# William & Mary Staff Assembly

# Meeting Minutes

# Wednesday, August 12, 2020

The August 12 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:03am. Sonya Worden conducted roll call and a quorum was established. See attendance sheet.

**Ground Rules**

* Raise hand
* Mute unless you are speaking
* Be honest, open and respectful

**Treasurer’s Report**

* No updates on Staff Assembly finances at time of meeting; later reported we have $1,000
* Primary expenses expected to be spring and fall general meetings

**Standing Meetings**

* It was proposed that Staff Assembly meets the second Wednesday of each month going forward
  + Motion by Robin Hollenbeck
  + Seconded by Sharron Turnage
  + Motion approved

**Committee Reports**

* **Activities & Events – Lynn Smith**
  + Next general meeting scheduled for December 9 @ 10am in Chesapeake
  + Water Cooler sessions will continue and will be held monthly the Wednesday following the Staff Assembly meeting
    - Next session will be Wednesday, August 19 @ 2pm
    - Will be advertised in Digest and shared on SA Teams channel
  + SA wants to highlight a member each month; resumes requested from all members
  + Committee is assisting Jeremy Condron in updating Facebook and web pages
  + Discussing ways to do virtual events; reaching out to other universities and sharing ideas
* **Constitution & Bylaws – Robin Hollenbeck**
  + Will be establishing a consistent meeting date going forward
* **Elections & Nominations – Arielle Newby**
  + May not need mid-term elections
* **Policies & Issues – Marc Kelly**
  + Having regular monthly meetings
  + Need clarification of lay-offs policy and evaluations of salaries; classified vs. university employees
* **Social Media – Jeremy Condron**
  + Doing a great job with social outreach
  + Now on Facebook, Twitter and Instagram

**New Business**

* Mask wearing expectations
  + Wear any time social distancing is not possible
  + Masks required inside unless you are in your own office alone
  + When wearing face shield, mask also required
  + Contact Debbie Howe in HR if unable to wear a mask for health reasons
  + How are complaints being handled?
    - COVID response team is creating a flow chart for complaints regarding not wearing masks
* Parking
  + Zable Stadium is now entirely faculty/staff parking
  + New visitor spaces are pay by Passport App only; $2.50 per hour; info on website
  + Annual parking passes will be prorated based on when an employee purchases the pass upon return to working on campus
* Furloughs
  + Probability of involuntary furloughs?
    - Answer not provided at this time
    - W&M doing all possible to keep people employed
  + If furloughed, how does one continue to afford health insurance payments?
    - Are you able to use vacation days to pay insurance premiums?
      * No, cannot use any paid leave while furloughed
    - Are you able to use COVID leave while furloughed?
      * No, cannot use any paid leave while furloughed
    - If furloughed, do you get winter break pay?
      * Could depend on beginning/end dates of furlough
      * Leave accrual stops while furloughed
  + Are you able to collect unemployment during voluntary furlough?
    - You may apply but depends on how long you are furloughed
    - Completely at the discretion of Virginia Employment Commission
    - Questions? [askhr@wm.edu](mailto:askhr@wm.edu)
* Communication
  + Hard to keep up with all information coming from all directions
  + Is correct information getting to all employees?
  + Need info in easy to read bullet format; has been requested from ELT
  + HR page is updated daily; be sure to check back often
* Student Affairs
  + 600 move-ins scheduled for today
  + Student life going forward
  + OAs dancing, shouting, singing and wearing masks
* Healthy Together
  + Register through Kallaco for potential COVID test
  + If you have ever been a student, must use student e-mail address
  + E-mail IT if having issues ([support@wm.edu](mailto:support@wm.edu))
  + Be sure to do daily health check on phone app or online
  + Complete Cornerstone training by end of month
* Building Openings
  + COVID response team working on plans to determine which buildings are:
    - Swipe key access only
    - What stays locked
    - What is open
    - Hours buildings are open
* Miscellaneous
  + Will student workers be coming back?
    - Due to hiring freeze all hires must go through PERT process
  + Has anyone been reassigned at this time?
    - Some have been reassigned to assist with students returning to campus
  + Does W&M close after students leave at Thanksgiving?
    - No, campus remains open as usual
    - Winter break will take place December 24 – January 1 (per Provost e-mail 9/2/20)
  + Questions regarding redistribution of travel monies should be directed to Amy Sebring
* Additional Thoughts
  + These are very stressful and worrisome times
  + No way to know if things will get better or worse right now
  + Ask questions
  + Be patient – we are not all in our usual spaces but in different places at different times so responses could take some time
  + Communication is vitally important
  + When taking time away from work, put out of office messages on e-mail and provide an alternate person to contact
  + Protect your peace at all costs
  + As expressed by Provost, remember to take time for yourself

**Meeting adjourned at 11:30am.**

**Respectfully submitted by Sonya C. Worden, Staff Assembly Secretary**