

Winthrop University
Staff Assembly Meeting Minutes
October 3, 2017
Polly Ford Room, West Center

Staff Assembly Present: Kaye Burks, Jessica Cassel, Jackie Concodora, Maria D'Agostino, Julia Fockler, Kelly McGinnis, Kirk McSwain, Alicia Marstall, Susan Sauvigne, Lori Tuttle, Nicole Chisari, Becky Best

Absent: Penny Cotter, Wes Love

Vacancies: NONE

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

Approval of Minutes:

- Staff Assembly minutes of September 5th were approved,
- Staff Conference minutes of September 19th were approved.

Julia presented three requests from the Campus & Community Involvement Committee:

1. Food Drive to benefit Project Hope – dates October 23rd until November 20th – this was approved.
2. Halloween Costume “bragging rights” contest on October 31st – this was approved.
3. Food Truck Friday on October 20th – this was approved.

Jackie gave the update that we have \$220.40 left in our treasury. The ice cream social did not cost as much as expected.

Committee Updates:

Election & Nominations- Becky reported that there was nothing to report.

Media & Communications- Kelly reported that due to Summersby being very busy with her job, a new person would be preparing the Staff Stuff this month. Please send any milestones or good news to Summersby or Kelly.

Professional Development- Nicole stated that the group met with Aramark and their presentation is not what they expected to they are looking into other avenues. Amanda suggested looking into the City of Rock Hill, as they have a customer service presentation.

Campus & Community Involvement- Amanda reported that there was a good turnout at the last Food Truck Friday and they were very busy.

Recognition: Jackie gave an update that the Staff Member of Month voting is changing. The process will be easier for the committee to vote, since everyone is very busy it was taking a lot of time to do the voting. The nominations are to be reviewed online and they the group will meet to vote. Chair and Vice Chair of Staff Assembly, as well as members of the Recognition Committee are not eligible. They were also looking into student groups doing thank you notes to staff members. Miranda will explain the changes at the next Staff Conference meeting.

Staff Conference Committee reports at the last Staff Conference meeting were presented differently. Maria asked for anyone's thoughts on this. It was recommended that the chairperson of each committee should make the report. The chairperson will be asked to sit up front and to use the microphone. We also discussed to change the procedure for Staff Member of the Month. The

procedure would be updated to call the nominees, have them stand and then receive their certificates at the end of the meeting, so a picture can be taken for Staff Stuff.

Announcing new hires was also discussed. Lori sends out an invite to each new hire and copies their supervisors in an attempt to get them to come to our meeting. She sometimes will receive a response asking her to wait until the next month due to work constraints, which she gladly does. A suggestion was that we all invite staff members in our departments to come with us to the meetings and post the information on bulletin boards, etc. In addition, to ask supervisors to put the dates on the department's calendar and letting staff know that they are able to come as long as their department has coverage.

A staff member made a comment that Carroll Hall was much a more comfortable setting for our meetings. Dina's Place is not quite as comfortable. Folks feel that they are looking down at us in the front.

Maria discussed that Staff Assembly and Staff Conference is causing confusion to the staff. The difference is not known, and not understood. Maria said the website would be changed with Staff Conference.

Kimberly Faust has requested updates from us to send to the Board of Trustees each month. We definitely want to do this and Kirk was asked to prepare these updates.

Staff Appreciation Lunch will be October 17th from 11:30 to 1:30 in Thomson Café.

Next meeting is for October 17 at Dina's Place at 2 p.m.

Meeting adjourned at 3:10 pm.