

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Staff
Sub-Group: Staff Assembly
Series: Correspondence and Memoranda

Record Group no: W462
Sub-group no: 1A
Series no: 1

Description of series and its contents:

This series contains the correspondence and memoranda of the Staff Assembly. The Staff Assembly was established at Winthrop in 2014 as an advisory group that provides staff with a forum for communication and community and provides a voice in matters of importance and concern to staff. The group offers opportunities for staff to support one another, participate as a group in community outreach and engagement, and make recommendations to the University's President and the Administration in support of staff needs and the University's mission. The records are arranged in chronological order.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Year</u>
1	1	Correspondence and Memoranda	2014
1	2	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Meeting Times/Reminders-Employee of the Month Nominations-Staff Assembly Nominations-Wake Up Friday – Professional Development-Assembly Elections-Food Drive for Project Hope-Halloween Contest-Staff Appreciation Lunch-Food Drive for Project Hope-Cookie Exchange and Tacky Sweater Party	2015
1	3	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Meetings and Agendas-Come-See-Me Tailgate Event-President's Q&A-Staff Nominations-Campus and Community Involvement – Project Hope Food Drive-Academic Affairs Election-Staff Appreciation Lunch-Winthrop Book Club-Campus and Community Involvement Food Drive and Costume Contest-Holiday Cookie Swap	2016
1	4	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Staff Conference Meetings and Agendas-Staff Members of the Month Nominations-Staff Assembly Nominations-Come-See-Me Tailgate-Staff Development Committee – TLC Session on Outlook 365- President's Q&A	2017

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<u>Box</u>	<u>Folder</u>	<u>Contents</u>	<u>Year</u>
1	4	Correspondence and Memoranda Cont'd <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Professional Development Conference-Winthrop Book Club-December Staff Conference-Professional Development Poster Signing-September Staff Conference-Food Truck Friday-Staff Ice Cream Social-October Staff Conference-Food Drive-Department Halloween Costume Contest-Pink Out Day-November Staff Conference-Serving Excellence Training	2017
1	5	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-January Staff Conference-TED Talk – Professional Development-Staff Member of the Month Nominations-February Staff Conference-National Survey of Student Engagement-New Staff Committee – Staff Feedback-March Staff Conference-April Staff Conference-Staff Assembly openings and nominations-Financial Profile Presentation from the April Staff Conference-Nominations for Staff Assembly-Come See Me Tailgate-May Staff conference-Voting for Staff Assembly-June Staff Conference-July Staff Conference-Staff Assembly Voting	2018

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1	5	Correspondence and Memoranda Cont'd <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Staff Assembly Voting-August Staff Conference-September Staff Conference-Ice Cream Social-Food Truck Friday-Pink Out Day-Give-aways for Staff of the Month-Professional Development Committee invite to Banner 9 session	2018