

**William & Mary Staff Assembly
General Meeting
Wednesday, August, 14, 2019**

The August 2019 meeting was held on in the BOV Room. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:30 a.m. Colleen Lynch conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 11:26 AM. The following items were discussed.

Approval of the Minutes	Quorum was met. Meeting minutes from May 2019 meeting were approved with correction of date for state holiday: should be July 5th not the 3rd per motion by LaTryce Butler and seconded by Lynne Fors.
Presidents Report	<p>Arielle Newby reporting:</p> <p>President Rowe is pleased with the progress we have made in the development of our Mission/Vision statements. She suggested we keep in line with the college's Mission/Vision statement.</p> <p>Met with Bob Greene regarding upcoming transitions in Human Resources. Also discussed Employee Appreciation Committee and who should be the "owner" of this committee. Currently Staff Assembly provides input but it is a college event. Their next meeting is October 14.</p> <p>Met with Sam Jones to follow-up on questions from the spring general meeting; as we need to do a follow-up with staff. Newby will continue to follow-up with Sam (meeting with him next week.)</p> <p>The fall General Meeting will be held Wednesday, October, 23 at 10am in the Chesapeake Room C. Sam Jones will attend. Christopher Lee, the newly hired CHRO, has been invited.</p>

	<p>Interviews have begun for the Ombuds position.</p> <p>LaTryce Butler is on the Strategic Planning Committee. All Forums/ Listening sessions are taking place on the following days in the Saddler Center, Tidewater A all are at 3:30pm:</p> <table> <tr> <td>September 4</td><td>Listening Session</td></tr> <tr> <td>October 1</td><td>Planning Forum</td></tr> <tr> <td>October 9</td><td>Planning Forum</td></tr> <tr> <td>November 5</td><td>Planning Forum</td></tr> <tr> <td>November 7</td><td>Listening Session</td></tr> </table> <p>Send any questions or an email if you can't make it to at least one of the sessions. Send to our new Staff Assembly email: staffassembly@wm.edu</p> <p>The SA Executive Committee decided Abbie Childs and John Dixon would manage our social media. The EC is working on guidelines/code of ethics for our social media and website and will get it out to the entire assembly via email or at the next meeting for review. Staff Assembly has it own email address, as noted above. This will allow everyone to see the master calendar.</p> <p>The Listening session at the Facilities location didn't draw any attendees. We need to request a new work order for Staff Assembly meetings for the '19-'20 year.</p> <p>There is a New Director of Employee Relations, Debra Howe. Will invite her to our September meeting.</p> <p>There is a new position review process: all vacant positions will be vetted through a committee of the President, CHRO, Provost, Athletic Director, & CFO, before moving through the normal HR process. Effective July 15, a new reporting process was put in place under the strategic plan. IT now reports to the CFO.</p>	September 4	Listening Session	October 1	Planning Forum	October 9	Planning Forum	November 5	Planning Forum	November 7	Listening Session
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Treasurer's Report	<p>Salley Rowe reporting: Current Balance: \$1000 Local Funds: \$34.00</p>										

Committee Reports	Attached to General Meeting Minutes. No comments.
Retreat Re-Cap	<p>PowerPoint file attached</p> <p>Arielle will send out a survey to have Staff Assembly members rank the short and long term goals to help narrow them down. Once that is done. They will be sent out to the entire staff to have them rank activity options.</p>
New Issues or Concerns	<p>Suggestion was made to split the Fridays off in July between May and July or to suggest that IT not 'shut-down' on all of the July Fridays, as there are departments that have to be up and operational on these days.</p> <p>Some in departmets received the message of a "forced" 3 day weekend.</p> <p>Can we ask HR where the staff Mentoring Program stands?</p>

Staff Assembly Attendance and Voting Record

Date of Meeting: Wednesday, August 14, 2019

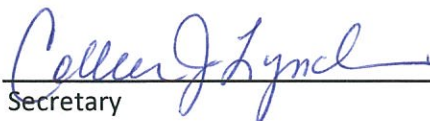
Secretary: Colleen J. Lynch

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. LATRYCE BUTLER	✓				
MS. ABBEY CHILDS					
MS. MEGAN COFONE					
MR. JOHN DIXON	✓				
MS. DESTINY ELLIOTT	✓				
MR. ADAM FERGUSON					
MS. LYNNE FORS	✓				
MS. JENNIFER FOX	✓				
MS. SHELLEY HACKWORTH	✓				
MS. EMMA HOMAN	✓				
MS. ROBIN HOLLENBECK	✓				
MR. CHARLES (LARRY) JACKSON	✓				
MS. COLLEEN LYNCH	✓				
MS. ARIELLE NEWBY	✓				
MS. SHELLEY PAULSON					
MS. DEIRDRE RICHARDS					
MS. SALLEY ROWE	✓				
MS. VENUS SPENCER					
MS. AMY SPENCER-WESTERKAMP	✓				
MS. CRYSTAL TAYLOR	✓				
MS. SHANNON TURNAGE	✓				

21 Members/3 Vacancies

11 Members Needed for Quorum

By signing below, I certify this document to be a true record of the attendance and voting at the aforementioned meeting of the Staff Assembly.


Secretary

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No visitors.

[illegible]

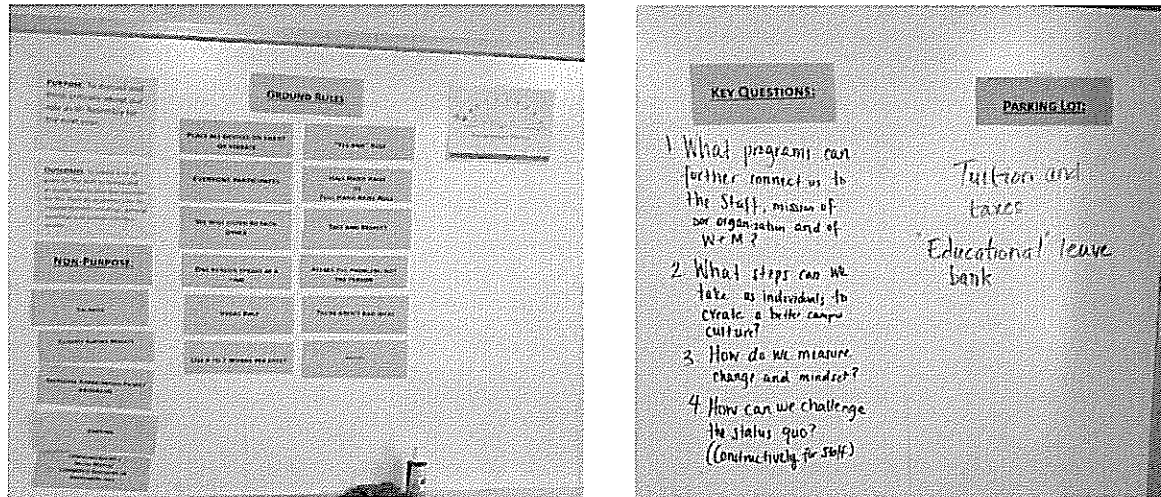
Staff Assembly Retreat Recap

August 14, 2019

Purpose and Outcomes

- Purpose: To discuss and think critically about our role as an Assembly for the next year.
- Outcomes: To create a list of goals for the Staff to review and evaluate; to plan our calendar for the 2019-20 academic year to include monthly meetings, general meetings and special events.

The Logistics



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So what happened?

- Tatia Granger gave a presentation titled "What Do You Mean by Leadership" with a handout. Leadership is not a solo gig. Know your followers and who you serve. Know your purpose and stay connected to followership.
- The membership discussed the (S)trengths, (W)eaknesses, (O)pportunities, (T)hreats and (T)rends within the Assembly. See next slide.

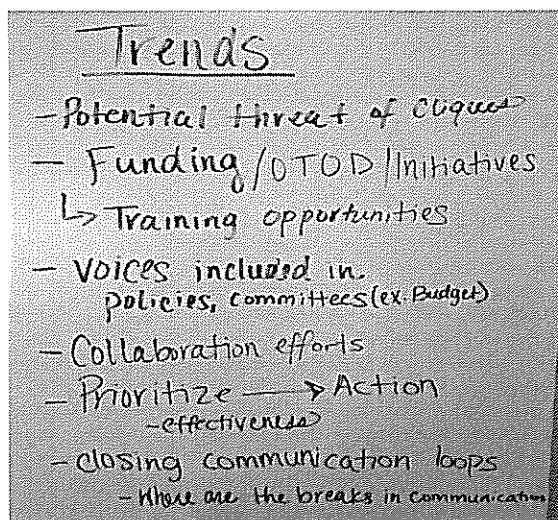
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SWOT



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SWOT (T) TRENDS



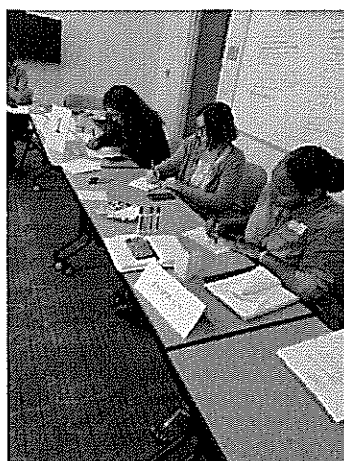
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Time to Brainstorm

The Assembly went through an intense SWOTT analysis in order to think about goals for the Assembly. We had an hour long brainstorming exercise to develop as many goals as possible and decide which would be presented to the entire Staff to develop our events for the 2019-20 year. We started with an icebreaker identifying our favorite and least favorite thing about W&M. Keeping the SWOTT and icebreaker in mind, members individually created goals the Assembly should consider. The room was divided into groups and within the group members would share their lists. Next each group would 10 pick goals to share with the room.

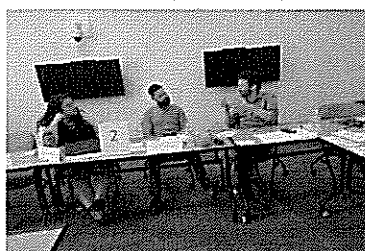
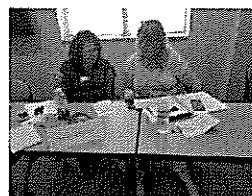
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Individual Brainstorming



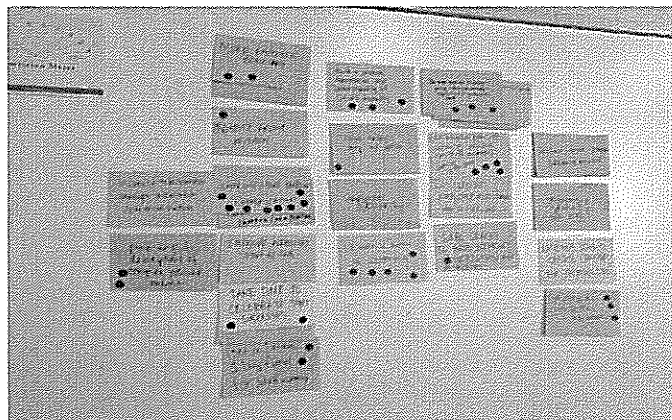
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Sharing Out and Group Brainstorming



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We developed about 40 goals, identified 20 unique goals and prioritized our top choices using green dots for short term and red dots for long term goals.



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Short-Term Goals	Long-Term
<ol style="list-style-type: none"> 1. Improve/More Effective Communication 2. Diversify the Staff Assembly/ Remain inclusive of all areas of campus 3. Build a positive reputation and understanding of the Staff Assembly 4. Plain English description of complex policies online 5. Celebrate Staff Success 6. More Employee Training/ Promote from within 7. Safe Spaces for Difficult Conversations w/o retaliation 	<ol style="list-style-type: none"> 1. Create sense of community 2. Be more involved in college policy & decision making- especially as it pertains to staff; Staff reps at university committees 3. Get rid of class system – be inclusive 4. Acquire Staff Assembly Private Fund Account – OTOD 5. Solve transit gap w/ WATA

Will not be in info that goes to staff.

In order of highest to lowest rating; Long Term= 6 months to a year or longer; Short Term= 6 months or less

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Other Goals

- Have mentoring relationships based on jobs
- Keep Fridays off in July policy
- Create career pathways for Staff
- Align with other organizations
- Empower Staff to create change for themselves
- Programming specifically for Staff
- Improve websites – start with HR
- Employee Scholarship

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Your Assignment

- Some goals are broad/raw and we as an Assembly need to "bring them home". The next slide shows potential events the Activities & Events committee recommend for the year. **Your job is to review the list and think of which activities will fit our goals (prior to the meeting).** Our goals will be sent out to the Staff for evaluation and prioritize their top 3 short and long term goals. Based on their input, we will have our goals/events for the year.

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Use these activities to match with our goals.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Busch Gardens Day • Campus Beautification Day • Employee of the Month Award • Happier Hour Gatherings • On the Square VA-Anywhere • <u>One Tribe One Day</u> • Peer Recognition Award • Professional Development Training • Hand out water/snacks to F/M | <ul style="list-style-type: none"> • Social Media Campaigns • Staff Assembly Kudos Cards • Staff Assembly Secret Society • Staff Bell-Ringing • Staff Night at W&M Athletics • Staff Sporting Event • Volunteer/Community Service Day • Welcome packets/gifts for new staff |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

→ "off-campus" group activity

→ HR update to include us in ~~agenda~~ paperwork.

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Keep in mind - S.M.A.R.T. goals

S	M	A	R	T
<u>Specific</u>	<u>Measurable</u>	<u>Achievable</u>	<u>Relevant</u>	<u>Time-bound</u>
<ul style="list-style-type: none"> - State what you'll do - Use action words 	<ul style="list-style-type: none"> - Provide a way to evaluate - Use metrics or data targets 	<ul style="list-style-type: none"> - Within your scope - Possible to accomplish, attainable 	<ul style="list-style-type: none"> - Makes sense within your job function - Improves the business in some way 	<ul style="list-style-type: none"> - State when you'll get it done - Be specific on date or timeframe



FitSmallBusiness

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Thank you!

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