# William & Mary Staff Assembly

# Meeting Minutes

# Wednesday, May 12, 2021

The May 12, 2021 meeting of the Staff Assembly was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:03am. Sonya Worden conducted roll call via chat and a quorum was established. See attendance sheet.

**Ground Rules**

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

**President’s Report – Arielle Newby**

* Thanks so much to staff and Staff Assembly for encouraging and motivating
* Honored to have served as president, engage with colleagues and elevate voices
* Learned important lessons
* Appreciate 360 review; thanks to Latryce, Robin, John & Marc for coordinating
* Proud of growth and development; hope momentum continues
* Need to continue with hybrid modality to engage a broad range of staff members
* Thanks to executive board; so happy to have worked with you
* Will continue as a non-voting member for one year
* Always good to have a mix of current and new members for perspective
* Still accepting nominations for treasurer and social media coordinator
* Invited senators to introduce themselves
* Welcome to all

**Overview of Staff Assembly**

* Mission – Crystal Taylor
* Constitution & Bylaws – LaTryce Butler
* What is a Senator? – Arielle Newby
* HACE (Hourly and Classified Employees) History – Shannon Turnage

**Items to Note**

* Staff Assembly meetings are the second Wednesday of each month, 10-11:30am
  + Do not use leave to attend; supervisor must allow you the time to attend
  + Let SA President know if you have difficulty with supervisor
  + Senators are required to attend all meetings; let secretary know ahead of time if unable to attend a meeting
  + All senators must serve on one committee
  + Attending SA events also does not require you to take leave

**Election Results**

* President – Robin Hollenbeck
* Vice President – Marc Kelly
* Secretary – Sonya Worden
* Treasurer – Shannon Turnage
* Social Media Coordinator – Kelly Sataraka

**New President’s Remarks – Robin Hollenbeck**

* Congratulations to all
* Looking forward to working with amazing team
* Lots to do
* Make sure new senators get head shots to John for website
* Staff Assembly Summer Retreat on Wednesday, June 23, 10am-Noon
* Taking a break in July; no meetings
* Next meeting will be on Wednesday, August 11
* Next Water Cooler is Wednesday, August 18

Meeting adjourned at 11:38am

Respectfully submitted by Sonya C. Worden, Staff Assembly Secretary