

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

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

Absent: Johnathan Brabson, Lydia Johnson

Vacancies: None

Call to Order

Linda O'Connor, chair, called the meeting to order at 2:00 p.m.

Approval of Minutes

April Hershey made a motion to approve the August 6 Staff Assembly and August 27 Staff Conference minutes. Kirk McSwain seconded the motion. The minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement – Thomas Cornelius announced that the next Food Truck Friday will be the 3rd Friday in September.
- Elections & Nominations – Jessica Martin agreed to serve as the assembly representative on this committee. Linda reminded everyone that this will be her last Staff Assembly meeting, and that September will be her last Staff Conference, so her position in Finance & Business will be open for nominations soon. The Vice Chair position on Staff Assembly will also be open as April steps into the Chair role.
- Media & Communications – Kara Cauthen estimated that the next newsletter would be sent out on Friday, September 6.
- Professional Development – Brittany Neely and LeeAnn Pounds announced that the South Carolina Women in Higher Education are partnering with Professional Development to offer an event on September 26 during common time, in the hopes that both faculty and staff will be able to participate. They are requesting funding assistance from Staff Assembly to help cover lunch. Additional upcoming events include a seminar on effective communication in October and a stress management discussion that may include a yoga class in November.
- Recognition – Claire Mooney-Melvin said the committee is meeting next week and she will try to get an update for us.
- Staff Feedback – Linda suggested that this committee could look into some of the questions about dining services that have come up, and perhaps help with disseminating the Winthrop talking points developed by University Communications and Marketing since questions about those have come up a few times.

Treasurer Report

Linda said that the amount available has not changed since last month. There was discussion about the request to provide funds for the SCWHE event this month. The only other requests we have pending are

for the Ice Cream Social and Holiday Party in December. We do not have estimates for either of those events. Since the budget will start over in January, possible spring events do not have to be considered at present. Brittany made a motion to approve the request for \$250 for the SCWHE event, and Chris Johnson seconded the motion. The motion passed. Linda advised that she will send out the request form to the committees proposing events.

Old Business

- Discussion resumed regarding having 14 or 15 representatives on Staff Assembly.
 - HR's audit revealed that no division had changed in size enough to justify changing the number of assigned representatives.
 - It was proposed that we consider having an at-large position that could rotate through each division with 1 year terms. We would need to make an allowance, though, for smaller offices who may struggle to identify a willing candidate. This proposal would still require changing the bylaws.
 - It was asked whether we would be violating the bylaws just to leave the position empty for now. It does not appear that this would be the case.
 - Discussion shifted towards changing the wording of the bylaws to allow for changing the number of representatives due to growth or divisional restructuring. A provision could be included for breaking ties during voting by having the chair abstain. It was determined that we would need to see a draft of these bylaws before we could vote. A draft will be presented next month.
- Linda mentioned the upcoming Campus Safety Week and the active aggressor training that will take place after Staff Conference. More details will be forthcoming.
- The Ice Cream Social has been moved to October due to the active aggressor training this month. Linda is working on getting an estimate for this and will make sure it is set before she leaves. There was some discussion regarding recognizing former Staff Assembly representatives, but it was decided not to pursue that at this time. We may be able to find a way to do this in the spring before elections, which could help encourage participation.

New Business

Linda presented the questions that we have received for leadership thus far. There was some discussion regarding whether all questions need to be brought before Staff Conference, or whether some are better suited for just posting the answers online.

Linda has asked Dining Services to speak at the September Staff Conference, but does not have any speakers lined up beyond that. She asked everyone to think of suggestions.

There was a brief discussion regarding whether employees of campus partners like Sodexo are invited to events like Convocation. HR does not have any say over whether their supervisors will let them off work, since they are separate from Winthrop. Another question was raised regarding grant-funded and Foundation employees and Staff Conference. Grant-funded employees are included. Foundation employees are invited to attend, but cannot join Staff Assembly.

Meeting was adjourned at 3:15 p.m.