

**Winthrop University**  
**Staff Assembly Meeting Minutes**  
**October 1, 2019**  
**Polly Ford Conference Room**

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

Absent: Johnathan Brabson

Vacancies: None

Call to Order

April Hershey, chair, called the meeting to order at 2:05 p.m.

Approval of Minutes

Linda O'Connor made a motion to approve the minutes from the September 3 Staff Assembly and September 17 Staff Conference meetings. The minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: Thomas Cornelius announced that last week's Food Truck Friday was a success. The next event will be on October 18<sup>th</sup>. The committee will be encouraging staff to dress up and decorate offices for Halloween again this year.
- Elections & Nominations: Amanda Stewart has agreed to chair this committee. She will be sending out the call for nominations for the open Finance & Business position soon.
- Media & Communications: Kara Cauthen said that the October newsletter will be sent out within the next few days.
- Professional Development: LeeAnn Pounds announced that over 50 people attended last month's South Carolina Women in Higher Education event. They have received very positive feedback.
- Recognition: Claire Mooney-Melvin said nominations were due yesterday. She will check with Miranda Knight for more information.
- Staff Feedback: Kirk McSwain said the committee met last week, and will be meeting again after the next Staff Conference.

Treasurer Report

Lydia Johnson announced that we have \$1,194.52 in our account, but that this does not include pending charges. We have received the invoice for \$250 for the recent SCWHE event, so we will be paying that soon.

April has received a quote from Sodexo to do the Ice Cream Social after the October Staff Conference. She requested a vote to approve \$300-350 for the social. Brittany Neely moved to approve the expense, and Jessica Martin seconded. The motion passed unanimously.

Lydia reminded everyone that our budget runs on the calendar year, so we will lose anything we haven't spent by December 31.

### Old Business

Linda and April went through the bylaws and made the changes that were discussed at the last meeting including changing the number of representatives from 15 to 14, adding a comment on the historical background of University Relations being absorbed by the President's Office, and having the option to return to 15 representatives based on divisional growth or restructuring. Language has also been added to address voting. A 30 day review is required before we can vote. April will be sending the revised bylaws out to everyone so that we can vote at the next meeting.

The October Staff Conference agenda includes reviewing the Annual Report and the Ice Cream Social. The Annual Report has been uploaded on the website. It is missing one piece of information from the Recognition Committee, and will be updated once that information is added. Staff Assembly members are being asked to help serve the ice cream at the event after Staff Conference.

### New Business

April advised that the Ombuds policy document is now available in the repository online. One person from all of Staff Conference will be elected to serve on the Ombudsman Advisory Committee. Elections & Nominations will work to do this.

There was some discussion about changing the way staff questions are presented during Staff Conference, and on making an effort to have people who work closely on an issue be present to answer questions instead of having Dr. Mahony answer most of them.

April announced that Claudia McCullough from HR was on the agenda for the November Staff Conference, and asked if anyone had other suggestions for speakers.

There was discussion surrounding whether we should have a December Staff Conference or social event like we did last year. The normal date would be December 17. Since many people will be gone for the holidays by then, it was suggested that we could possibly have a social event on December 10 instead.

Jessica Martin reminded everyone that Walktober began today, and encouraged everyone to share the information within their divisions.

Meeting was adjourned at 2:44 p.m.