

**September 2022 Staff Assembly**  
Friday, September 9, 2022  
*10 am Polly Ford Conference Room*

**I. Call to Order:** Meeting was called to order at 10:03am by Debbie

**Members present:** Georgette Bell, Lisa Benjamin, Debbie Garrick, Katie Price, Dawn Sayer, Julie Schrader, Leah Simmonds, Michael Szeman, Halle Thompson

**Members absent:** Amanda Cavin, Craig Cero, Amanda Hackney, Chris Johnson, Tanya Pettus

**II. Approval of Minutes:** Debbie corrected that James was not at the August Staff Conference meeting and that he would be coming to the one in December. No other corrections. Katie made the motion to approve, Leah seconded and the motion passed unanimously.

**III. Committee Updates**

A. Committee Updates

1. *Staff Feedback*

(Julie reported). They met Tuesday and went over questions they received. They were the same questions/concerns they've received in the past: staffing, facilities, remote work, etc. They are waiting on a formal update from Lisa on the remote work questions. All other questions are being sourced out to gather information and all questions will be on the website.

2. *Media & Communications*

(Leah reported). They'll be meeting soon. They'll be attaching staff feedback related info in staff feedback; will continue encouraging milestones submissions

3. *Professional Development*

No report

4. *Community & Campus Involvement*

(Halle reported). Service opportunities today on campus with the campus tree from 1-3pm and campus litter clean up from 2-4pm. The next one is next Friday at the diversity and inclusion garden from 10am-12pm

5. *Elections & Nominations*

No report

#### 6. *Staff Recognition*

(Katie reported). Received 21 nominations for August (record). Gift cards are not allowed to be given to the winner. Still working on what all will go in the prize basket. Also exploring the possibilities and logistics with recognizing a team.

### IV. **Old Business**

- Staff conference in August – (Debbie reported) 72 people attended. Received very great feedback from everyone. People set that it felt more like a community as well as informative and organized.
- Fall Fest plans – (Katie reported) walk through of the president's house next Friday the 16<sup>th</sup>. Still need to connect with Sodexo about providing refreshments as well as work out the logistics of the kettle corn truck. Debbie and Leah meet with the president next week and will ask about budget approval.

### V. **New Business**

- Christmas Parade Request – (Debbie reported) President Office asked if staff assembly would take over float duties from admissions. Katie motioned and Julie seconded and it passed unanimously for us to take over the responsibility
- Challenge Cards – (Leah reported). They're discussing the content on the cards and seeing where they need to pass off to a committee or HR if it's to that extent. One of the cards anecdote was doing management/sensitivity training from professional development department/committee. Another one mentioned that the internal processes at Winthrop need to be improved along with training. And a final one had issues with campus police not being on campus but off campus pulling people over. All of these are going to be followed up and addressed with the appropriate parties.
- Staff Conference Meeting agenda
  - Peter Judge
  - United Way
  - Dr. Serna
  - Quick slide from James about some updates
  - Break out for challenge cards
  - Committee updates
- Other – Katie has been working on ramping up marketing and asked for feedback from students about what they liked, etc. about Winthrop and she received so much positive

feedback and great things from the students about why they think Winthrop is great. Katie motioned and Julie seconded and it was voted unanimously to purchase stickers with the discover the good stuff slogan

- V. **Adjournment:** Debbie moved Katie seconded, meeting was adjourned at 11:06am
  - A. Next Staff Conference: 10/14/22 Owens G02
  - B. Next Staff Assembly Meeting: 10/14/22 Polly Ford