

**Winthrop University**  
**Staff Conference Meeting Minutes**  
**June 19, 2018**  
**Dina's Place**

Staff Assembly Present: Becky Best, Nicole Chisari, Maria D'Agostino, Julia Fockler, Amanda Hackney, Wes Love, Kelly McGinnis, Kirk McSwain, Jackie Concodora, Susan Sauvigne, Daphne Sears

Absent: Penny Cotter, Alicia Marstall, Lori Tuttle

Vacancies: Kaye Burks position

Staff in attendance: Approximately 50

Meeting was called to order at 2:05 p.m. by Maria D'Agostino, Chair

May meeting minutes were approved.

Several questions were submitted by staff and Lisa Cowart, filling in for President Mahony, answered:

1. Would it be possible to work summer hours year round, if the departments were staffed and open? Lisa stated that there is a plan to explore this suggestion. Some offices need to be open and this policy must be equitable to all departments. This was one of several topics mentioned in the Employee Satisfaction Survey that are being discussed. Please give the committee time to look into this.
2. What is the plan for Dr. DiGiorgio's old office space? Lisa read an answer from Provost Debra Boyd that stated that the space will not be reassigned but will be repurposed. This will be the new physical hub for the F/S learning facility. It will be the new "Center for Professional Excellence". The room can be used for meetings or training spaces. It will be opened for the 2018-2019 academic year and an email with the announcement will be coming soon.
3. Are there any plans to fix potholes in several parking lots on campus? Wes Love stated that the Dinkins lot "is pretty worn out" and there is not enough asphalt on that lot to warrant fixing the pothole. It would be an expensive project. Facilities Management has instead been using shoe funds to correct issues in high-traffic areas across campus. The Margaret Nance & Crawford lots will be fixed next week. He asks that if you see something that needs attention please contact him.
4. As staff retires and leaves, how do we know that the workflow and knowledge of those employees is being passed down to the new employees and/or supervisors in their departments. Lisa stated that Winthrop produces and stores all kinds of data, retention schedules are set by the State. This question is hard to answer because there is no specific department and/or information mentioned. Long-term employees leave and in some incidents, the employee who is leaving has a transition period with the new employee for a "knowledge transfer". If you want an answer to a specific department, please contact Lisa directly. Someone in attendance then stated that this question could mean some things could fall through the cracks because some jobs stay open for a year or more and there are no set procedures on doing things here at the University. Lisa stated this would be left to the Department Heads and/or Supervisors.
5. Is there a forum where support staff can communicate across academic units to share and document best practices being used in each department? Lisa suggested that the Professional Development Committee look into this, she agreed that this would be a great idea since there is nothing in place now.

Chelsi Colleton, study abroad coordinator with the International Center presented information on the Study Abroad programs on campus. Chelsi has been at Winthrop for almost two years now. She reported that only 10% of students nationally, and only 3% of Winthrop students study abroad. A

national study was done to determine how to increase the numbers. There are scholarships available for studying abroad through a new partnership; this partnership will pay for passports for up to 100 students, a great value for those students. The University will begin targeting Pell Students and our first generation students to get them interested in this program. She thanked everyone for his or her support of this great program. If anyone wants flyers for their offices, please contact her.

Committee Information Session-Media & Communication Committee and the Staff Stuff newsletter-Kara Cauthen, Chairperson, was out, so Kelly McGinnis made the presentation. Our committee publishes the Staff Stuff Newsletter each month from August to May. We have a Facebook page, so please join the group. The Facebook page is to share Winthrop events. The goal of our committee is to connect staff across campus. Anyone can submit a story idea to us and we are always looking for new members. No special writing ability or computer training is necessary. We meet once a month to discuss story ideas. If you are interested, please contact Kara.

Standing Committee Reports:

**Elections & Nominations** – Becky stated that nominations are open until Thursday for Kaye’s replacement.

**Media & Communications** – Kelly reported that the next Staff Stuff would be out in August.

**Professional Development** – Goldie reported that the next Professional Development Conference will be held June 27 & 28 (8:15 check-in, conference begins at 8:30 to noon). Reminder emails have been sent out.

**Campus & Community Involvement** – Pam reported that the committee has a wild flower garden behind DIGs. The food drive is in full swing; please let her know if you have food to be picked up.

**Staff Feedback** – Rachel Glover reported that the first draft of their information on staff raises, benefits and general budget questions was submitted to Staff Conference. The conference reviewed the information and asked for additional information on some of these topics. Any suggestions for the committee please email Rachel at gloverr@winthrop.edu.

**Recognition Committee** – Jackie filled in for Miranda today. We have seven nominations and the winner this month was Ginger Crocker from Facilities

Tina Vires then announced the “Staff Superhero of the Month”. The winner was Kinyata Brown. Please send those nominations to Tina.

Nicole introduced three new hires this month.

Maria then thanked the members of Staff Conference and the staff for helping her through this year as Chair of Staff Conference. She acknowledge the time and work that each member has put into making this successful. Nicole then presented certificates to all the outgoing members, Susan, Penny, Becky, Jackie, Lori and Maria. The new members, taking their positions on July 1, were introduced (if present).

Next Staff Conference will be at Dina’s Place on Tuesday, July 17, 2018.

Meeting adjourned at 2:44 p.m.