



WILLIAM & MARY

STAFF ASSEMBLY

Staff Assembly Meeting Minutes
December 15, 2016 | 9:30am
Sadler Center, James Room

President Morales brought the meeting to order.

- Roll Call: In attendance - Susan Cheesman, Cynthia Flannery, Jennifer Fox, Julianne Hosford, Christopher Katella, Melissa Marshall, David Morales, Nancy Orr, Ghana Smith, David Zoll
 - Guests - Venus Spencer
- A voting quorum was not reached.

Review of November 2016 Minutes

- A correction was requested on page 3 of the minutes to update the Elections and Nominations section to read “Nancy” Orr rather than “Katherine” Orr.

General Meeting Discussion

- The assembly discussed the general meeting for next calendar year. President Morales stated that the meeting is tentatively scheduled for February. Melissa Marshall raised a question to clarify who was responsible for coordinating the meeting and where it will be held. It was determined that the coordination of the meeting will be the responsibility of the Activity and Events committee and the meeting may be held in any campus space that can accommodate the group. Past meetings have been held in the Sadler Auditorium and the Campus Center’s Little Theatre.
- Nancy Orr requested that the annual meeting include an update on the staff development awards to include information on number and dollar of awards received, as well as the categories of opportunities funded. A suggestion was made to solicit feedback from award recipients and possibly have them give a first-hand account of the impact of the award. It was also suggested that Babs Bengtson may be able to provide attendees with an overview of the award program including how to apply for funding and an update on the status of funds available for the coming award year.
- Susan Cheesman requested to have John Poma speak about changes to FLSA and the impact on staff. The feeling among Assembly members was that there are still many people who have questions. The Assembly suggested soliciting questions in advance for John Poma to review as well as providing some general topics for discussion.
- Melissa Marshall brought up the topic of a fund raising raffle and the assembly talked about past raffles, soliciting door prizes and tax liability. David Zoll and Cynthia Flannery will work to coordinate the raffle and solicit door prizes. Ghana Smith will provide guidance on tax reporting.

Discussion on Raises

- Ghana Smith confirmed that raises are effective for pay period 24 (December 10th through 24th) and will be payable on December 30th.
- The Assembly discussed notification of pay changes by the university. Of those in attendance, some received letters stating that they would receive an increase, others received a letter stating that they would not receive an increase, and others received no written notification from the university. It appears that this process is decentralized and left up to the individual department / business unit. The feeling of

the Assembly is that this should be a uniform process that is standardized among all employees regardless of employment class. A formal letter serves as a reference for employees to verify that payroll is correct and can serve as documentation to prove advancement in a position.

- Items for clarification included: 1) If an employee received an incremental pay increase though the course of the year, are they still eligible for an annual merit based increase? 2) What should an ideal standardized salary letter include other than, current role, current salary, new salary and percent increase. 3) There are still a lot of questions surrounding transparency of raises and the rationale for who receives raises. A suggestion was made to have only the percent of all increases within a department visible to all employees. This way they would not see their peers' salary, but would be able to see if the same employees are consistently receiving at or above the average percentage raise. Perhaps the new Cornerstone system can provide general statistics on raises.
- A Senator brought up an interaction with a staff member who disclosed in confidence that they wish they had not switched to the merit-based university system stating that since switching, they have received less than the average increase in each successive year.

Discussion of the new Cornerstone system

- President Morales commented that the hope is that the new Cornerstone system will provide more visibility and standardization of the performance appraisal process.
- The Senators felt like training is still required. Training should not necessarily be focused on system navigation, but rather on supervisory training on effective employee evaluation. Goal setting is another training need. The overall sentiment was that having a new system is a positive change, but training must be provided to fill gaps in knowledge for those who are responsible for performing evaluations or engaging in goal setting with employees.
- Nearly all Senators agreed that a limitation of the new system is that it allows reviewers comments to remain unseen by the employee. Consensus was that if the reviewer's comments are to be a part of the employee's personnel file, the employee should have visibility to them. It was also stated that it may be necessary to see the reviewer's comments if there are items that the employee needs to take action on which have not been disclosed by the employee's supervisor.

Website update

- Christopher Katella stated that Jesse Windley has updated the Tribe Response form on the Staff Assembly website to solicit comments about FLSA.

Holiday Food Drive

- Melissa Marshall provided an update on the holiday food drive and requested a status on local funds available for donation. She stated that \$1 donated could provide 4 meals to those in need. David Zoll, Ghana Smith and Melissa Marshall will work together to coordinate the donation. Concern was raised that the donation might not occur until after the Christmas break. Melissa Marshall stated that the period directly after the holidays was when the food bank had the greatest need and the donation would be welcomed.
- President Morales reported that names for the William & Mary holiday food boxes must be submitted to Sandy Wilms by the close of business on Friday, December 16, 2016.

Meeting Adjourned

Submitted by:

Dave Zoll, Staff Assembly Treasurer