

**Winthrop University**  
**Staff Assembly Meeting Minutes**  
**May 5, 2020**  
**Via Microsoft Teams**

Staff Assembly Present: Kara Cauthen, Jayme Charles, Thomas Cornelius, Katie Gawronski, April Hershey, Chris Johnson, Lydia Johnson, Claire Mooney-Melvin, Brittany Neely, Jill Simpson

Absent: Johnathan Brabson, Jessica Martin, Kirk McSwain, Tanya Pettus

Vacancies: None

Introduction & Approval of Minutes

April Hershey, chair, called the meeting to order at 2:05 p.m. Thomas Cornelius made a motion to approve the minutes from the April 7 Staff Assembly Meeting and April 21 Staff Conference Meeting. Brittany Neely seconded the motion, and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement – The committee has not met since we have not been on campus. Food Truck Friday has been cancelled indefinitely, so we are in a holding pattern until the city decides otherwise.
- Elections & Nominations – Katie Gawronski said we have received nominations for all the openings except one in Academic Affairs, and we may still need one for Finance & Business. Amanda Stewart is making sure all the nominees are eligible and finalizing preparations for elections.
- Media & Communications – Kara Cauthen said the May newsletter is being worked on presently. Records & Registration asked us to hold off a bit longer so that staff graduates could be included as well. The newsletter should be ready around mid-May, and then the committee will go on break for the summer.
- Professional Development – no update at this time
- Recognition – Claire Mooney-Melvin had last heard that nominations were low so Miranda Knight was still collecting them. The committee does plan on having a Staff Member of the Year.
- Staff Feedback – the assembly representative was not present, but April has not had any additional staff questions come in. Jayme Charles will put another reminder in the Daily Digest before their next meeting with President Hynd.

Treasurer Report

We still have \$1200 available until December 2020.

Old Business

April and Jayme have received a lot of positive feedback on last month's Staff Conference PowerPoint with audio narration. It helped staff to feel more connected.

Discussion resumed on whether or not to hold Staff Assembly and Staff Conference meetings in July. We have no speaker lined up at present. A suggestion was made that it might be beneficial to host a Zoom meeting even just for a staff social if there is no business to discuss because people have not seen each

other in so long. April proposed not having a Staff Assembly meeting due to the proximity of the 4<sup>th</sup> of July holiday, and having a staff social Zoom call in lieu of Staff Conference on July 21. Chris Johnson made a motion to vote, seconded by Thomas, and the proposal was unanimously approved.

#### New Business

There was discussion regarding the possibility of using some of our funds to retrofit water fountains into bottle refilling stations. Assembly representatives were supportive of the idea, but a question was raised regarding whether COVID-19 would cause problems with using a refilling station. The general feeling was that there would not be an issue. It was proposed that we begin planning to purchase two stations. Based on last year's expenditures for the ice cream social and holiday party, we should have enough for this purchase. Chris will research possible locations to install the stations, while April and Jayme discuss the possibility of the purchase with President Hynd.

April reviewed the planned speakers for the next few Staff Conference meetings. The next Staff Assembly is planned for June 2, and the next Staff Conference will be May 19.

Meeting was adjourned at 2:35 p.m.