



STAFF CONFERENCE

Tuesday, April 20, 2021





Update on Staff Conference Meeting Format



As we are unable to hold in-person meetings due to COVID-19, Staff Assembly has decided to continue to hold virtual Staff Conference meetings on our usual schedule. We believe these meetings are important for staff to feel connected and informed and we want to maintain a sense of normalcy as much as possible. In addition to the text and images on these slides, audio clips from our presenters are included. Where you see a speaker symbol in the upper right corner, click on it and press the play button to hear narration. We hope this will provide a richer experience that you can enjoy from the safety of your home.



TODAY'S AGENDA

- 1. ACKNOWLEDGE APPROVAL OF MINUTES**
- 2. Q & A SESSION**
- 3. SPRING STAFF SURVEY RESULTS**
- 4. PRESENTATION ON EEAP PROCESS**
- 5. COMMITTEE UPDATES**
- 6. STAFF MEMBER OF THE MONTH**
- 7. ANNOUNCEMENTS**



APPROVAL OF MINUTES

In the April Staff Assembly meeting, held via Teams, representatives voted to approve the minutes from the March 2 Staff Assembly meeting and the March 16 Staff Conference meeting. Both sets of minutes are available on the Staff Assembly webpage.

<https://www.winthrop.edu/staff/minutes.aspx>



STAFF Q & A

Q1: Is it necessary to spray as much weed killer around campus? Are there any natural alternatives? It seems like it is constantly being sprayed everywhere, and I worry about the health of the wildlife, pets, and community members that are using the outdoor space, especially now as it warms up and students want to be outside. We use green cleaners in the buildings - can we use green products outside as well?

A: From Tally Peake: The general practice of the Ground's Department is to limit the use of herbicide and to spot treat specific areas to help reduce the amount of herbicide used on campus. However, we do understand the concern and Facilities Management and EHS is currently investigating training for our grounds staff to ensure that we know and use the best practices for herbicide use. We will also work with the Office of Sustainability to investigate options for sustainable alternatives.



STAFF Q & A

Q2: Would Winthrop please consider changing office hours 8am - 4:30pm (or taking a staff/faculty poll to determine the desire)? I think it would be a great morale booster that wouldn't cost Winthrop anything to implement.

A: From Lisa Cowart: State Human Resources Regulations state the following:

19-707.01 HOURS OF WORK A. No agency shall have less than a 37.5-hour workweek. Generally, the core hours that an agency shall remain open for business are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Winthrop does have guidelines in place for supervisors to consider a [flexible work schedule](#) in some situations.

You can find the [Flexible Work Schedule Form](#) here.



STAFF Q & A

Q3: Will Winthrop please consider a telecommuting policy going forward occasionally. It would reduce folks working while sick, it would reduce absences for those who have a short appointment near home and could work some hours at home. I understand the current state policy is very strict, but will Winthrop be advocating to allow something going forward?

A: From Lisa Cowart: At this point, the Division of State Human Resources has made it very clear that agencies/institutions are not to enter into telecommuting agreements with employees. We would hope that at some point in the not too distant future, we will receive further guidance from the state and we will respond according that guidance.



STAFF Q & A

Q4: Would it be possible for employees to be notified when there is a change to their area's custodial staff? On my floor, we have had four different custodians in about two weeks and we had no information about the change. A new person would walk in, normally with little to know introduction, and ask for our trash cans.

I understand that it is difficult to inform every employee who would be affected, but could that information perhaps be shared with building managers who could then inform employees? Or, would it be possible to give custodians some sort of visual identifier (a visible ID badge or a hat or shirt) that tells us that they are working for Winthrop?

I ask mainly because custodians need to be able to come into offices and walk around to pick up trash and clean. When they have no organizational identifiers and we have never seen them around the buildings before, it is difficult to determine if the person walking around your office is in fact who they say they are. As it stands, anyone could theoretically walk into any employee's office, walk around, and take their trash without being questioned. It's a security concern.



STAFF Q & A

A4: From Tally Peake: Thank you for bringing this to our attention. Our custodial staff are having to travel between buildings more than usual to provide adequate coverage. Custodians that work for Winthrop should each have a uniform and are required to wear them daily. In addition, we are using temporary staff to cover many of the vacancies we currently have. Because these temporary employees are not issued a uniform, we are currently developing a plan and process to create temporary badges for these employees so that Winthrop staff can easily identify individuals and what their purpose is for being in a space.



STAFF Q & A

Q5: What can we do to get an option to NOT work the summer hours and continue with the normal hours of the week? The summer hours are disruptive and unproductive, especially Fridays.

A: From Lisa Cowart: While ALL employees may not appreciate the summer work schedule, there have been very few negative comments received in HR or in the President's office. In fact, the consensus is that most employees affected by the summer work schedule view the schedule in a positive manner. Employees may discuss any concerns about the summer work schedule with their supervisor, who may forward the concerns up the chain of command to the President.



STAFF Q & A



Have a question you would like answered?
Use our Staff Feedback form to submit your question.

[Submit a Question!](#)



Do you have a question you'd like to see answered in Staff Conference? Send it to us! Questions and comments can be submitted anonymously using our online feedback form.

As a reminder, all staff-submitted questions are sent to Staff Assembly and President Hynd in their original form. Occasionally, Staff Assembly will edit the question before it is presented to Staff Conference in order to protect staff privacy or to clarify the core of the question. I would also like to point out that the Staff Assembly has agreed to never publicly disclose the name of any Winthrop University employee in staff Q&A.



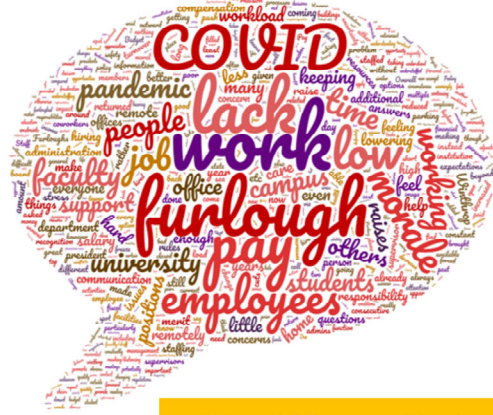
SPRING STAFF SURVEY RESULTS

Full Summary Report Now Available

Staff Assembly and the Feedback Committee have been working hard to read all of your responses to the Spring Staff Survey and compile a comprehensive report of the findings. The Assembly compiled a list of actionable items in our last meeting and we will be evaluating the feasibility of these actions in May.

The full report is linked on this slide and available on the Staff Assembly webpage. It will also be made available to President Hynd and the Board of Trustees.

Thank you to everyone who participated. Your voices have been heard and Staff Assembly is working to implement some of your suggestions.



[Click for Full Summary of Results](#)



Winthrop Employee Educational Assistance Program (EEAP)

Benefits include:

- Tuition waived for a maximum of six (6) credit hours per semester
- Courses above 6 hours are assessed at the regular rate, however, out-of-state employees may request an exemption to receive in-state rates
- The value of the benefit up to \$5,250 is non-taxable.

Additional details, including eligibility can be found at:

<https://www.winthrop.edu/hr/eeap-guidelines.aspx>



Steps to Succeed with EEAP! First, a few questions to address...

Q: Pursue an undergraduate or graduate degree program? Maybe just take courses for fun as a non-degree student?

A: **Undergraduate degree** = apply for admission through the Undergraduate Admissions Office.

A: **Graduate degree candidate** = apply for admission through the Graduate School Office.

A: **Non-degree** = If you already have an undergraduate degree, apply as a non-degree seeking student through the Graduate School. Otherwise, apply through undergraduate admissions.

Both offices waive the application fee for WU employees.

Must meet ALL admission requirements.



Steps to Succeed with EEAP! Next, tell HR that you want your EEAP...

Congratulations on your acceptance to Winthrop University!
Now it is time to tell Human Resources that you would like to use your EEAP benefit to take classes. There is a form.

- 1) Online; <https://www.winthrop.edu/hr/eeap-request-form.aspx>
- 2) PDF sent directly to you to complete with electronic or actual signatures. Must be returned to HR BEFORE the next billing cycle if you have already registered.



Employer-Provided Educational Assistance and Taxable Benefits

Per the IRS, employees may qualify for a tax exemption ***up to*** \$5,250 for employer-provided educational assistance.

All educational assistance *above this amount* is classified as a fringe benefit and subject to regular income taxation.



Crunching the Numbers (example 1)

Employee A :
Taking 1 course (3
credit hours) in
Fall 2020 term.

3 credit hours @ \$639.00*/credit hour = \$1,917
benefit

Cap on exemption = \$5,250

Total tuition for year does not exceed the cap,
therefore none of the benefit is taxable.

*This is the 2020-2021 in-state *undergraduate* tuition rate per credit hour.
<https://www.winthrop.edu/cashiers/fees-for-fall-and-spring.aspx>



Crunching the Numbers (example 2)

Employee B :
Took 2 courses (6
credit hours) in
Spring 2020 term
and took 2 courses
(6 credit hours) in
Fall 2020 term.

12 credit hours @ \$641.00*/credit hour = \$7,692
benefit

Cap on exemption = \$5,250
 $\$7,692 - 5,250 = \$2,442$ over the cap.

\$5,250 is not taxable. However, \$2,442 is considered
taxable income for the year and income and taxes may
be withheld and reported on your W-2.

*This is the 2020-2021 in-state **graduate** tuition rate per credit hour.
<https://www.winthrop.edu/cashiers/fees-for-fall-and-spring.aspx>



STAFF COMMITTEE REPORTS





ELECTIONS & NOMINATIONS

Thank you to everyone who nominated and voted for our new Staff Assembly representatives. We have one more seat to fill, but we'll announce the full election results next month!



Chair: Amanda Stewart stewartaj@winthrop.edu



STAFF FEEDBACK COMMITTEE

- Thank you to everyone who participated in the Spring 2021 Staff Survey. We have heard your voices, the executive summary has been presented to the board and action items have been discussed.
- Please find the survey results attached to the Staff Conference email.
- **Next Meeting:** April 29th at 2pm, via Zoom



Chair: Tanya Pettus pettust@winthrop.edu



STAFF COMMITTEE ON CAMPUS & COMMUNITY INVOLVEMENT



April 19 to May 10

Staff Conference Campus and Community Involvement Committee

FOODRIVE

Food collected will benefit
Department of Human Nutrition's Food Box

Chair: Judy Longshaw longshawj@Winthrop.edu



STAFF COMMITTEE ON MEDIA & COMMUNICATIONS

- **Next Staff Stuff:** early May
- If you or your colleagues are graduating in May, let us know! We'd love to congratulate them in our next Staff Stuff newsletter.
- The May issue will be our last one until the fall, so be sure to send us your milestones now so we can celebrate them with you.
- Be sure to join our [Facebook group](#) for updates.



Chair: Kara Cauthen cauthenk@winthrop.edu



STAFF COMMITTEE ON PROFESSIONAL DEVELOPMENT

Save the Date: Summer Conference

Where: In-Person (location TBA)

When: May 11 & 12

It's time once again for Winthrop's Professional Development Conference! We are very happy to announce that we will be having an in-person conference this year on May 11 & 12 so please save the date! To accommodate everyone, we will also be live-streaming our conference. More information will be coming soon!



Chair: Marcia Willis willism@winthrop.edu



STAFF RECOGNITION

Our committee has been hard at work choosing a **Staff Member of the Year**, but we now have a winner. The recipient will be announced and receive the award at the Faculty/Staff/Retiree Ceremony on **April 27**.

Submit your nominations using our [new Staff Member of the Month nomination form](#)! We hope this new form will make it easier and quicker for you to nominate your amazing colleagues.



Chair: Michael Szeman Szemanm@Winthrop.edu



Staff Member of the Month
March 2021

Thanks for all you do!

Staff Member of the Month
Nominee

Recognition Committee
Staff Assembly



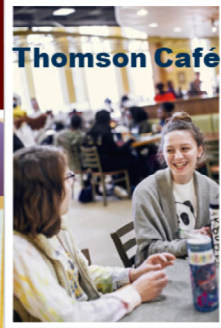
thanks

Reserved Parking Spot
On Campus

1 Month Free at the
West Center

1 Free Meal at Thomson
Café

Spotlight in
Staff Stuff Newsletter



Swag.

York Electricity Co Op
Comporium
Development Office
Alumni Association
WU Athletics
Morton & Getty's

Department of English
Winthrop Foundation
Arrowpoint
Small Business Development Center
Office of Admissions
Office of the President
Founders
State Farm

Residence Life
Department of Design
Winthrop Bookstore
Department of Music
College of Business
Publix

Center for Educator Recruitment, Retention, and Advancement
Office of New Student & Family Programs

Nominees | March 2021



**Amy
Phillips**



**Barbara
Mayes**



**Bobbie
Schreiner**



**Jessica
Van Cleave**



**Jill
Lauber**



**Kay
Stewart**



**Kelly
Heinemann**



**Michele
Smith**



**Nancy
Scurry**

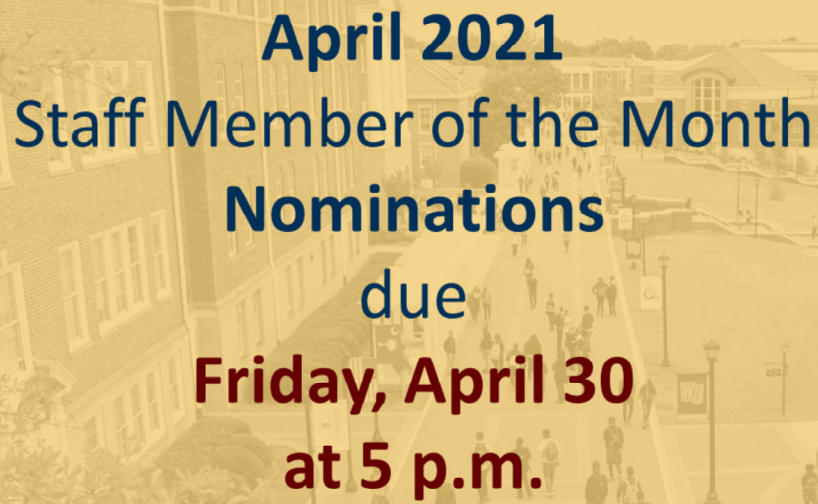


**Steve
Moseley**

A grayscale photograph of a campus scene. In the foreground, there is a low stone wall with "WINTHROP UNIVERSITY" engraved on it. Behind the wall are several large trees and a building in the background.

Amy Phillips
Residence Life

Staff Member of the Month
March 2021



April 2021
Staff Member of the Month
Nominations
due
Friday, April 30
at 5 p.m.

[Click for Nomination Form](#)



WELCOME TO NEW STAFF

Benjamin Betts, *associate head men's basketball coach, Athletics*

Heather Gearhart, *assistant volleyball coach, Athletics*

Connor Leppink, *director of women's basketball operations, Athletics*

Steffaney Cohen, *director of institutional research, AAAS*

Jeremy Whitaker, *associate vice president of finance*

Verna Walker, *custodian, Facilities Management*

Thomas Carver, *police officer, Campus Police*

Adam Watson, *police officer, Campus Police*

Heather Miller, *financial aid counselor, Office of Financial Aid*



Chair: Michael Szeman Szemanm@Winthrop.edu



ANNOUNCEMENTS

[Click to read the full email](#)

Student Concerns Email

In case you missed it, President Hynd sent an email to all faculty and staff on April 14 about student concerns regarding the handling of sexual assault cases on campus.



Highlights

- A group named **Winthrop Students for Change** held a community march last week called "Accountability and Action Now."
- Administrators were present at group events and are reviewing data from a survey conducted onsite.
- Due to privacy laws, the university is unable to share specific information regarding cases, past or present.
- Leadership is reviewing how to best staff **Title IX coordinator** duties to keep pace with the changing guidelines.
- Any **feedback** about how we respond to Title IX concerns can be addressed to deanofstudents@winthrop.edu.



ANNOUNCEMENTS

Award & Recognition Ceremony

Come celebrate Winthrop's incredible faculty and staff in the sunshine next week!

In addition to honoring our retirees and service award recipients, Winthrop also will recognize recipients of the **Winthrop Award of Excellence** and the **Staff Member of the Year**. We hope you will come out and support your colleagues!

In case of rain, details about a virtual alternative will be shared.

MARK YOUR CALENDARS

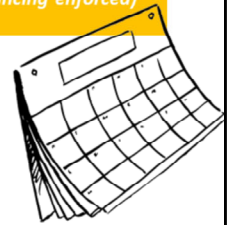
Faculty/Staff/Retiree Ceremony

Apr. 27

9:30am

Byrnes Auditorium front lawn

(Masks required & social distancing enforced)





ANNOUNCEMENTS

Interested in Carpooling?

Make some new friends, minimize your emissions, and maybe have some carpool karaoke (or not...) this summer!

If you live in Union County, NC and are interested in carpooling to campus this summer, please reach out to Christopher Girgenti at girgentic@winthrop.edu.

*Have an announcement you'd like us to include?
Send it to staffassembly@winthrop.edu.*





ANNOUNCEMENTS

Schedule Your Vaccination

On March 8, Winthrop employees became eligible to receive the COVID vaccine as the state moved to Phase 1b of the vaccination plan. The City of Rock Hill has coordinated with SC DHEC and Piedmont Medical Center to provide a vaccination site at the Galleria Mall.

While employees are not required to receive a vaccine, you are strongly encouraged to receive one to protect yourself and our campus community. You can [register for a vaccine here](#). About 24 hours after you register, you will receive an email from the CDC with instructions to schedule an appointment through VAMS.

ADDITIONAL RESOURCES

[VAXLocator](#)

DHEC listing of other vaccination sites

[City of Rock Hill COVID-19 Updates](#)

Information from the city about the vaccination clinic, vaccine options, and other resources

[Phase 1b Guidance](#)

DHEC definitions of vaccination phases

[DHEC News Release](#)

Additional information from DHEC about the move to Phase 1b

[V-safe](#)

After-vaccination health checker to monitor potential vaccine side effects



ANNOUNCEMENTS

Winthrop Gratitude Project

Throughout the COVID-19 pandemic, Winthrop faculty and staff have shown extraordinary resilience and commitment in their service to Winthrop and our campus community. Many have gone above and beyond to support students, introduced innovation and creativity to their work, and exhibited compassion and grace while overcoming challenges.

We invite alumni, students, parents and community members to share an electronic note of thanks with a Winthrop faculty or staff member. Who has made a positive difference in your life or the life of your student? Whose day can you brighten with an expression of appreciation? All notes received will be shared with intended recipients the week of May 3 as Winthrop prepares to celebrate its in-person spring [Commencement](#) ceremonies.

Submissions will be accepted through Sunday, May 2.



Share a Note of Gratitude



ANNOUNCEMENTS

Student Move-Out Donations

As students begin to pack up and move out of residence halls for the summer, they can donate items they no longer need.

The donation trailer will be available in the parking lot between Phelps and Joynes from **April 19 to May 10**. Keep an eye out for more information in the Daily Digest.



Donate these and other gently used items:

bedding rugs clothes school supplies
books lamps printers notebooks
kitchen supplies computers Radios

Place donations into trailer parked in the
Parking Lot between Phelps and Joynes
April 19 to May 10

We cannot accept TV's or foam mattress pads.



Winthrop University Office of Sustainability
Staff Conference - Campus & Community Involvement Committee



ANNOUNCEMENTS

Wear Green Day

It's not easy being green, but it *is* easy to wear green to support mental health awareness!

According to the National Alliance on Mental Illness (NAMI), 1 in 5 US adults experience mental illness, which not only affects the person, but also their family, community, and world. Starting **April 26**, you will see selected campus trees banded with green ribbons. Resources and educational information will also be distributed throughout that week.

You are invited to help raise awareness about mental illness and care by wearing "green" on **Tuesday, April 27**. Please take a photo of yourself or group and submit it for possible publication in the Staff Stuff Newsletter. For more information, contact [Kelly Scott](#) or [Rosie Hopkins-Campbell](#).





ANNOUNCEMENTS

Diversity, Equity, & Inclusion Workshops

Registration is now open for the final DEI workshops. Visit the [program page](#) for descriptions and registration links for each of these sessions or visit the [CPE Calendar](#).

Religion's Power: Bias, Diversity, Justice, Understanding

Religions have an enormous influence on cultures and reflect societies' problems, such as racism, sexism, xenophobia, and homophobia. However, religions have also contributed to social justice movements. This workshop will help us ponder the power and potential of religion (for good or ill) and why it can be a sensitive topic. Themes include Christian privilege, fundamentalism, religious discrimination (e.g. Islamophobia, anti-Semitism, etc.), religion on college campuses, and much more.

MARK YOUR CALENDARS

Religion's Power

Apr. 27 | 9am – 2pm

Diversity Leadership

May 11 | 2-5pm



Questions? Comments? Announcements?

Have a question that we should address in next month's Staff Conference meeting? Submit it in our [online form](#) or email it to Jayme Charles at staffassembly@winthrop.edu.



Next Staff Conference

Tuesday, May 11, 2021

