



# WILLIAM & MARY

STAFF ASSEMBLY

## Staff Assembly Meeting Minutes

April 18, 2017/ 9am

Board of Visitors Conference Room, Blow Hall

President Morales (outgoing) brought the meeting to order.

- Roll call taken and attached
  - Announcement of excused absences
  - Enough Senators for a voting quorum
  - March 2017 minutes approved

## President Updates

- This is the final Staff Assembly meeting for year ending 2017. New Senators have been nominated and elected to fill the New Year. Welcome to those in attendance today!
- First Term
  - Dana Anderson-Radcliff
  - Cynthia Burns Flannery
  - Chris Crawford
  - Monique Dandridge
  - Lynne Fors
  - Melissa Payne
  - Bobbie Rawlings
  - Claudia Smith
  - Spencer Venus
  - Tang Krystal
- Second Term
  - Charmaine Gordon-Wilson
  - Elizabeth Luna

The new President, Vice President, Secretary and Treasurer Executive Committee will be nominated during the May meeting.

President Morales provided an overview of the accomplishments made during past year. The visibility of the Staff Assembly continues to gain momentum. The main key to this success has been tremendous communication to the community by establishing more consistent avenues available to all staff in learning more about what is happening on the campus.

- Enhancement of the web page, constant updates; direct emails, development of the Facebook page, “blasts” using the digest, personal appearance at various meetings throughout campus.
  - Have to take this opportunity to give a special thanks to Jesse Windley for her effortless contributions to the web page and Facebook page, and getting the Staff Assembly Banner designed and produced.
- Having a Staff Assembly member named to the Parking Committee. Cynthia Burns-Flannery
- Having a Staff Assembly member named to the Hearing Committee. Destiny Elliott.
- Members of the Staff Assembly were involved directly with the development and implementation of the Staff and Professional Development Fund initiated by Babs Bengtson, HR.
  - This was the first year such a fund was available to all Staff and Professionals; it was a tremendous success. Maintaining this fund is an annual budget request from the W&M Administration.

- Participants in the Benefits fair sponsored by HR on-campus. During the past year our sign was made to be used for the various activities we will be presented at going forward.
- The bi-annual Staff Assembly General Meeting held in March was a great success as well. There was a live stream through the campus, and VIMS.
  - The PPFA will be following our format.
- The Staff Assembly Constitution and By-laws were approved by the Board of Visitors.

General discussion on the upcoming President Search, and questions were raised as to why someone from the Staff Assembly was not invited to be a part of the search committee.

- Noted that representing the Staff in general on the search committee was Lydia Whitaker.
- Ghana Smith will be attending the open forum

Announced the Staff Appreciation Committee has asked for help with the Awards ceremony in June and Appreciation lunch in October. Those interested should let it be known.

Provided discussion on the roles and responsibilities of the Executive Committee. These are included in the Constitution and By-laws that can be found on the website. A Tribe form will be completed and online for those who are interested to nominate themselves, or others may also nominate someone. Naming the candidates will be voted on in the May meeting, the first formal meeting for the New Year.

Finally discussion of perhaps getting name tags for the Staff Assembly members. Something that can be used from year to year with the ability to change names for new members.

- Melissa Payne volunteered to develop a design.
- Lynne Fors will look at vendors.
- Expense needs to be approved. Funds can be used from our SA funds. Spend or lose the annual allocation of funds.

Those SA senators leaving the Assembly wished everyone well, and available for any assistance.

Meeting Adjourned

Attendance Record attached

Submitted by:

Debrah Pelata, Staff Assembly Secretary (outgoing)