



# **STAFF CONFERENCE**

**Annual Report**

**July 1, 2017-June 30, 2018**



# MISSION:

*(As articulated in the bylaws of the Winthrop University Staff Assembly)*

The mission of Staff Assembly is to provide a forum for communication that enhances the work environment and values the ideas of all staff. We are committed to representing the interest and concerns of Staff Conference to the president, administration, and other members of the university. We are dedicated to promoting staff involvement both on campus and in the community; providing opportunities that enrich staff experiences; and encouraging a positive campus climate of support and respect among peers. The Staff Assembly fosters the mission of the university and serves to continue to make Winthrop University the best place to work.



# ABOUT US

- **Staff Assembly** – the 15 representatives elected from each division by eligible staff.
- **Staff Council** – the six officer positions—chair, vice chair, secretary, historian, parliamentarian and treasurer—within Staff Assembly.
- **Staff Conference** – ALL staff as identified by Human Resources. ALL staff are invited to the monthly meetings.



**Staff Assembly Representatives  
July 2017-July 2018**



# Staff Assembly Representatives

**Maria D'Agostino, Chair, Academic Affairs**

**Amanda Hackney, Academic Affairs**

**Susan Sauvigne, Academic Affairs**

**Julia Fockler, Parliamentarian, Access and Enrollment Management**

**Kelly McGinnis, Secretary, Athletics**

**Penny Cotter, Athletics**

**Becky Best, Finance and Business Affairs**

**Jessica Cassel, Finance and Business Affairs**

**Wes Love, Finance and Business Affairs**

**Kirk McSwain, Historian, President's Office**

**Kaye Burks, HR, Employee Diversity and Wellness**

**Lori Tuttle, Institutional Advancement**

**Alicia Marstall, Student Affairs**

**Jackie Concodora, Treasurer, Student Affairs**

**Nicole Chisari, Vice Chair, University Relations**



# FOCUS OF OUR WORK

We have compiled our **Fourth Staff Conference Annual Report** to summarize milestones and successful accomplishments for the year.

Over the past year, the focus has been:

- Promoting and advocating for the welfare, interest, and diversity of all staff;
- Promoting staff engagement and providing opportunities to increase staff participation; and
- Promoting communication.

These areas of focus support our mission and build upon our work.

We encourage you to read about all that we have achieved together-- as Winthrop staff!



# 2017-18 MILESTONES & ACCOMPLISHMENTS

- Staff Assembly added educational elements about its six standing committees to Staff Conference and overhauled the Elections and Nominations Committee to expand its mission and address **diversity and inclusion**, major aspects of the Winthrop Plan (3.1).
- Staff Assembly created a **treasurer position** and **budget plan** to allocate funds for the year. This ensures staff are being fiscally responsible, another tenet of the Winthrop Plan (5).
- In Sept. 2017, Staff Assembly **added visual aides to its Staff Conference meetings to emphasize relevant information**, which are later added to the website. Meeting highlights were also added to Staff Stuff, all to keep staff better informed.
- In Oct. 2017, Staff Assembly provided the Office of Accessibility a forum to award its new **Staff Advocate of the Month Award**. This recognizes a staff member who has gone above and beyond for students using the Office of Accessibility's services. The 2018 recipient was Residence Life's Dawn Sayer.
- Staff Assembly **established the Staff Feedback Committee** **in Feb. 2018** to collect questions submitted to Staff Conference and follow up, monitor, or further research them. This committee covers the same areas assigned to the Faculty Committee on University Priorities and Faculty Committee on University Life.
- In Feb. 2018 Staff Assembly representatives began working with Faculty Conference leadership to establish a **Faculty/Staff Ombuds Office**. A draft of the proposal was presented to Staff Assembly and Faculty Conference as well as to the provost and president for feedback. The proposal was just vetted by the university's legal counsel and presented for a vote of endorsement at Staff Assembly and Faculty Conference. **This is a landmark partnership between faculty and staff.**
- With continued support from the President's Office, Staff Conference awarded the second **Staff Member of the Year Award** at the annual Faculty/Staff/Retirees Ceremony. The 2018 recipient was the Graduate School's Daniela Aguilar. The award system: gives staff a larger outlet to show their good work and be recognized for it; and **boosts employee morale**, an emphasis of the administration.



# **Standing Committee Highlights**

**Campus and Community Involvement Committee**

**Elections & Nominations Committee**

**Media & Communications Committee**

**Professional Development Committee**

**Recognition Committee**

**Staff Feedback Committee**



# CAMPUS AND COMMUNITY INVOLVEMENT

Winthrop Plan 2.2: Increase opportunities for students, faculty, and **staff** to interact with organizations in the community, with an emphasis on enhancing our impact on the surrounding community.

**PURPOSE:** Established in October 2014, this committee coordinates social, volunteer, and other activities to provide staff with opportunities to interact outside of their normal job roles. The committee has coordinated opportunities for staff to get involved with Food Truck Fridays in downtown Rock Hill; food drives; Pink Out Day; cookie exchanges; and the City of Rock Hill's annual Come See Me festival.

**CHAIR:** Pam Varraso

**MEMBERS:** Carol Adams, Leeland Clark, Charlene Drummond, Rachel Glover, Amanda Hackney, Christopher Johnson, Brittany Pigford, Kelly Shelton, Daphne Sears, Joan Weir, and Deborah Wells





# CAMPUS AND COMMUNITY INVOLVEMENT

Winthrop Plan 2.2: Increase opportunities for students, faculty, and **staff** to interact with organizations in the community, with an emphasis on enhancing our impact on the surrounding community.

## WHAT WE DO:

- Look for innovative ways for staff to be involved in community and campus events.
- Increase the visibility of staff in the campus and surrounding community.
- Help improve employee morale.
- Benefit students and others in need.



# CAMPUS AND COMMUNITY INVOLVEMENT

Winthrop Plan 2.2: Increase opportunities for students, faculty, and **staff** to interact with organizations in the community, with an emphasis on enhancing our impact on the surrounding community.

## ACCOMPLISHMENTS:

- Nearly 1,000 Winthrop staff, faculty, and students visited the Staff Conference table at two Food Truck Friday events.
- Oct. 2017: Halloween Costume Event
- Dec. 2017: Campus Cookie Exchange
- Feb. 2018: Pink Out Day
- Spring 2018: Wildflower Garden on the DIGs Green
- April 2018: Attracted more than 250 Winthrop affiliates at the committee's Come See Me Table.
- **Collected more than 5,500 pounds of food, which was donated to Project Hope and Pilgrim's Inn.**



# ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

**PURPOSE:** Established October 2014, the Elections & Nominations Committee solicits and establishes a slate of representatives and conducts a fair and impartial election in accordance with the Winthrop University Staff Assembly bylaws. The committee educates staff on Staff Conference, Staff Assembly, and the respective roles therein.

**CHAIR:** Becky Best

**MEMBERS:** Julia Fockler, Kamal Rai, Bryan Woodfork, Judy Longshaw, Brittany Moore, Myers Floyd



# ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

## **July 2017-June 30, 2018 Elections for Staff Assembly**

### **July 2017 - Vacant Seat**

Kirk McSwain, President's Office

### **Feb. 2018 - Vacant Seat**

Daphne Sears, Finance and Business

### **May 2018 - New Staff Assembly representatives beginning July 1, 2018**

Rachel Glover, Academic Affairs

Jennifer Fricke, Academic Affairs

Johnathan Brabson, Athletics

Lydia Johnson, Finance and Business

Kirk McSwain, President's Office



# ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

## WHAT WE DO:

- Solicit nominations and holds the elections for those respective positions.
- Spotlight committee work to encourage staff members to join.

## ACCOMPLISHMENTS:

- Expanded its charge to not just hold the elections for vacant and/or expired seats, but to also find creative ways to educate staff about Staff Conference and promote involvement.
- Presented in March 2018 about the upcoming nominations and elections process and how staff could get involved via Staff Assembly and committees. The committee continues to look for new and interesting ways to increase staff participation with Staff Conference/Assembly.
- Grew from two members to seven in order to support expanding the committee's charge.
- Meets once a semester (more if needed).



# MEDIA & COMMUNICATIONS

**PURPOSE:**

Established October 2014, the Media & Communications Committee provides a means of communication through a monthly newsletter and social media presence. The committee also encourages and highlights a campus climate of support and respect among peers by providing outlets for staff members to see and even interact with their colleagues' achievements and milestones.

**CHAIR:** Kara Cauthen

**MEMBERS:** Penny Cotter, Maria D'Agostino, Whitney Hough, Judy Longshaw, Kelly McGinnis, Summersby Okey-Hamrick, and Kat Wilson



# MEDIA & COMMUNICATIONS

## WHAT WE DO:

- Meet on the 2<sup>nd</sup> Tuesday of each month during the academic year.
- Serve as a point of contact for other committees to present information to all staff.
- Provide information, suggest story ideas, and/or prep the monthly digital newsletter.
- The newsletter itself contains information about upcoming campus events for individuals and families, opportunities for involvement as a volunteer, perks and benefits available to staff members, updates about new employees, campus news, and personal and professional milestones.



# MEDIA & COMMUNICATIONS

## ACCOMPLISHMENTS:

- Published nine issues of the Staff Stuff Newsletter.
  - Featured 295 staff members.
  - Added a new Staff Conference highlights section to inform staff who are unable to attend the monthly meetings.
  - Added a new section recognizing the Staff Accessibility Advocate Award winners each month.
- Grew the Facebook group to 61 members, up from 48 at the close of 2016-2017.
- Currently 534 staff members subscribe to the Staff Stuff monthly mailing list.





# PROFESSIONAL DEVELOPMENT

Winthrop Plan 3.1: Enhance professional development and training opportunities for faculty, staff, and administrators that increase the potential of the university to reach the various goals in the strategic plan.

**PURPOSE:** Established October 2014, the Professional Development Committee initiates staff development opportunities. The group looks at a wide variety of interests among staff members and looks to bring training and informational sessions to staff.

**CHAIR:** Goldie Gildehaus

**MEMBERS:** Brittany Neely, Brittany Pigford, Cassandra Wright, LeeAnn Pounds, Wes Love, Alicia Marstall and Nicole Chisari



# PROFESSIONAL DEVELOPMENT

Winthrop Plan 3.1: Enhance professional development and training opportunities for faculty, staff, and administrators that increase the potential of the university to reach the various goals in the strategic plan.

## WHAT WE DO:

- Meet on the Tuesday of the second full week each month of the year.
- Identify and plan programs and trainings that would further staff development.
- Plan annual professional development conference for staff.



# PROFESSIONAL DEVELOPMENT

Winthrop Plan 3.1: Enhance professional development and training opportunities for faculty, staff, and administrators that increase the potential of the university to reach the various goals in the strategic plan.

## ACCOMPLISHMENTS:

- Hosted a **customer service training through** an outside vendor for approximately 75 interested staff members.
- Hosted two **TED talk** discussions to facilitate staff networking.
- Invited staff to write on **why they liked working at Winthrop** to inspire new staff.
- Planned and executed the **second annual Staff Professional Development Conference** with approximately 130 staff members in attendance.



# STAFF FEEDBACK

**PURPOSE:** Established in February 2018, the committee identifies questions and topics frequently received at Staff Conference after they have been addressed with the intent to following up, monitoring, or researching said questions/topics.

**CHAIR:** Rachel Glover

**MEMBERS:** Kirk McSwain, Caroline LeBoeuf, Susan Sauvigne, and Laura Johnson



# STAFF FEEDBACK

## **WHAT WE DO:**

- Meet on an as-needed basis.
- Research topics and questions frequently submitted to Staff Conference to provide more fulsome answers.
- Follow up on the progress of certain topics and questions to show progress.

## **ACCOMPLISHMENTS:**

- Researched the following two topics: wages and vacancy savings; and the signage for the Margaret Nance parking lot. This required working with Human Resources and the budget office.



# RECOGNITION

**PURPOSE:** Established October 2014, this committee supports and enhances the work environment, values the ideas of all staff, and encourages a positive campus climate of support. The committee strives to help staff members feel appreciated and to help them know their work does not go unnoticed.

**CHAIR:** Miranda Knight

**MEMBERS:** Amanda Marshall, Jackie Concodora, Callie Smith, Patricia Riley, Michele Smith, De Wells, Kara Traverse, and Wes Love



# RECOGNITION

## WHAT WE DO:

- Meet monthly either in person or via email to vote on the month's Staff Member of the Month nominations and to discuss other recognition ideas.
- Vote on nominees based on the nomination and assign points for a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place.
- Choose Staff Member of the Year Award from a pool of that year's winners.
- Procure prizes for the Staff Member of the Month gift basket.



# RECOGNITION

## ACCOMPLISHMENTS:

- **78 staff members were nominated** for Staff Member of the Month.
  - **9 Staff Member of the Month Winners:** Jerry Fussell, Willie Aiken, Karen Miller, Dawn Sayer, Laura Ramsey, Daniela Aguilar, Donald Davis, Charlene Drummond, and Ginger Crocker.
  - **Staff Member of the Year** was presented at the Faculty/Staff/Retirees Awards Ceremony in April 2018 to **Daniela Aguilar from the Graduate School.**
- Launched a **Thank a Staff Member/Attitude of Gratitude postcard campaign** in February 2018 for students, faculty, and staff to write a thank you note to professional staff members on campus. There were numerous tabling events to write these postcards, and more than 200 postcards were sent through interoffice mail to various staff members across campus.





# STAFF ADVOCATE OF THE MONTH AWARD

In October 2017, Office of Accessibility (OA) began an initiative to recognize staff who went above and beyond to ensure access to students with disabilities. A **Superhero Advocate of the Month** is voted for by OA Staff and the winner is awarded a certificate, the right to have a 4' Batman stand guard in their office for the month and be announced at the monthly Staff Conference.

The first staff **Advocate of the Year** award went to **Dawn Sayer** from **Residence Life** for her untiring and continuous efforts working with Office of Accessibility to ensure appropriate residential accommodations for students with disabilities. She received a plaque and \$100 in recognition of her outstanding advocacy for residential students with disabilities.

The following staff were awarded **Advocate of the Month** awards at the monthly meetings: Dawn Sayer, Jackie Concodora, Miranda Knight, Beverly Holbrook, Anna Fredericks, Janell Stevens, Julia Fockler, Kinyata Brown, & Callie Smith.

Office of Accessibility staff strive to recognize and reward staff who go above and beyond to support and include students with disabilities in all aspects of campus life. Office of Accessibility is proud to recognize these efforts with the *Advocacy* award.



# QUESTION & ANSWER SESSION WITH PRESIDENT DAN MAHONY/LEADERSHIP

Staff submit questions via email on a monthly basis for President Mahony and/or leadership to address at Staff Conference. Staff submitted more than 60 questions on topics regarding:

- Parking/crosswalk safety
- **Health Services**
- Technology/Wi-fi service
- **Equipment and security**
- **Athletics**
- Campus trees and overall campus maintenance
- **Campus shootings and terrorist acts**
- Possibility of dependent tuition remission
- **Food services/vending machines**
- Staff salaries/cost of living raises
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- Staff salaries/cost-of-living raises
- **Heritage Committee and Tillman's name**
- Storage facility needs
- **Need for visitor directory signs**
- Emergency drills
- **Diversity and inclusion of Staff Assembly**
- Training for faculty and staff members on multiculturalism and diversity
- **West Center membership fees**
- Leadership roles undergoing sensitive and/or leadership training
- **Annual leave and snow days/summer hours**
- Employee engagement and satisfaction
- **AND MORE!**



# MORE THAN 20 GUEST SPEAKERS/TOPICS:

- Campus Police Chief Ken Scoggins: **future goals for the department and for campus**
- Jack DeRochi, dean of the Graduate School; and Katie Dykhuis, director of graduate enrollment: **new 100% online graduate programs and what's available to staff**
- Grant Scurry, assistant dean of students and director of recreational services; and Brittany Moore, assistant director for fitness and aquatics: **West Center memberships and healthy programming for spring 2018**
- Noreen Gaubatz, director of assessment, accreditation & accountability: **The NSSE survey administration and how to help enhance Winthrop's efforts to provide a quality educational experience for our students**
- Katie Price, director of marketing: **Winthrop's logo unveiling**
- President Mahony and Justin Oates, vice president for finance and business affairs: **Budget update**
- Erin Hamel, director of the Macfeat Early Childhood Laboratory School: **Macfeat Early Childhood Lab School**
- LeeAnn Pounds, employee relations/diversity manager: **Spring on-campus wellness screenings for staff and faculty**
- Jackie Concodora, director of Health and Counseling Services: **TAO Self-Help Self-Enroll for employees**
- Callie Smith, director of New Student & Family Programs: **Summer 2018 Orientation**
- Chelsi Colleton, Study Abroad coordinator: **Study Abroad opportunities for students**

# MORE THAN 20 GUEST SPEAKERS/TOPICS:

- Travis Ambrose, Dining Services general manager: **Healthy food options available through Aramark**
- Patrice Bruneau, assistant vice president for Computing & Information Technology: **Upcoming IT changes**
- Karen Jones, vice provost and SACSCOC liaison: **SACSCOC 5th Year Interim Report Update**
- Evan Bohnen, vice president for Institutional Advancement: **Introduction & Goals**
- Ken Halpin, director of Winthrop Athletics: **Eagle Club benefits for faculty/staff**
- Dr. Gloria Jones, dean of University College: **At-risk students and what we can look for to identify and refer those students**
- Jeffrey Bellantoni, dean of the College of Visual & Performing Arts: **Introduction and future goals for the College of Visual and Performing Arts**
- Jeff Perez, vice president for University Relations: **Intra-campus Communications**
- LeeAnn Pounds and Shannon Smith, Human Resources: **Leave Transfer Program**
- P.N. Saksena, dean of the College of Business Administration: **Future Goals for the College of Business Administration**



# STAFF ENGAGEMENT

Promoting staff engagement is one of the focuses of our work.

## INVITED TO PARTICIPATE IN **POSITION SEARCH COMMITTEES**

- Dean of the College of Arts & Sciences
- CFO/VP Business & Finance

## INVITED TO PARTICIPATE/ATTEND **SPECIAL COMMITTEES**

- Faculty/Staff campus Events committee
- Strategic plan working groups: Enrollment & Retention, Culture of Innovation and New Programs, Faculty & Staff Recruitment and Retention, Facilities, Technology and Budget and Advancement
- Intra-Campus Communications committee
- Board of Trustees committees

## INVITED TO ATTEND **EVENTS**

- Commission of Higher Education town hall meeting regarding public higher education in South Carolina
- Opportunity to provide input on/learn about the Knowledge Park Connectivity Study



Staff feel more connected than ever to the Winthrop Plan and see a clear path to helping the university achieve its ultimate goals.



We are **ALL members** of Staff Conference.

Thank you for your continued involvement, dedication, enthusiasm and support.

Over the past four years we have accomplished some amazing things together.

Let's continue to come together, work together and continue to help make Winthrop University the BEST place to work!