

Winthrop University
Staff Assembly Meeting Minutes
August 6, 2019
Polly Ford Conference Room

Staff Assembly Present: Kara Cauthen, Thomas Cornelius, Katie Gawronski, April Hershey, Chris Johnson, Lydia Johnson, Jessica Martin, Kirk McSwain, Claire Mooney-Melvin, Linda O'Connor, Tanya Pettus

Absent: Megan Baggarly, Jonathan Brabson, Brittany Neely

Vacancies: None

Call to Order

Linda O'Connor, chair, called the meeting to order at 2:02 p.m.

Approval of Minutes

Jessica Martin made a motion to approve the minutes from the June 4 Staff Assembly and June 18 Staff Conference meetings. Kirk McSwain seconded the motion.

Introduction of New Staff Assembly Members

Linda began by welcoming the new representatives, and had everyone introduce themselves. April Hershey was announced as the new Vice Chair, and Kara Cauthen as the new Secretary. The position of Parliamentarian is still open. We can discuss whether this is a position we need to keep, but it is important for a few reasons:

1. Having someone with an understanding of Robert's Rules of Order during voting
2. Monitoring attendance to identify representatives with excessive absences
3. Ensuring that all representatives are serving on a staff committee

Linda announced that she would be leaving Winthrop at the end of September, which means that April will be moving into the role of Chair and that the position of Vice Chair will once again be open.

Committee Updates

Linda went over the different committees that representatives can choose to serve on:

- Elections & Nominations: Becky Best is the chair. This committee does not currently have a Staff Assembly representative, so it is a priority to find someone.
- Media & Communications: Kara Cauthen is the chair and Staff Assembly representative.
- Professional Development: Marcia Willis is the chair. Linda and Brittany Neely are on this committee.
 - As an aside, Linda mentioned that the feedback received from this year's Professional Development Conference was overwhelmingly positive. Staff said that this year's conference included the best content yet. The only negative feedback concerned the shortage of food, which has been discussed with Sodexo and the President's Office.
- Recognition: Miranda Knight is the chair, and Claire Mooney-Melvin is the representative.
- Staff Feedback: Whitney Hough is the chair, and Kirk McSwain is the representative.
- Campus & Community Involvement: Carol Adams is the chair. Thomas Cornelius, April Hershey, and Chris Johnson are all members.

Treasurer's Report

Lydia Johnson reported that we have \$1,194.52. The President's Office graciously covered the expenses from the Professional Development Conference, which will allow us to continue with the tradition of a winter holiday party for staff in December.

LeeAnn Pounds asked if we were planning to do an ice cream social to mark the start of the new academic year as has been done previously. It was agreed that this has become a tradition that staff appreciate and look forward to. It was also suggested that we could look into having a Staff Assembly alumni table to recognize former representatives, especially since this is the 5th year of Staff Assembly. Linda will look into getting a quote from Sodexo.

Old Business

Linda explained that the division of University Communications and Marketing has been absorbed by the President's Office, and the division is not large enough to justify having two representatives. We will need to vote to change the bylaws to have 14 representatives rather than 15. Discussion followed concerning whether an at-large representative could be added to keep the number at 15, or whether any divisions have grown and now justify having an additional representative. It is unknown when the last audit of staff numbers in each division was performed. Having 15 members is an advantage during voting, because there cannot be a tie like there could be with 14.

Thomas Cornelius made a motion to put the proposed change to vote. Lydia Johnson seconded the motion. April Hershey asked if we could have a new audit performed to answer the question of whether any divisions have changed size before we vote. Kirk McSwain made a motion to table the vote until more information can be provided. Chris Johnson seconded the motion to table.

It was proposed that even if the audit does not show a change in division size, that we could consider having a rotating at-large role or have the former chair stay on ex-officio.

New Business

There was discussion of the questions submitted to the President thus far. Linda clarified that when questions are submitted online, they go straight to her, and she presents them to President Mahony. Even if questions concern confidential matters that cannot be shared in Staff Conference, the President will still see them.

The August Staff Conference agenda includes Adrienne McCormick, the new provost, and Amanda James from Admissions, who is following up on the enrollment and admissions information presented to staff earlier this year.

Dina's Place is not available for the March 2020 Staff Conference meeting, so we will either need to move the date of the meeting or find an alternate location.

Adjournment

Chris Johnson moved to adjourn, and was seconded by Jessica Martin. The meeting was adjourned at 3:11 p.m.