical format, (2) we can still post the PowerPoint on the website and can email it to staff, (3) it's asynchronous so people don't need to be available at a certain time, (4) it's relatively low tech compared to a video call so it's more accessible, (5) it offers a more rich format than just a PowerPoint with text and images. Some cons: (1) it's more work to put together, (2) we would need our presenters to be on board and willing to create a video or audio to accompany the presentation, (3) it's less interactive in terms of getting any responses or questions from the floor.

*I like this idea as long as our presenters are on board.*

- b) July Staff Assembly & Staff Conference (Reschedule or Virtual) – We will take a vote at the next in person Staff Assembly meeting on whether or not to hold a July meeting – it could very well possibly be our next in person meeting! In the meantime, be thinking this over to voice an opinion over whether to plan to hold one in July or not. As Jayme suggested, in lieu of an in person meeting, we could just do a virtual one regardless.
- c) Water Fountain bottle filler retrofit possibilities and discussion for possibly funding 1-2 of these retrofits on campus. See attached information that includes photos and pricing for the bottle filler adaptations. Please provide feedback, thoughts, etc. on the proposition to utilize some of our budget to fund a few of these upgrades.
- d) Future Speakers/Topics –
  - (a) Mar: Homecoming Committee/recap (confirmed) & Charles Yeara – Campus Police – information from both speakers was included in the Staff Conference PowerPoint but both have asked to be rescheduled once we are able to meet in person to share more information.
  - (b) Apr: New Student & Family Programs – Callie Smith (confirmed)
  - (c) May: HR – ATS System
  - (d) June: Convocation Info
  - (e) July: (see notes above re: Staff Assembly in July)
  - (f) August: Facilities (work orders & surveys), Athletics Fall Preview

Our next Staff Assembly is May 5 at 2 p.m.

Our next Staff Conference meeting is April 21, 2020 at 2 pm

## **April Staff Conference Questions**

1. Realizing that we are probably at the highest peak and worst time in the COVID-19 pandemic, is it possible to make any projections as to when we may be able to safely return to work on campus without putting any staff or administration employees at risk? Maybe it is too soon to tell, but just wondering. I think this is a question on many employees' minds.
  
2. The fact that we have to use sick or annual leave while WORKING FROM HOME still does not sit right with me. The way that public school teachers do it, they are required to “work” a minimum of three hours yet get paid for a full day. Nobody is doing 7.5 hours of work each day but we are working and getting the job done. Doing that at home is even harder with the added layers of homeschooling, kids, maintaining your household...we should be honored for that instead of having to keep track of every little hour or minute we “work.” Basically what that says is you don’t trust your employees to do the work they have been hired to do and that feels hurtful.

**Water Fountain Bottle Filler Options**

From Christopher Johnson:

- One conventional hydration station costs about \$1500 and we would need to investigate if they could work in our older buildings. We installed one at the West Center and there was only one location we could place it. If the plumbing does not meet the new station’s requirements, it is costly to modify the plumbing.
- Hydration station retrofits will not work on most of our water fountains on campus without replacing the entire fountain, increasing the cost.
- However, I have looked into alternatives for retrofitting the fountains with something more affordable and practical. Below are a couple photos of what we were thinking.

				
<p>Elkay gooseneck bottle filler is ~\$270 + connections.</p>	<p>Chicago Faucets glass filler is ~\$132 + connections.</p>	<p>From <a href="http://www.webstaurantstore.com">www.webstaurantstore.com</a> these two options are ~\$100 each + connections.</p>	<p>Gooseneck Glass Filler Kit from <a href="http://www.gamut.com">www.gamut.com</a> is \$185</p>	

If there is agreement to move forward and identify possible locations, I will get with facilities folks to investigate if those locations can be retrofitted.