

Winthrop University
Staff Assembly Meeting Minutes
February 2, 2021
Via Microsoft Teams

Staff Assembly Present: Debbie Casperson, Jayme Charles, Debbie Garrick, Katie Gawronski, April Hershey, Chris Johnson, John Kroft, Shea Maple, Jessica Martin, Claire Mooney-Melvin, Tanya Pettus, Katie Roach, Leah Simmonds

Absent: Holly Cook

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:02pm. Debbie Garrick made a motion to approve the minutes from the January 5 Staff Assembly meeting. The motion was seconded and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: Survey results are in and being reviewed by the committee. There will be a campus maintenance volunteer day in February. Volunteers can register through Eagle Impact.
- Elections & Nominations: The committee sent out a call to nominations for the Student Affairs vacancy and conducted an election after receiving two nominees. Katie Roach was elected to fill the spot.
- Media & Communications: Staff Stuff for January is going out the day of this meeting. The committee is collecting pet photos for next month's newsletter.
- Professional Development: The committee will discuss options for a summer professional development conference.
- Recognition: The committee will meet this week to discuss committee duties.
- Staff Feedback: The committee will meet soon to discuss plans for 2021.

Treasurer Report

We will confirm that \$1200 is available until December 2021.

Old Business

- Water Bottle Filling Stations
Locations for the filling stations are still being identified with Facilities.
- Committee Spotlights
The Recognition committee will hold off on presenting its committee spotlight until later this year. There will be no committee spotlight for February. March will be Elections and Nominations and CCIC has volunteered for April.
- Staff Assembly Vacancy
Katie Roach was elected to fill the Student Affairs vacancy. Katie is filling a vacated term that will run until June 2021.

- Spring Survey Update
Survey questions have been reviewed and organized. The final draft will be sent to Dr. Hynd for review. The survey will be open to staff between February 10th and 26th.

New Business

- February Town Hall
Dr. Hynd may host a town hall this month to address some frequently asked questions concerning COVID, university budget, etc. It is likely that there will be an opportunity to submit questions beforehand, similar to other town hall meetings. Details are forthcoming.
- Board of Trustees Quarterly Report
Jayme provided a draft of Staff Assembly's quarterly Board of Trustees report to all Staff Assembly members. The group briefly discussed the report.
- Staff Conference Questions
Staff Assembly discussed the two (2) submitted staff conference questions.
- Future Speakers/Topics
Potential Staff Conference speakers/topics have been suggested for each month through June 2021.

Meeting was adjourned at 2:47pm.