

STAFF STUFF

a publication of the Winthrop University staff assembly
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GIVING stuff

CAMPUS AND COMMUNITY INVOLVEMENT

Project Hope Food Drive: FEBRUARY

The Campus and Community Involvement Committee is going forward with a children's food drive for Project Hope in February. Be on the lookout for information on drop offs via our facebook page and e-mail. There is a large shortage of peanut butter and nutritious options to pass out with their clients' food allowances. Thank you one and all for your helping hands and working with the Campus and Community Involvement Committee.

If you are interested, please join us at our next meeting on February 6, at 2 p.m. in DIGS lobby. Contact Pam Varraso at varrasop@winthrop.edu for more information.



Members of Campus & Community Involvement Committee were able to help collect and deliver food to Project Hope in December. Pictured (l-r) are: Kelly Shelton, Pam Varraso, Karen Trunk, Shannon Simpson and (back) Zachary Christian. Other members, not pictured, include: Margaret Anne Comer, Aimee Kline, Miranda Knight, Elizabeth Oswald, and Grant Scurry.

PRESIDENT stuff

PRESIDENTIAL SEARCH UPDATE

The search committee will recommend three to five finalists who will likely be invited to campus in late February or early March. Their visits will constitute the third phase of the search. Please watch your e-mail and our staff assembly facebook page for updates on these meetings.

During the visits, candidates will present their vision for Winthrop's future in a public forum, at which time they will field questions from the audience. Presentations will be videotaped so that members of the Winthrop community who are unable to attend the forums can hear from the candidates.

Questions or suggestions regarding the search should be directed to presidentsearch@winthrop.edu.

More information on the search for Winthrop's next president is available at: www.winthrop.edu/presidentsearch.

EAT stuff

Now, you can get a meal plan and use your Winthrop I.D. to eat on campus! Check out the new plan. Call 803/323-2119 or stop by Thomson 112 to sign up.

Faculty and Staff

INTRODUCING A NEW MEAL PLAN
JUST FOR YOU!

[SIGN-UP NOW]

*Stop by the Dining Services
Office located in Thomson Hall
Room 112!

FACULTY/STAFF PLAN :
20 MEALS + \$20 CAFE CASH ONLY \$125!

Enjoy the convenience
of all inclusive dining
on campus with friends
for only \$5.25/meal!



NEVER GO
HUNGRY

Questions?

www.winthrop.edu/dining | Thomson Hall Room 112 | 803.323.2119
*For terms and conditions, go to www.winthrop.edu/dining

Did you know that there is a convenience store right on campus? Swing by the Eagle Express on the first floor of Thomson Hall for grab-and-go items, snacks, groceries, personal items and more!

COMMUNITY stuff

Many thanks to the entire campus for donating 1,200 POUNDS of food to Project Hope, a local food bank, just before the holiday break.



WELCOME stuff

Welcome to Winthrop, new staff members...

SHAFEEKA JOHNSON, Facilities Management

DAYNA JOHNSTON, new role: Human Resources

ANA SUBOTIC, Admissions

LINDA THOMASON, Facilities Management

CHRIS WAGNER, Campus Police



www.facebook.com/WinthropUniversityStaffAssembly

GRADUATE stuff

Eligible employees can take up to six hours of graduate and undergraduate classes for no tuition cost each semester. For more information on how to get started, go to the Employee Educational Assistance Program page.

APPLYING TO GRADUATE SCHOOL – FACULTY AND STAFF

1. Check application deadlines [here](#).
2. Contact the Graduate School Office to obtain an application fee waiver. 803/323-2204
3. Create an account and apply at <https://apply.winthrop.edu/Graduateschool/Pages/welcome.aspx>
4. Send transcripts from every school you have attended to:
 - a. Winthrop University Graduate School; 211 Tillman Hall; Rock Hill, SC 29733
 - b. Grad Non-Degree: transcripts only required from schools at which you received a degree.
5. Check your application status to determine if additional supplemental items are required.
6. You will receive an e-mail followed by a letter if you are admitted or only a letter if you are not.

STAFF ASSEMBLY stuff

The Staff Assembly serves as an advisory group that provides staff with a forum for communication and community and provides a voice in matters of importance and concern to staff. The group offers opportunities for staff to support one another, participate as a group in community outreach and engagement, and make recommendations to the university's president and the administration in support of staff needs and the university's mission.

Please e-mail staffassembly@winthrop.edu with any questions or suggestions you may have. If you would prefer the option of contacting the assembly anonymously, please complete the online Staff Feedback Form via a non-Winthrop computer.

www.winthrop.edu/staff

Story or content ideas? Contact a member of the Media & Communications Committee:

Ann Barrett, T.J. Carney, Chrissy Catoe, Maria D'Agostino, Tracy Holbert, Judy Longshaw, Shelley Jones, Arenette McNeil

YOU NEED TO KNOW THIS stuff

WHAT is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA was enacted in 1974.

It is a set of regulations that applies to institutions that receive funding from the Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

At Winthrop University, the moment a student registers for classes, their education records become protected under FERPA. Education records (in handwriting, print, film, video, electronic, or other medium) are records directly related to a student and maintained by the institution or by a party acting for the institution.

FERPA guarantees students the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records. Each fall and spring semester, Winthrop notifies students of their rights under FERPA (Family Educational Rights and Privacy Act of 1974 as Amended). This federal act gives students certain rights with respect to their education records. Without a student's written consent, Winthrop cannot release a student's records to parents or guardians, except in one instance: parents or guardians of a student must complete and sign a verification of student status form and file it with the Office of Records and Registration, as well as provide proof that they have claimed the student as a dependent on their last federal income tax return.

Directory information may be made public unless the student has submitted a written request to the Registrar not to release. Such directory information includes, student name, address, e-mail address, telephone number, place of birth, enrollment status (full- or part-time), and date of graduation. A complete

list can be found on the FERPA website.

Winthrop must maintain a record of all requests for disclosure of information (that are not made by the student) from a student's education records. The records indicate the name of the party making the request, the date of the request, and the legitimate interest the party had in requesting or obtaining the information. The records may be reviewed by the parents (under appropriate circumstances) or the eligible student. In accordance with South Carolina law (Section 30-2-50 of the Family Privacy Protection Act), the University does not sell or give away lists which are in unpublished or computerized form to any outside agency, individual, or business for commercial solicitation purposes.

AVOID VIOLATIONS OF FERPA RULES, DO NOT:

- use any part of the Social Security Number of a student in a public posting of grades;
- link the name of a student with that student's social security number in any public manner;
- leave graded tests in a stack for students to pick up by sorting through the papers of all students;
- circulate a printed class list with student name and social security number/student ID number or grades as an attendance roster;
- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student;
- provide anyone with lists of students enrolled in your classes for any commercial purpose;
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

For more information, please visit the Office of Records & Registration's website.

Questions concerning Winthrop's policy for release of academic information should be directed to the Office of Records and Registration, 126 Tillman Hall. For more information and analysis on policy and legal issues in higher education, visit the Family Policy Compliance Office website.

We all have a responsibility at Winthrop University to maintain the privacy of student records.

We encourage staff to come and learn more about FERPA!

TLC Session on "FERPA Training"

Wednesday, Feb. 4, at 3:30 p.m.

Sign up through TLC:

www2.winthrop.edu/login/tlc/default.asp

MEETING stuff

UPCOMING STAFF CONFERENCE MEETING

Tuesday, February 17 @ 9:30 a.m. Whitton Auditorium