





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.





Need some luck?

We could all use a bit of luck this month, so we've hidden some good luck tokens in this month's presentation. Can you find all seven?

















TODAY'S AGENDA

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



APPROVAL OF MINUTES

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

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



During our meeting with him last week, President Hynd offered the following information regarding employees returning to campus this week.

The Governor's Executive order that required us "to expeditiously return all employees and staff, including non-essential employees and staff, to the workplace full time" by March 15th caught us a bit by surprise. The initial guidance we received was supplemented by a WebEx meeting [on March 8] that included all state HR directors and some agency heads. Based on the guidance we received we submitted our plan to return to work which did allow for some flexibility for those employees with school-aged children. We sought and received the maximum flexibility they would allow. Regarding telecommuting, it was very clear that we must adhere to the state telecommuting policies and procedures and that unless someone was approved for telecommuting prior to the pandemic that they would not approve any new applications for telecommuting.

I know all of this seems abrupt but as a state agency we have to abide by the Governor's Executive Order and the guidance received from the state. I am hopeful that staff and faculty will read carefully the FAQs posted on our HR website https://www.winthrop.edu/hr/covid19.aspx

(For more information, please refer to last week's emails from HR and the President's Office.)



Q1: I am wondering what is happening with the hiring process for the next President. I understand this may have been delayed due to covid, but is there a timeline for the hiring process or an expected hire date?

A: At this time, there is little discussion about the hiring process for a new permanent President. We anticipate the Board of Trustees will begin the search this summer to allow about 12 months to find, interview, and select a candidate.



Q2: Could Winthrop please reconsider the post-covid telecommuting policy? It is overly Complicated and rigid. Supervisors should be given the authority to allow remote/telecommuting for employees who are capable and jobs that make sense without requiring a strict schedule laid out hour by hour and requiring HR to approve it. If that kind of oversight is needed, the employee shouldn't be allowed to work remotely. Instead empower supervisors to allow remote work when it makes sense for the employee and job. Let supervisors oversee it. Leave HR out of it other than to be available to answer any questions.

A: As the president stated earlier, Winthrop is a state agency that follows the state telecommuting plan. At this time, it is apparent that "unless someone was approved for telecommuting prior to the pandemic that they would not approve any new applications for telecommuting." Should this change, Staff Assembly will work to make that information available.



Q3: How about converting the tennis courts into Pickleball courts in a way that they can be used for tennis or Pickleball!

A: From Ken Halpin: This is a wonderful suggestion that we will add to our list of ideas as to how best to utilize these facilities once campus fully re-opens. Once funding has been identified we will work to make some necessary improvement to the courts.



Q4: Per the Daily Digest on 2/18/21 a Faculty Town Hall is planned to discuss stress and sustainable strategies for coping in our current Covid world. I understand that Faculty deal with different stress indicators than staff but to advertise a town hall strictly for faculty without even a second geared towards staff only further indicates to staff that we are less important than others at the university. I think if a Staff town hall with similar content is being planned, it should have been advertised at the same time. Only advertising one without the other only creates a further divide and is counter intuitive to campus unity. Is a Staff Town Hall being planned?

A: This was originally an event hosted by an academic college for their faculty which was later opened to all faculty. Staff were not included because of the original intended audience. A similar event that is open to staff will be held on March 26 at 2pm and you can register on the CPE calendar. Please see the announcements at the end of the presentation for more information.

If you have a suggestion for a webinar, please send it to the Professional Development Committee.



Q5: I went to the police station recently to get a temporary parking pass since I am pregnant and in my third trimester, but they said they do not grant temporary accessible tags anymore. I was told that I would need to go to the DMV and get a "real" accessible pass. With my first pregnancy, this was a huge life saver for me. I am surprised that this change in policy wasn't communicated and I'm highly concerned that this change was made without input from the campus community.

I work in McLaurin and with the lot behind our building closed for construction, having to walk from Johnson isn't an easy feat. I was hoping you might be able to shed some insight on this change, possibly before the next staff conference?



A5: From Charles Yearta: This past year, WUPD underwent an analysis of disabled parking spaces on campus. During this analysis, it was discovered that Winthrop University was in violation of various state laws regarding disabled spaces. Obviously, neither WUPD nor Winthrop University can supersede state law and a change was sought. Therefore, WUPD and Executive Leadership approved a change to our parking processes when it comes to the disabled parking spaces on campus. This change was approved last June and was announced by WUPD in the emails that detailed the release of this year's parking permits for sale.



A5: Charles Yearta (continued):

The summary of the changes are this:

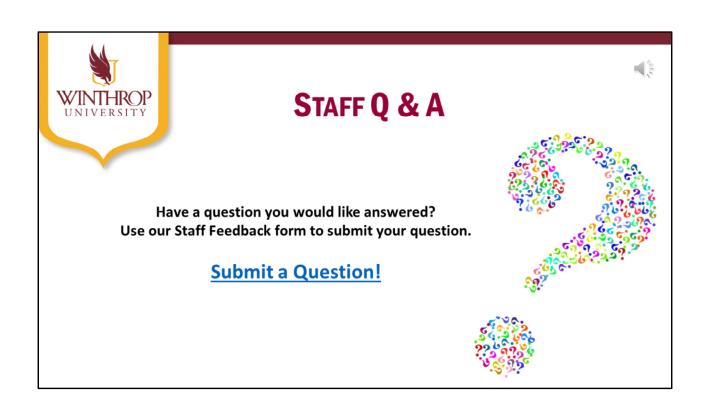
- In order to park in a disabled spot a vehicle no longer receives a Winthrop University "Disabled Parking Permit." These type permits were retired and have not been available at all this year.
- In line with state law, in order for a vehicle to park in a disabled parking spot, they must obtain one of the following:
 - A disabled license plate or other license plate authorizing individuals to park in disabled spots displayed on the vehicle in question (Issued by DMV)
 - A permanent disabled hangtag or placard authorizing the issuer to park in disabled spots and which is displayed in the vehicle in question (Issued by DMV)
 - A temporary disabled hangtag or placard authorizing the issuer to park in disabled spots and which is displayed in the vehicle in question (Issued by DMV)



A5: Charles Yearta (continued):

In order to ascertain the above mentioned credentials for disabled parking, the individual can download the appropriate form from the SC DMV website or their states DMV website. Once they have the form, they work with their doctors to complete the form and have it approved. Once approved by a doctor, the form is returned to SC DMV or their states DMV, who then issue one of the above mentioned credentials.

On campus disabled parking spots must be treated the same as any other disabled parking spot in the state under state law. By having the above process in place, Winthrop University is now in compliance with state law and we are able to make sure that enough disabled parking spots are available on campus. Employees who need to park in a disabled parking spot on a temporary basis would need to follow the above process.



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 UPDATE



Initial Findings

- · 265 total responses
- 75% reported morale as Average or Poor
- Top staff concerns were COVID-19 Safety, Employee Morale, and Employee Compensation
- Good or Excellent morale was most often due to supportive coworkers, appreciative supervisors, job security, and work from home flexibility.
- Respondents indicated that most solutions would need to come from the executive leadership level.
- Staff offered some very creative solutions that Staff Assembly will be considering and exploring with individual committees.



Click for Executive Summary of Results

Thank you to everyone who participated in the Spring Staff Survey. We had a great response rate of 249 people and a ton of comments and suggestions. The full report is over 50 pages long, so Staff Assembly is still taking some time to read every response and explore some actions we can take as a result. We will have a more complete presentation of the results next month, but for now, here are a few key findings. You can also find a link to an executive summary of the results. This summary will be included in our quarterly report to the Board of Trustees.

As we review the responses, I want to stress the fact that we hear you. We hear your frustrations and we share many of them personally. We know that too often, you voice your opinions and no real actions seem to be taken. Staff Assembly wants to change that. As a group of volunteers with limited resources, budget, and authority, we can't act on all of the suggestions you all gave us, but we will do what we can to make a difference and try to make the staff experience at Winthrop a little bit better.

If you have additional suggestions or thoughts about how Staff Assembly can make a difference, I would encourage you to consider joining a committee or even nominating yourself to serve on Staff Assembly. I know so much is already being asked of all of us, but now more than ever, staff voices need to be heard, including yours. Reach out to Katie Gawronski if you are interested in serving on Staff Assembly or to a committee chair if you

would like to serve at the committee level. Contact information for committee chairs can be found later in the presentation on the Staff Committee Report slides.

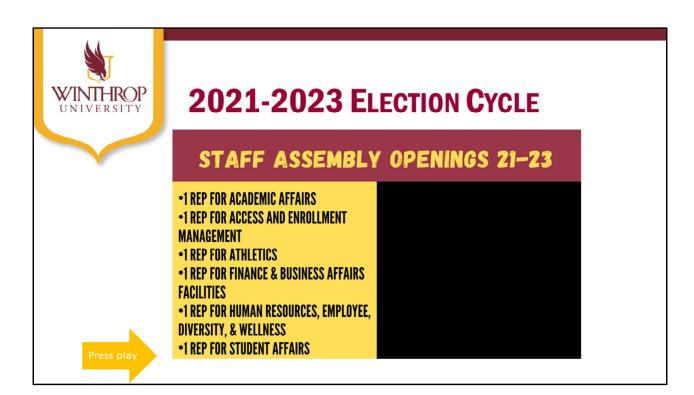


2021 STAFF ASSEMBLY ELECTIONS

Get excited for the 2021 Staff Assembly elections with the Elections & Nominations Committee!



Press play





2021-2023 ELECTION CYCLE



Press play





STAFF COMMITTEE SPOTLIGHT: ELECTIONS & NOMINATIONS



Interested in being part of the nominations and elections process? Join our committee!

We collect nominations, review eligibility, host elections, and welcome new Staff Assembly representatives.

This election cycle, we need representatives from these areas:

- Academic Affairs
- Access & Enrollment Management
- Athletics
- Facilities
- Human Resources
- Student Affairs

Chair: Amanda Stewart stewartaj@winthrop.edu



WELCOME TO STAFF ASSEMBLY

Katie Roach Fowler

I'm Katie Roach Fowler. I have been at Winthrop since 2015, first as a prn nurse and then came on full time in 2018. I am from Rock Hill. I have 4 kids, triplet 2 year old girls and a 7 year old boy. We also have a 6 month old cat named Sonny and a male beta fish named Junior, both bring lots of joy and craziness to our family. My nursing background is mostly in emergency medicine. I have been a nurse for almost 12 years now. My husband and I when we can get away love to spend time in West Jefferson, NC kayaking and spending time with family and friends. In this stage of our lives our household is rather chaotic at all times.



Thanks to the Elections & Nominations Committee, we have a new Staff Assembly member! Please welcome Katie Roach, our new Student Affairs representative to Staff Assembly. We're excited to have her on our team as she fills the remainder of Jill Simpson's term which ends on June 30. We're so happy to have you on Assembly, Katie!



STAFF FEEDBACK COMMITTEE

The Feedback Committee is currently working with Staff Assembly to prepare a report of the Spring Staff Survey results and is discussing future survey ideas.

Interested in digging deeper into staff questions?
Pull up a (virtual) chair at our next meeting on March 25.

Chair: Tanya Pettus pettust@winthrop.edu



STAFF COMMITTEE ON CAMPUS & COMMUNITY INVOLVEMENT

March 20 Events

Join us for one of two events: either litter pickup or winter maintenance of the themed gardens on Campus Green. Events are open to faculty, staff, and students.

9 - 11 a.m. Pick up litter around the campus.

9:30 - 11:30 a.m. Help with beautification efforts behind the DiGiorgio Campus Center. Tasks will include spreading mulch, weeding, and planting new plants.



Chair: Judy Longshaw longshawj@Winthrop.edu



STAFF COMMITTEE ON CAMPUS & COMMUNITY INVOLVEMENT



Event Details

- All participants must wear masks and practice proper social distancing before, during, and after the event.
- Dress for the weather and only wear closed-toe shoes. We will provide gloves, bags, trash grabbers, and safety vests.
- For litter pickup, participants will meet outside in front
 of the Facilities Management building at 349 Columbia
 Ave. where supplies will be distributed. (This is the
 building closest to the railroad tracks.) For
 beautification, meet at Campus Green.
- For safety reasons, no one will be allowed to pick up litter alone - all volunteers will be grouped with at least one other person.
- · We will postpone if raining.

Chair: Judy Longshaw longshawj@Winthrop.edu



STAFF COMMITTEE ON CAMPUS & COMMUNITY INVOLVEMENT

Survey Results

CCIC members thank everyone who participated in our recent survey. There were more than **120 responses** with lots of great ideas and comments.

A few things to note:

- 1) The CCIC coordinates a twice a year food drive to benefit the Food Pantry housed in the Human Nutrition Department. We do this in conjunction with resident student move out each semester to help alleviate the amount of wasted food. We collected over 200 lbs. just in the fall before the winter break and plan to do the same this spring. Collection bins will be in each of the resident halls along with a few in the administration buildings. Keep an eye out for more details on the donation locations in mid-April.
- 2) It appears (from the survey) that the only thing as important as fighting hunger is protecting pets. We love this, which is why the CCIC also coordinates a yearly pet food drive with items going to Meals on Wheels recipients so that they do not have to share their food with their pets. We plan to continue this effort and hopefully expand it in the coming years.
- 3) We had quite a few folks indicate that they were interested in volunteering for projects so be on the lookout for an email from one of our committee members to get you on our team. We love the passion and enthusiasm for all things great and small.



STAFF COMMITTEE ON MEDIA & COMMUNICATIONS

- Next Staff Stuff: 1st week of April
- Be sure to join our <u>Facebook group</u> for updates.
- This month we're asking folks to send in their best gardening tips or photos of their gardens from previous years to get us excited for spring!



Chair: Kara Cauthen cauthenk@winthrop.edu

To keep in touch, please join our Facebook group and to see our latest Staff Stuff issue, click the Staff Stuff image.



STAFF COMMITTEE ON PROFESSIONAL DEVELOPMENT

Adobe Photoshop Class

Where: Zoom

When: Thursday, March 25 from 10:30 - 11:30

Join our Adobe Photoshop class where **Holly Cook**, designer with Communications &
Marketing, will be teaching us how to use
Photoshop brushes and selection tools, like
Lasso & Marquee, how to lock and/or merge
layers, blending modes, transforming tools,
masking, image adjustments, cloning and more!

Click here to register on the CPE

Excel Workshop

Where: Zoom

When: Tuesday, April 13 at 2:30 for 30-45 min.

Join our Excel Workshop, where we will be learning formulas & functions, conditional formatting, Convert Text, Column/Data Merging, and Pivot Tables from **Rachel Glover**, Program Assistant for the International Center.

Chair: Marcia Willis willism@winthrop.edu

The Professional Development Committee is excited to announce two upcoming virtual workshops! On March 25 at 10:30, Holly Cook will be teaching a class on Adobe Photoshop and on April 13, Rachel Glover will be teaching an Excel workshop. Sign up today on the CPE! These workshop topics were suggestions from staff, so if you have a topic you'd like to see a workshop for, let the committee know!



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

We have been hard at work updating our processes to make it easier to recognize outstanding staff.

Check out our <u>new Staff Member of the Month</u> <u>nomination form!</u> We hope this new form will make it easier and quicker for you to nominate your amazing colleagues.



Chair: Michael Szeman Szemanm@Winthrop.edu







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

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

Residence Life

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









WELCOME TO NEW STAFF

Jeffrey Carmel, user support technician, Computing & Information Technology

Joshua Cooperwood, assistant women's basketball coach, Athletics Onix Delgado, HVAC-R worker, Facilities Management Carla Miles, employee relations manager, Human Resources Tally Peake, director of operations and maintenance, Facilities Management

Ruth Walkup, nurse manager/nurse practitioner, Health Services Bry-Anne Jones, OVA clinical supervisor, Counseling Services Amanda Willis, benefits administrator, Human Resources



Chair: Michael Szeman Szemanm@Winthrop.edu



March 10 Email

In case you missed it, President Hynd sent an email to all faculty and staff on March 10 about COVID safety procedures.



Highlights

- Masking will continue to be required for all faculty, staff, students, and visitors on campus. Masking is not required in private offices.
- Social distancing will continue to be enforced in public spaces. Additional signage is available.
- If you need additional sanitation resources, you can request them through the <u>work request</u> system.
- Air system ventilation has been improved across campus and additional solutions are being considered.
- Employees are strongly encouraged to receive the COVID vaccine at your earliest opportunity.



Winthrop Award of Excellence Nominations

In addition to honoring our retirees and service award recipients, Winthrop also will recognize recipients of the Winthrop Award of Excellence. This award is given to individuals who set themselves apart, beyond performing normal job duties, by implementing Winthrop's strategic plan. These individuals have demonstrated extra effort and made remarkable progress in transforming the university's shared vision into reality.

If you know of a colleague who has demonstrated these qualities, please nominate him or her for the Winthrop Award of Excellence by March 15. View the nomination form.

MARK YOUR CALENDARS

Faculty/Staff/Retiree Ceremony





Be Positive You're Negative

When it comes to COVID, be positive you're negative and get a test! Testing is available at the **Coliseum** on a first-come first-served basis and Genetworx recommends registering via Aura before you arrive.

You can use <u>Aura</u> to register ahead of time receive your results electronically. Once you register on the app, you will not need to register again for future tests at the Coliseum.

Testing is **free** and there is no limit to how often you can be tested. Results should be available within 24 - 48 hours.



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GENETWORX.COM



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 <u>register for a vaccine here</u>. 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



Talk to The Ombuds

Like so many other aspects of life and work, COVID disrupted the official launch of this new resource for faculty and staff. The Ombuds office is now available for phone and secure virtual consultations by appointment.

Have you ever experienced a time when you wish you could have a conversation about a work-related problem or concern with someone who is *neutral* and 'off the record'? By talking to the Ombuds, you can have an *informal confidential* conversation with a role that is *independent* and *impartial*. Visiting the Ombuds is voluntary. This role is independent of senior leadership and Human Resources meaning it does not participate in formal complaints or make any judgements or rulings. The Ombuds role is a **neutral resource** available to all university employees who does not take sides or provide advocacy for any person or group but will advocate for a fair process.

HOW TO SCHEDULE

Leave a message at ext. 6076 or email requests for appointments to ombuds@winthrop.edu. During the pandemic, visits will occur over the phone or via secure video. Currently, appointments are available on Monday mornings and Wednesday afternoons. Email is not secure so please restrict the content of your email to coordinating an appointment. Visit the ombuds website for additional information about what this resource offers to employees.



Psychological First Aid for Faculty, Staff & Students

The COVID-19 pandemic has contributed to an already ongoing mental health crisis and has put a unique strain on the personal and professional roles of faculty and staff in higher education. Prior to the pandemic, one in ten adults reported symptoms of anxiety and depression, currently, four in ten individuals reported these symptoms. Moreover, students aged 18-24 who are already at increased risk for mental illness, are now even more likely to report symptoms of anxiety, depression, suicidality, and substance use disorders. Faculty are perfectly positioned to help each other and students after a disaster, crisis, emergency, and now a pandemic. Integrating Psychological First Aid (PFA) with Autonomy-Supportive Teaching can help reduce stress and anxiety in and out of the classroom. In this session, we will talk openly about our stress responses to unprecedented large-scale quarantine, fear of illness, loss of loved ones, and our collective lives together.

Join us on **March 26th, at 2 PM** to listen, protect, and connect with each other first, and then students. This discussion will be led by Dr. Joanna Jackson, Assistant Professor Healthcare Management.

Register at: https://apps.winthrop.edu/cpe/



Diversity, Equity, & Inclusion Workshops

Registration in now open for the last four DEI workshops. Visit the <u>program page</u> for descriptions and registration links for each of these sessions or visit the <u>CPE Calendar</u>.

Ableism & Disability Justice

Our world is becoming increasingly rich and complex as more and more individuals become open about the challenges they face as people with disabilities. Whether the barrier is physical, academic, employment-related, or attitudinal, we are all responsible for understanding how barriers diminish access for some University community members. In this workshop, participants learn strategies for advancing access for everyone on our campuses.

MARK YOUR CALENDARS

Ableism and Disability Justice

Religious & Spiritual Identities

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 <u>online form</u> or email it to Jayme Charles at <u>staffassembly@winthrop.edu</u>.

