

Staff Conference Meeting

Plowden Auditorium

August 19, 2014

Meeting called to order at 2:03 pm

Members present: Jeanie Faris, Kelly McGinnis, Grant Scurry, Gena Smith, Margaret Williamson, Rosanne Wallace, Maria D'Agostino, TJ Carney, Niki Behr, Rebecca Best, Kelly Shelton, Sharen DuBard

Members absent: Debbie Garrick

Approximately 90 staff members attending (includes assembly members)

Margaret Williamson opened the meeting referencing the video presented in the opening address that showcased events over the summer, most of which highlighted staff.

I. Welcome from Debra

Debra reiterated her statements in the opening address that morning. She appreciates the staff and their work that it is vital to the success of the institution. Often times we are their first point of contact before faculty and we are on the front lines, so to speak. We help to make the students feel at home on our campus.

II. Signs announcing our meetings

Thank you to campus police for posting the signs for our meeting today.

III. Updates regarding committees

- a. Sign-ups available via www.winthrop.edu/staff

Staff will be able to select their first, second and third choices. Signups will be available for 2 weeks. We are still discussing the total number of staff that will be on each committee. Please encourage colleagues to sign up and be involved.

IV. Office hours

- a. Flex hours

The conversation continues regarding flex hours and the administration is willing to review.

- b. Summer hour studies

HR is asked to see if there are surveys that other institutions did regarding the benefit economically and otherwise of summer hours.

V. Parking permits

- a. Hanging vs. stickers

Chief Zebedis and Debra Boyd will continue to keep hanging tags in consideration.

- b. Coliseum employees are required to get a parking pass. However it is an open lot but Tom Hickman (athletic director) strongly encourages them to purchase one.

VI. Business discounts

- a. Please let Kelly McGinnis know of any discounts businesses give to Winthrop employees. mcginnisk@winthrop.edu

Staff assembly members are making calls to local businesses to discuss current and possible discounts to Winthrop employees. The list will be available on the staff assembly website and provided to new staff members in welcome packets.

Question: isn't there already a list on the HR website – Amenities and Services?

Answer: The website mentioned is more for on campus options.

VII. Elections for representatives from Student Life and Institutional Advancement

Email has been sent to staff members for these divisions requesting nominations. Please discuss with the person you would like to nominate to see if they are interested and willing. Submissions will be accepted by email, Deadline September 1, 2014.

VIII. Holiday schedule for this academic year

- a. Labor Day off – Reminder that we will have Labor Day off.
- b. Election Day – Reminder that offices are open but classes are cancelled for November 4th.

Open Forum for questions/comments

Question: Is time served on committees to be during office hours or on their own time?

Answer: With supervisor's approval, staff members can use office hours to participate.

Question: Summer hours study – Can it be reviewed in the fall and notification provided earlier than it has been in prior years?

Answer: Yes, notification will be given earlier in the year.

Question: Summer hours study – Is one of the options all or nothing, meaning everyone observes summer hours?

Answer: HR can look into the possibility as there may be essential staff that is needed on those Fridays.

Question: Parking Decal – can it be on the bumper or will the person receive a ticket if it is not on the back window? Someone voiced concern over placement options for a compact car and possible blind spot with the current decal.

Answer: Debra instructed those that have not placed the decal to wait until she receives further information and confirmation on where the decal can be placed. Is it possible to ask for replacement sticker?

Question: If hanging tags becomes an option, will there be a change to the parking direction, or will backing into spaces be allowed?

Comment: If there is a bumper for the space it is suggested to pull into space and not back in as you would be ticketed.

Comment: Parking Appeals Committee needs to staff members if anyone wants to volunteer.

Comment: Reminder about WU club supports our students through scholarships. WUCrew for 12 years old and younger. Employees can use payroll deduction for the enrollment fees.

Comment: Reminder sporting events are free for employees, spouses and their dependents.

Question: Can Winthrop make a comeback from this identity crisis, branding issues? Is the WU logo coming back or is the Tillman tower logo the only one we should use?

Answer: Debra feels that current logos are not mutually exclusive and that Winthrop has been through many changes from Winthrop College to University. We can use them both and do so appropriately.

Question: Has the Marketing Director been hired?

Answer: Candidates have been interviewed but it has not been filled at this time.

Comment: Video serves as a great ambassador of what we do, it is available on YouTube.

<https://www.youtube.com/watch?v=UE5p1OZUjPA&feature=youtu.be>

Comment: Volunteers for Move In to help with recycling efforts for Sustainability. Collecting trash and recycling to keep it out of the landfills. If you need a recycle bin, contact Chris Johnson, johnsonc@winthrop.edu. He received a grant and has 400 bins available.

Question: Can we provide more detail on committees?

- Elections and Nominations: Committee members on this committee will be responsible for presenting the slate of staff members nominated to serve on the Staff Assembly in March of each year. The committee members will be responsible for conducting elections of representatives via the Assembly website in March of each year. Committee members will review the votes and notify Staff Conference who is elected to serve on the Assembly.
- Media & Communication: Committee members on this committee will assist with all forms of communication, including helping the Historian with the newsletter.
- Professional Development: Committee members will initiate staff development opportunities with appropriate offices and people. The group will be sensitive to the wide variety of interests among staff members.
- Campus & Community Involvement: Committee members will coordinate social, volunteer, and other activities to provide staff with opportunities to interact outside of their normal job roles.
- Recognition: Committee members will increase awareness of the contributions of staff to Winthrop, and promote the recognition of outstanding staff.

Next Conference Meeting: September 16 at 2:00 p.m. in Whitton Auditorium.