

**Staff Conference Minutes
December 20, 2016
Whitten Auditorium
Carroll Hall**

The meeting was called to order at 2:04 p.m. by Grant Scurry.

Dr. Mahony announced that the enrollment numbers are up about 100 for the spring semester so far. He was presented with a question regarding the mumps.

Dr. Mahony reported that it was one case on campus and the student was isolated as soon as the diagnosis was made. He confirmed that students must present proof of immunization upon arriving at Winthrop, but may not be immune to the illness. He reminded everyone to be vigilant in your hand washing, not to share food or beverages, and just take care of yourselves.

Grant then spoke on the Intra-Campus Communication committee. **GRANT PLEASE ATTACH YOUR INFORMATION HERE**

Patrice Bruneau was then asked to speak on the goals of the committee. Since we all receive a lot of emails this group was set up to determine who to better distribute the emails. He reminded us that we can “opt-out” of any group we do not wish to receive emails from. You cannot opt-out of the faculty/staff email list.

When the transition was made to Office 365, the clutter email and reply all’s became an issue. The group is looking into setting up one email notification per day, tentatively called “Eagle News”, where all email would go and we would receive one email the next day with all the news and announcements. The system would be set up so only certain people would be able to send these emails out.

No roll out date has been set yet.

Grant then reported on the Board of Trustees meeting from November 4th. Staff Assembly now has representatives attending the public portion of these meetings so that we can report back to staff about the meetings.

Committees are as follows:

Academic Equity – this committee is a general oversight of academics, records and library. Cybersecurity was discussed at this meeting.

Compensation Committee- this committee reports and recommends changes to executive compensation and review of compensation. Policy Update Evaluation Systems were discussed, as well as the FLSA issues during this meeting.

Enrollment and Retention-this committee reports on enrollment and retention issues. The marketing plans were discussed.

Finance Committee-this committee is involved in the finances and audits of the University. Finances of the University were discussed.

Institutional Advancement and Development-this committee is involved with the recruitment, marketing, alumni and institutional fundraising.
The annual giving program/phone-a-thon plans were discussed. Also strengthening our visual identity.

Student Life & Athletics – this committee is involved with all matters student life, student safety, athletics and the NCAA.

Ken Halpin made a report on his time as the Athletic Director so far, his vision for the athletic department and current restructuring.

Campus Compact made a presentation, the professional development seminar that was held at WU was discussed as well as the voting on campus program.

Committee Reports:

Elections & Nominations- Becky Best had nothing to report.

Media & Communications- Summersby Okey-Hamrick reported that we will not have a newsletter in January and February will be the first one for the new year.

Professional Development-Goldie reported that there will be a TLC session on January 6th 10-11:30 on Outlook 365. There will also be a “Wake-up Friday” on February 10th in Dacus Library in the Archives.

Campus & Community Involvement-the cookie exchange was a success and they are currently planning to attend the “Come See Me Festival” again this Spring.

Recognition-Brittany Pigford was the winner of the Staff Member of the Month.

Next meeting will be Tuesday, January 17th at 2:30- location will be announced.

Meeting was adjourned at 2:30 p.m.