

Winthrop University
Staff Assembly Meeting Minutes
November 5, 2019
Polly Ford Conference Room

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

Absent: Megan Baggarly

Vacancies: None

Call to Order

April Hershey, chair, called the meeting to order at 2:01 p.m.

Approval of Minutes

Jessica Martin made a motion to approve the October 1 Staff Assembly and October 16 Staff Conference minutes. They were approved unanimously.

Introduction

April introduced Jayme Charles as the new representative from Finance and Business. She will be serving the remainder of Linda O'Connor's term.

Committee Updates

- Campus and Community Involvement: April announced that the last Food Truck Friday for the year had excellent participation. Upcoming events include a pet food drive and international holiday event. Judy Longshaw will be the point person for the food drive, and more details will be forthcoming.
- Elections and Nominations: Jessica Martin shared that voting for the at-large staff representative to the Ombuds Advisory Committee is currently open and will go through November 11.
- Media and Communications: Kara Cauthen said the next newsletter will be out in early December, and that there will not be a January newsletter due to the holiday break.
- Professional Development: LeeAnn Pounds said the next event is a stress management seminar being planned for November 21.
- Recognition: Claire Mooney-Melvin said that nominations are in, and the committee will be reviewing them soon.
- Staff Feedback: Tanya Pettus said the committee went over the details of the pest situation. There were some inconsistencies with the way different areas were treated. They are also reviewing the concerns about the dress code that were brought up.

Treasurer Report

We have \$639 left after the ice cream social that must be spent before December 31. We are working with Campus and Community Involvement to plan the holiday party that will take place instead of a December Staff Conference. The event is scheduled for December 10 from 2-4 p.m. in Richardson

Ballroom. We've given our budget to Sodexo and asked what they can do that would highlight the many traditions that are celebrated this time of year. We may also incorporate a cookie swap like what was done in previous years.

Old Business

April brought forth the changes to the bylaws that were presented at the last meeting. The changes were briefly reviewed. Brittany Neely made a motion to vote, and Chris Johnson seconded the motion. The proposed changes were accepted unanimously.

The November Staff Conference agenda includes Claudia McCullough from Human Resources presenting information about PEBA Perks. April asked if there were any other suggestions for this month's agenda. There were none.

New Business

April announced that a new shared drive has been created to help archive documents related to Staff Assembly and facilitate the sharing of these documents with new representatives and committee chairs.

One question has been submitted for the President this month.

April asked for suggestions for future speakers and topics at Staff Conference. Chris Johnson volunteered to speak about sustainability. Other suggestions included having information about orientation and family day presented ahead of time, having a homecoming recap to discuss how all the changes went this year, and having someone from Athletics speak about the start of basketball season or sharing updates on the changes to the Coliseum.

Adjournment

The meeting was adjourned at 2:43 p.m.