

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

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

Introduction & Approval of Minutes

Jayme Charles, chair, called the meeting to order at 2:05pm. John Kroft made a motion to approve the minutes from the February 2 Staff Assembly meeting. The motion was seconded and the minutes were approved unanimously.

Committee Updates

- Campus & Community Involvement: CCIC survey results were sent out in the Daily Digest. There will be a campus green beautification event in March. Volunteers may sign up through Eagle Impact.
- Elections & Nominations: The committee will make plans for the upcoming election cycle.
- Media & Communications: Staff Stuff went out the day of this meeting. The committee is collecting gardening tips for next month's issue. The committee plans to meet to discuss future issues soon.
- Professional Development: There are plans to have a professional development conference in May. The committee will determine the format (virtual, hybrid, or in-person).
- Recognition: The committee met to divide duties and Michael Szeman is the new temporary chair. The nomination form for Staff Member of the Month has been simplified and it is now offered via Qualtrics.
- Staff Feedback: The committee has discussed direction for the year and will potentially be taking on survey responsibilities.

Treasurer Report

It has been confirmed that \$1,200 is available for this year.

The Recognition committee expressed interest in purchasing welcome cards for new staff. April Hershey made a motion to approve the use of \$96 from the budget to purchase welcome cards. The motion was seconded and passed unanimously.

Old Business

- Water Bottle Filling Stations  
Chris Johnson was not present to provide an update.
- Committee Spotlights  
Elections and Nominations will present in March. CCIC plans to present in April.

- Survey Results

Staff Conference survey results were provided to Staff Assembly members for review. We can discuss the results in more detail at next month's meeting to allow members more time to review the results. Staff Assembly plans to publish a report summarizing the results.

#### New Business

- Town Hall Feedback

The group discussed the town hall that took place the morning of this meeting. One issue mentioned at the Town Hall which is of particular interest to Staff Assembly is employee morale. The group brainstormed ideas on how Staff Conference can help boost morale.

- Staff Conference Questions

Staff Assembly received five (5) questions this month. It was apparent that one (1) of the questions came from a faculty member. The question will still be presented to President Hynd but the response will not be included in the Staff Conference presentation. The remaining four (4) questions were discussed by the group.

Meeting was adjourned at 3:16pm.