# William & Mary Staff Assembly

# Retreat Minutes

#  Wednesday, July 8, 2020

The July 8 Staff Assembly Retreat was held via Zoom. The retreat was called to order by Arielle Newby, Staff Assembly President, at 10:03am. Sonya Worden conducted roll call and the quorum was established. See attendance sheet.

**Ground Rules**

* Raise hand
* Mute unless you are speaking
* Be honest, open and respectful
* Yes, and (not but)

**SWOTT Analysis**

* Conducted on-line SWOTT Analysis
* Reviewed results
* Some things listed as strength AND weakness; discussed and added trends
* How do we keep from starting over with ideas under new members/leadership each year
* Working toward having VP be president-elect for continuity
* SWOTT will be a living document that resides in Box

**Committee Reports**

Where can committee commit to outcome? What makes sense for committee in perpetuity? What is committee supposed to do per bylaws?

* **Nominations & Elections – Adam Ferguson**
	+ Work with social media committee to advertise nominations and voting
	+ Need to improve nominations process to provide equal representation/inclusivity
	+ Create paper forms in non-COVID world to reach more staff who do not have regular access to technology (internet, computer, etc.)
	+ Have polling locations
	+ Have regular voting days to get staff used to voting
	+ Secretary to be member of Elections & Nominations Committee
	+ Require log-in to vote
	+ Improve recruitment processes
	+ Provide interest meeting for officers
	+ Secure supervisor support for those interested in serving on Staff Assembly
	+ Clear communication regarding terms
	+ Provide timeline to BOV
* **Constitution & Bylaws – Robin Hollenbeck**
	+ Members in Attendance: Tamia Rudnicky, Logan Chappell, Nina Earl
	+ Introductions of Committee and what role it plays in Staff Assembly
	+ Reviewed Article III and Article V of the Constitution and Bylaws
	+ Discussed the role that Staff Assembly plays with the BOV this year
	+ Went over parliamentary procedures, agenda items and time lines for things to be submitted to be on the agenda
* **Communications – John Dixon**
	+ Review Bylaws for Overview
		- Does the Communication Committee need to be the funnel for all communications or just the "major" communications (i.e. newsletter, regular meetings & general meeting information, etc.) vs. "minor" (i.e. water cooler sessions)
		- If communications come from elsewhere, will messages get lost?
		- Liaison between all committees
		- Social Media coordinator needs to be a part of the Communication Committee
		- During COVID "times", allow for more flexibility with how information sessions are scheduled or will this be the new norm?
		- Historian for ALL things Staff Assembly or just communications?
	+ Process Improvements:
		- Transfer Box folders to a "Departmental Box" to avoid lost information (owned by IT)
		- Communications created by other committees to be streamlined through Teams/Box
		- sasmc@wm.edu to send information to be posted to Social Media account
	+ Commit to formalize process:
		- Commit to publish a quarterly newsletter
		- Ensure all communications are clear and concise for all audiences
		- Review and update succession plan quarterly to include “wins” or improvements throughout the term year
		- Social Media should fall under communications committee even though this is an officer position
* **Policies and Issues – Marc Kelly**
	+ Responsibilities to revisit:
		- Liaison aspect—university administration should be meeting with President & VP of assembly
		- This may need to be moved out of the P&I committee charge
		- Explore designating liaison positions for specific committee members for Faculty Assembly, PPFA, and Student Assembly
		- Virginia Governmental Employees Association- explore membership for a SA member
	+ Opportunities to commit to process:
		- Set meetings instead of as-needed basis
		- Information sharing – share out with whole assembly about the issues we are discussing and researching
		- Clear process for raising issues to Staff Assembly
* **Activities and Events – Kelly Crawford**
	+ Looked at bylaws
		- Committee responsible for facilitating meetings and staff engagement
		- Reviewed what has and has not worked
		- Add orientation session for new members to existing processes
	+ Next general meeting
		- Due to COVID, proposed to take place in early December
		- Potential speakers include Amy Sebring and Sam Hayes
	+ Fundraising
		- Secure a separate index for Staff Assembly for One Tribe One Day gifts
	+ Supporting Staff
		- How can we better support facilities and increase participation?
			* Wi-fi hot spots
			* Any additional devices that can be used to access the monthly meeting and water coolers?
			* Schedule water cooler times during a facilities friendly hour

**Meeting adjourned at 12:05pm.**

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