

Staff Assembly Summary

6/2/15

Polly Ford Conference Room, West Center

Meeting called to order at 2:05 p.m.

Members present: Grant Scurry, Rosanne Wallace, Maria D'Agostino, TJ Carney, Kelly Shelton, Kelly McGinnis, Niki Behr, Laura Little, Rebecca Best, Jeanie Faris, Johnathan Brabson, Janell Stevens.

Welcome to our newest Staff Assembly members: Janell Stevens and Johnathan Brabson

Committee Updates

Grant and Maria suggested a visit to some of the Standing Committee meetings to show continued interest in their efforts and support and appreciation.

- Elections & Nominations
 - Nothing at this moment
- Media & Communications
 - For the next newsletter, they are working on the Top Ten Stuff – Things that Dr. Boyd will do during her free time. They are working on a project to highlight each department and focus on understanding what people do and how to provide the information in an easy way.
 - Becky Best stated that she prints copies of the newsletter for those that do not have access to a computer and she is encouraged to see staff reading those regularly.
- Professional Development
 - Nothing to report as far as official meetings
 - They are working on setting a meeting to touch base with the committee members.
 - Ellin McDonough is researching to see if we would be able to have a membership with Charlotte Chamber of Commerce, and then by extension the Rock Hill branch. They are not ready to share more information at this time. This membership for Winthrop would allow the campus to attend events and they have professional development opportunities there as well.
 - Winthrop Invest in Lifelong Learning - WILL program - Laura will follow-up with the related office(s) to see if this program is for facilities only. Also whether some of those benefits could be presented through the TLC program.
- Campus & Community Involvement
 - Last meeting 9 people were in attendance.
 - They would like the Breast Cancer Awareness to be a year yearly thing in October
 - They created a share drive so that they could discuss events by email

- Other options being considered – Ugly Christmas Sweater contest, Halloween Costume Contest
- Recognition
 - 18 nominees
 - They will meet tomorrow to decide the Employee of the Month.
 - Grant Scurry inquired whether the supervisor of the person nominated is notified and Niki Behr confirmed that they are notified of the nomination.

Staff Assembly – Committee webpage – Feedback regarding updates

We need to make sure our website is up to date. If someone sees something that needs to be updated, please contact TJ Carney, Maria D’Agostino, or Jeanie Faris.

It was mentioned that we need to update pictures so that it has active staff members on the website.

Process on voting/approving minutes from Staff Assembly and Staff Conference meetings

We need to start voting on minutes on an official capacity. We will open each meeting with voting on the minutes for the previous month. For example, the Assembly summary will be voted in by the next month’s Assembly meeting and the Conference minutes will be voted in at the next month’s Conference meeting.

Election for Historian position

Maria D’Agostino provided an overview of the responsibilities and proposed projects. Kelly McGinnis volunteered to hold the position.

Motion: Moved by Grant Scurry and seconded by Maria D’Agostino to elect Kelly McGinnis to the position of the Historian.

Motion carried by unanimous vote.

Staff Conference agenda items

Our next conference meeting is scheduled for Tuesday, June 16 at 2:00pm in Whitton. Grant Scurry reserved Whitton Auditorium at 2 pm until December. The agenda items most often originate from the anonymous emails. As a note, the emails go directly to Chair and Vice Chair. It was agreed that we should add an option for those that email to have a preference whether their suggestions will be discussed at the Conference or if they would prefer them to be privately addressed. TJ Carney will work on getting this updated. The question was asked whether we will get updates from the Faculty Conference which Margaret received. Grant will check on whether this will continue.

Annual Report

Discussion regarding the due date for the Annual Report and if the timing is appropriate in the Bylaws.

Motion: Moved by Laura Little and seconded by Becky Best and Maria D’Agostino that will amend the bylaws regarding the presentation of the annual report.

Some employees may not be able to attend the meeting during the July Staff Conference to hear the annual report at the end of the fiscal year due to 9 month employment. The changes make sense in order to include everyone. The annual report will be due in July but it will be presented at the August Staff Conference each year. The Annual Report will be placed on the website and the Chair will provide a link to the annual report through the staff listserv. Bylaws will be amended as follows.

A. Staff Council

1. Chair

f. Prepare an Annual Report for the end of the fiscal year outlining events and issues that have been addressed during the year and those still pending. The Annual Report will be presented in the August Staff Conference.

Motion carried by a unanimous vote.

Board of Trustees – next meeting is Friday, June 19, 2015

Grant and Maria will continue to ask for support from the Board of Trustees so that the staff has an appropriate representation during these meetings.

Other Business

Rosanne Wallace mentioned the endowed scholarship for the children of faculty and staff. The award should be no less than \$500 and it is available to the dependents of faculty and staff.

Proposed Amendment to Bylaws – IV. STANDING COMMITTEE RESPONSIBILITIES

In the event that a Standing Committee Chairperson fails to fulfill his/her responsibilities, the Standing Committee's Staff Assembly Representative has the authority to remove the Standing Committee Chairperson from office after the following procedures have been followed.

- The Staff Assembly Representative and the Staff Assembly Chairperson must meet with the Standing Committee Chairperson to discuss concerns.
- The Standing Committee Chairperson is then on notice and has 4 weeks to show signs of improvement.

If the Standing Committee chairperson fails to perform his/her duties in a professional manner or is not meeting reasonable expectations, the Staff Assembly Representative will be authorized to remove the Standing Committee Chairperson from office.

Motion: Moved by Grant Scurry and seconded by Rosanne Wallace that will amend the bylaws with the following statement regarding Standing Committees. The amendment was reviewed and revised during the May 5th Staff Assembly meeting. Grant stated there was discussion with Dr. Boyd regarding the changes and she was in full support.

Motion carried by a unanimous vote.

Jeanie Faris will update the bylaws with the passed amendment and update the website.
Meeting adjourned 3:11 p.m.