



STAFF CONFERENCE

Annual Report

July 1, 2018-June 30, 2019



MISSION:

(As articulated in the bylaws of the Winthrop University Staff Assembly)

The mission of Staff Assembly is to provide a forum for communication that enhances the work environment and values the ideas of all staff. We are committed to representing the interest and concerns of Staff Conference to the president, administration, and other members of the university. We are dedicated to promoting staff involvement both on campus and in the community; providing opportunities that enrich staff experiences; and encouraging a positive campus climate of support and respect among peers. The Staff Assembly fosters the mission of the university and serves to continue to make Winthrop University the best place to work.



ABOUT US

- **Staff Assembly** – the 14 (as of March 2019) representatives elected from each division by eligible staff.
- **Staff Council** – the six officer positions—chair, vice chair, secretary, historian, parliamentarian and treasurer—within Staff Assembly.
- **Staff Conference** – ALL staff as identified by Human Resources. ALL staff are invited to the monthly meetings.



Staff Assembly Representatives

Nicole Chisari, Chair, University Relations

Linda O'Connor, Vice Chair, Finance and Business Affairs

Kelly McGinnis, Secretary, Athletics

Lydia Johnson, Treasurer, Finance and Business Affairs

Kirk McSwain, Historian, President's Office

Julia Fockler, Parliamentarian, Access and Enrollment Management

Thomas Cornelius, Academic Affairs

Johnathan Brabson, Athletics

April Hershey, Academic Affairs

Kara Cauthen, Academic Affairs

Jessica Martin, Student Affairs

Wes Love, Finance and Business Affairs

Cheryl Gomez, HR, Employee Diversity and Wellness

Brittany Neely, Institutional Advancement

Alicia Marstall, Student Affairs



FOCUS OF OUR WORK

We have compiled our **Fifth Staff Conference Annual Report** to summarize milestones and successful accomplishments for the year.

Over the past year, the focus has been:

- Streamlining the Staff Conference communications process;
- Better utilizing the allotted Staff Conference item to cover issues; and
- Promoting staff engagement and providing opportunities to increase staff participation.

These areas of focus support our mission and build upon our work.

We encourage you to read about all that we have achieved together-- as Winthrop staff!



2018-19 MILESTONES & ACCOMPLISHMENTS

- Staff Assembly carefully **studied its budget and redirected funds to events and initiatives that benefit more staff.** This ensures staff are being fiscally responsible, another tenet of the Winthrop Plan (5).
- In July 2018, Staff Assembly received comments that the answers to submitted questions were not available for those who were unable to attend Staff Conference. Members **added the answers portion to its Staff Conference agenda presentations,** which are later added to the website. This improved communication.
- Staff Assembly **streamlined its conference agendas,** ensuring each agenda was substantial and “meaty.” Staff Assembly also **streamlined the question-and-answer process,** ensuring questions were more contextual and fulsome.
- After consistently receiving questions regarding Winthrop’s enrollment, **Staff Assembly dedicated an entire conference meeting to enrollment and retention,** inviting all staff to submit questions. Staff Assembly also **hosted a special session on esports.** This accomplishment worked toward communication goals.
- With continued support from the President’s Office, Staff Conference awarded the second **Staff Member of the Year Award** at the annual Faculty/Staff/Retirees Ceremony. The 2019 recipient was the Craig Sauvigne, formerly of IT. The award system: gives staff a larger outlet to show their good work and be recognized for it; and **boosts employee morale,** an emphasis of the administration.
- In June 2019 Staff Conference’s Professional Development Committee **hosted its third professional development conference, with 127 staff members in attendance.** Based on feedback, it was the most well-received one, with topics on professional etiquette, perfecting your elevator pitch, adapting to change, and more.
- The above committee also networked with Sodexo to offer a Healthy Holiday Feasting event, which earned media coverage on CN2.
- Two universities – Lander University and USC-Aiken—approached Staff Conference leadership for advice on how to best serve their own staff conferences.



Standing Committee Highlights

Campus and Community Involvement Committee

Elections & Nominations Committee

Media & Communications Committee

Professional Development Committee

Recognition Committee

Staff Feedback Committee



CAMPUS AND COMMUNITY INVOLVEMENT

Winthrop Plan 2.2: Increase opportunities for students, faculty, and **staff** to interact with organizations in the community, with an emphasis on enhancing our impact on the surrounding community.

PURPOSE: Established in October 2014, this committee coordinates social, volunteer, and other activities to provide staff with opportunities to interact outside of their normal job roles. The committee has coordinated opportunities for staff to get involved with Food Truck Fridays in downtown Rock Hill; food drives; Pink Out Day; cookie exchanges; and the City of Rock Hill's annual Come See Me festival.

CHAIR: Pam Varraso

MEMBERS: Carol Adams, Thomas Cornelius, April Hershey, Judy Longshaw, Chris Johnson, Kelly Shelton, De Wells, Shayna Foxworth



CAMPUS AND COMMUNITY INVOLVEMENT

Winthrop Plan 2.2: Increase opportunities for students, faculty, and **staff** to interact with organizations in the community, with an emphasis on enhancing our impact on the surrounding community.

WHAT WE DO:

- Look for innovative ways for staff to be involved in community and campus events.
- Increase the visibility of staff in the campus and surrounding community.
- Help improve employee morale.
- Benefit students and others in need.



CAMPUS AND COMMUNITY INVOLVEMENT

Winthrop Plan 2.2: Increase opportunities for students, faculty, and **staff** to interact with organizations in the community, with an emphasis on enhancing our impact on the surrounding community.

ACCOMPLISHMENTS:

- Hosted Winthrop staff, faculty, and students visited the Staff Conference table at two Food Truck Friday events.
- Oct. 2018: Halloween Costume Event and Door Decorating contest
- Oct. 2018: Pink Out Day
- Dec. 2018: Campus Cookie Exchange
- **Collected thousands of pounds of food, which was donated to Project Hope and Pilgrim's Inn.**



ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

PURPOSE: Established October 2014, the Elections & Nominations Committee solicits and establishes a slate of representatives and conducts a fair and impartial election in accordance with the Winthrop University Staff Assembly bylaws. The committee educates staff on Staff Conference, Staff Assembly, and the respective roles therein.

CHAIR: Becky Best

MEMBERS: Kamal Rai



ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

July 2018-June 30, 2019 Elections for Staff Assembly

New Staff Assembly representatives beginning July 1, 2018

Rachel Glover, Academic Affairs

Jennifer Fricke, Academic Affairs

Cheryl Gomez, Human Resources

Johnathan Brabson, Athletics

Lydia Johnson, Finance and Business Affairs

Brittany Neely, University Advancement

Laura Johnson, Student Affairs

Kirk McSwain, President's Office

New Staff Assembly representatives beginning August 2018

Linda O'Connor replaced Daphne Sears, who left the university, for Finance and Business Affairs.

Thomas Cornelius and **Terese Greene-Thomas** replaced Amanda Hackney (transfer) and Jennifer Fricke, who left the university, for Academic Affairs.



ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

(Continued) July 2018-June 30, 2019 Elections for Staff Assembly

New Staff Assembly representatives beginning December 2018

Brittany Moore replaced **Laura Johnson**, who left the university, for Student Affairs.

New Staff Assembly representatives beginning January 2019

April Hershey and **Kara Cauthen** replaced **Terese Greene-Thomas** and **Rachel Glover**, who both left the university, for Academic Affairs.

Jessica Martin replaced **Brittany Moore**, who left the university, for Student Affairs.



ELECTIONS & NOMINATIONS

Winthrop Plan 3.1: Develop innovative approaches for increasing the diversity of the candidate pools for all faculty and staff positions and for increasing our success in attracting, hiring, and retaining diverse employees.

WHAT WE DO:

- Solicit nominations and holds the elections for those respective positions.
- Spotlight committee work to encourage staff members to join.

ACCOMPLISHMENTS:

- This particular year was marked by high turnover due to members leaving the university for other job opportunities and retirements. Some members also shifted to other campus departments, meaning they could no longer represent their current departments.
- Six members left Staff Assembly within a year for other job opportunities; one was transferred to another campus department.



MEDIA & COMMUNICATIONS

PURPOSE:

Established October 2014, the Media & Communications Committee provides a means of communication through a monthly newsletter and social media presence. The committee also encourages and highlights a campus climate of support and respect among peers by providing outlets for staff members to see and even interact with their colleagues' achievements and milestones.

CHAIR: Kara Cauthen

MEMBERS: Maria D'Agostino, Whitney Hough, Judy Longshaw, Kelly McGinnis, Summersby Okey-Hamrick, and Kat Wilson



MEDIA & COMMUNICATIONS

WHAT WE DO:

- Meet on the 2nd Tuesday of each month during the academic year.
- Serve as a point of contact for other committees to present information to all staff.
- Provide information, suggest story ideas, and/or prep the monthly digital newsletter.
- The newsletter itself contains information about upcoming campus events for individuals and families, opportunities for involvement as a volunteer, perks and benefits available to staff members, updates about new employees, campus news, and personal and professional milestones.



MEDIA & COMMUNICATIONS

ACCOMPLISHMENTS:

- Published nine issues of the Staff Stuff Newsletter.
 - Featured >220 staff members.
 - Added a new section recognizing the Staff Accessibility Advocate Award winners each month.
- Grew the Facebook group to 82 members, up from 61 at the close of 2017-18.
- Currently 516 staff members subscribe to the Staff Stuff monthly mailing list.



PROFESSIONAL DEVELOPMENT

Winthrop Plan 3.1: Enhance professional development and training opportunities for faculty, staff, and administrators that increase the potential of the university to reach the various goals in the strategic plan.

PURPOSE: Established October 2014, the Professional Development Committee initiates staff development opportunities. The group looks at a wide variety of interests among staff members and looks to bring training and informational sessions to staff.

CHAIR: Marcia Willis

MEMBERS: Brittany Neely, Brittany Pigford, Cassandra Wright, LeeAnn Pounds, Wes Love, Alicia Marstall, Johnathan Brabson, Megan Baggarly, Shayna Foxworth, Linda O'Connor, and Nicole Chisari



PROFESSIONAL DEVELOPMENT

Winthrop Plan 3.1: Enhance professional development and training opportunities for faculty, staff, and administrators that increase the potential of the university to reach the various goals in the strategic plan.

WHAT WE DO:

- Meet on the Tuesday of the second full week each month of the year.
- Identify and plan programs and trainings that would further staff development.
- Plan annual professional development conference for staff.



PROFESSIONAL DEVELOPMENT

Winthrop Plan 3.1: Enhance professional development and training opportunities for faculty, staff, and administrators that increase the potential of the university to reach the various goals in the strategic plan.

ACCOMPLISHMENTS:

- Hosted **two TLC sessions on Marketplace** and how staff can use it.
- Hosted **two at-capacity TLC sessions on Banner 9**.
- Worked with **Sodexo on a “Healthy Holiday Feasting” event** for Dec. 2018. **Earned media coverage on CN2.**
- **Hosted a gardening workshop at the Greenhouse.**
- Planned and executed the **third annual Staff Professional Development Conference** with approximately 130 staff members in attendance.



STAFF FEEDBACK

PURPOSE: Established in February 2018, the committee identifies questions and topics frequently received at Staff Conference after they have been addressed with the intent to following up, monitoring, or researching said questions/topics.

CHAIR: Kirk McSwain; now Whitney Hough

MEMBERS: Kirk McSwain, Whitney Hough, TBD



STAFF FEEDBACK

WHAT WE DO:

- Meet on an as-needed basis.
- Research topics and questions frequently submitted to Staff Conference to provide more fulsome answers.
- Follow up on the progress of certain topics and questions to show progress.

ACCOMPLISHMENTS:

- Helped research enrollment and retention questions, which were presented at a special Staff Conference in Feb. 2019.
- Recruited a new chairperson for 2019.



RECOGNITION

PURPOSE: Established October 2014, this committee supports and enhances the work environment, values the ideas of all staff, and encourages a positive campus climate of support. The committee strives to help staff members feel appreciated and to help them know their work does not go unnoticed.

CHAIR: Miranda Knight

MEMBERS: Amanda Marshall, Jackie Concodora, Callie Smith, Patricia Riley, Michele Smith, De Wells, Kara Traverse, and Wes Love



RECOGNITION

WHAT WE DO:

- Meet monthly either in person or via email to vote on the month's Staff Member of the Month nominations and to discuss other recognition ideas.
- Vote on nominees based on the nomination and assign points for a 1st, 2nd, or 3rd place.
- Choose Staff Member of the Year Award from a pool of that year's winners.
- Procure prizes for the Staff Member of the Month gift basket.



RECOGNITION

ACCOMPLISHMENTS:

- **xx staff members were nominated** for Staff Member of the Month.
 - **8 Staff Member of the Month Winners:** Amanda James, Howard Seidler, Jamie Ray, Carol Adams, Pam Gillette, Katie Sardelli, Craig Sauvigne, Seth Cooke
 - **Staff Member of the Year** was presented at the Faculty/Staff/Retirees Awards Ceremony in April 2019 to **Craig Sauvigne, formerly of IT.**



PRESIDENT DAN MAHONY & LEADERSHIP Q & A

Staff submit questions via email on a monthly basis for President Mahony and/or leadership to address at Staff Conference. Staff submitted more than 60 questions on topics regarding:

- Four-day school week
- Minimum training periods for new systems
- Esports
- Board of Trustees' review of job postings
- Campus safety
- Contractual agreements for Facilities Management and Residence Life
- Hardin Garden fountains
- Trash on campus
- Cost of national searches
- Athletics on social media
- How to get a raise at Winthrop
- Immunization records
- Compensation committee work
- Ombuds proposal status
- U.S. Department of Commerce grant status
- Toilet paper
- Coliseum parking passes
- Facilities usage and issues
- Parking decals
- Budgeting
- Should students be required to take a personal finance course?
- Holiday calendars
- Tuition rates
- Enrollment and retention
- EEAP changes
- Dining Services hours
- Consultant spending
- Recycling
- Tuition benefits for faculty/staff dependents
- New academic programs
- Winthrop Plan
- Ryder name tags
- Professors expressing personal beliefs in the classroom
- Student payroll adjustment form
- Work times
- Banner 9
- AC adjustments
- Divisions
- Website updates
- Surplus process
- Scholars Walk swings
- Fire drills
- New logo usage
- Food service
- Fast driving on campus



MORE THAN 20 GUEST SPEAKERS/TOPICS:

- President Mahony and Vice President for Access and Enrollment Management Eduardo Prieto discussed **enrollment and retention at the Winthrop and nation-wide level. Prieto also spoke a different time on new initiatives.**
- New Dining Services manager Bryan Harriss **introduced himself and Sodexo, Winthrop's new Dining Services provider**
- **New Vice President for Student Affairs Shelia Burkhalter and new Dean of the College of Arts and Sciences Adrienne McCormick** introduced themselves
- Betsey O'Brien from the National Alliance of Mental Illness **spoke about mental health resources**
- Tanya Pettus, HR assistant, spoke about the **new employee perks program**
- Chauncey Metzelaars, program coordinator for **Winthrop's Think College program**
- An entire Staff Conference **dedicated to enrollment and retention questions**
- LeeAnn Pounds, employee relations/diversity manager, HR: **new employee assistant program**

MORE THAN 20 GUEST SPEAKERS/TOPICS:

- Chris Keck, **new director of the Office of Accessibility, introduced himself and talked about his new office initiatives**
- Shannon Brown, annual philanthropy manager, promoted **Winthrop's inaugural Day of Giving**
- Shayna Foxworth, student and young alumni program coordinator, plugged **Winthrop's ghost tours fundraiser**
- Josh Sides, Winthrop's **first esports coach, talked about the sport**
- Callie Smith, new student and family programs coordinator, **talked about Orientation**
- Katie Price, director of marketing, and Jamie Ray, director of web development, spoke about **the new Winthrop website**
- **The Graduate School presented their successes and new initiatives**



Staff feel more connected than ever to the Winthrop Plan and see a clear path to helping the university achieve its ultimate goals.



We are **ALL members** of Staff Conference.

Thank you for your continued involvement, dedication, enthusiasm and support.

Over the past four years we have accomplished some amazing things together.

Let's continue to come together, work together and continue to help make Winthrop University the BEST place to work!