

Winthrop University
Staff Assembly Meeting Minutes
December 3, 2019
Polly Ford Conference Room

Staff Assembly Present: Johnathan Brabson, Kara Cauthen, Jayme Charles, Katie Gawronski, April Hershey, Chris Johnson, Lydia Johnson, Jessica Martin, Kirk McSwain, Brittany Neely, Tanya Pettus

Absent: Thomas Cornelius, Claire Mooney-Melvin

Vacancies: one

Call to Order

April Hershey, chair, called the meeting to order at 2:04 p.m.

Approval of Minutes

Chris Johnson made a motion to approve the minutes from the November 5 Staff Assembly and November 19 Staff Conference meetings. They were approved unanimously.

Committee Updates

- Campus & Community Involvement: Chris said the bins for the pet food drive have now been placed around campus. A list of the updated locations has been sent out in the Daily Digest.
- Elections & Nominations: Jessica Martin shared that the call for nominations for the Student Affairs vacancy will go out this week, and the committee hopes to have voting completed before break so that the new representative can begin in January. There was some discussion regarding whether the January meeting should be moved or cancelled because it is so soon after we return from break. It was decided that a meeting may be beneficial if we have a new representative, but otherwise we may be able to meet electronically.
- Media & Communications: Kara Cauthen said the next newsletter should be out by December 6.
- Professional Development: Brittany Neely said the committee has not met since the Stress Management event, so there are no updates at this time.
- Recognition: Claire Mooney-Melvin was not present, so no update was available.
- Staff Feedback: April said that Whitney Hough may come to a future meeting to discuss how to best communicate the work of this committee to staff.

Treasurer Report

We still have \$638 left in the account, but the quote for the holiday party should be arriving soon. We are holding \$600 for the party. The only other expense we have had was color copies for the pet food donation bins. Chris suggested that we look into purchasing bins with any leftover funds, since we have multiple food drives throughout the year. It was agreed that we should look into this possibility.

Old Business

April went over what has been done so far for the upcoming Holiday Party. There was discussion regarding games, decorations, and entertainment for the event.

New Business

April went over the questions that had been submitted for the president so far. She asked for any suggestions for future speakers for Staff Conference. Suggestions included homecoming updates throughout the year, a representative from Athletics, New Student and Family Programs prior to Orientation, information on the new PeopleAdmin software, additional information on sustainability, information on why Continuous Improvement Plans are important for the university, and a nutritionist from Sodexo.

Jessica Martin reminded everyone that the MLK Day of Service is coming up in January.

Meeting was adjourned at 3:01 p.m.