Staff Assembly Meeting Minutes
February 21, 2017 | 3:30pm
Blow Hall, Board of Visitors Conference Room

President Morales brought the meeting to order.
- Roll call taken and attached
  - Announcement of excused absences
  - Enough Senators for a voting quorum

Introduction of Guest Speakers – Ms. Damiana Dandy and Mr. Travis Harris, BLM Conference
- BLM Conference will be held on campus 3/26 – 4/2. This will be the 3rd year the conference was held. The theme will be “Educate/Agitate/Organize”
  - Purpose of the conference: to bring attention to the Black Lives Matter Movement and bridge the gap between the College and the Williamsburg community
  - Format: A different event will be held each day. Events will range from featured guest speakers, to artistic/theatrical performances to group discussions
  - Invitees: all are welcome to attend any of the events. The organizers expect people from local colleges (CNU, Norfolk, Hampton, VCU) to attend some of the events. They are also hoping to get a lot of community involvement from Williamsburg residents
  - Publicity: Conference organizers will advertise in campus publications and local news outlets to spread the word. They will also use various social media platforms. Mrs. Windley suggested that they add each event to the W&M Events Calendar so that the Staff Assembly can link to it and help spread the word.
- Mr. Harris also suggested a potential partnership with Staff Assembly to research/discuss issues that affect Black staff directly. Mr. Harris did not offer a specific issue to focus on, but the Staff Assembly did provide information for him about how to find out more information about the Assembly and ways to get in contact so the conversation can continue.
- Ms. Dandy and Mr. Harris took questions from the Assembly

Approval of Minutes
- November, 2016 – approved without revision
- December, 2016 – approved without revision
- January, 2016 – approved without revision

President’s Report – Mr. David Morales
- Mr. Morales attended the BOV meeting earlier this month where he provided an update of the Staff Assembly to Will Payne, who oversees the Grounds & Administration Committee, under which the Assembly falls.
  - Discussion concerning the similar roles of SA and PPFA and whether it was really necessary for their to be separate assemblies for each. Both Operational/Classified Staff and Professional/Professional Faculty share many of the same concerns.
  - Decided: Reach out to PPFA to propose a joint committee tasked with weighing the pros and cons of combining the two assemblies into one.
    - Mr. Morales offered to contact the President of the PPFA about the matter
    - If the PPFA is amenable, Mrs. Windley offered to create an online form for members of both assemblies to use to volunteer to be on the committee
- Mr. Morales provided a brief recap of his meeting with Information Technology
Mr. Morales reported that he has been invited to speak with a representative from Advancement about the For the Bold Campaign. The president of the PFFA has also been invited to attend. The purpose of the meeting is to discuss ways to increase Staff support.

General Meeting Updates – Mrs. Melissa Marshall
- Mrs. Marshall requested suggestions for where to find donations for the door prizes. All donations must be under $100 and carry no cash value. Assembly members recommended the W&M Bookstore and Athletics.
- Discussion over whether to charge a fee for the raffle tickets or to hand them out for free. Any profits collected for the raffle tickets could be donated to the For the Bold Campaign. Giving them out for free may entice more people to come to the meeting. Mr. Morales called for a vote on the matter.
  - Decided: Raffle tickets would be given out for free at the General Meeting. One raffle ticket per attendee.
- Discussion for final arrangements for furniture and A/V equipment. A table will be located outside to display door prizes and a box for collecting questions. Chairs will be set up on the floor, and staff will be directed to sit in the chairs rather than sitting in the bleacher seats. Projection equipment will be ordered along with a handheld mic to pass between the speakers. A podium will be set up on stage.

Communications Update – Mrs. Jesse Windley
- Current focus is on General Meeting communications:
  - Printed flyers were made available for Assembly members to distribute (digital version will be emailed to all Assembly members).
  - A central web presence for the meeting is set up at [www.wm.edu/staffassembly/meeting](http://www.wm.edu/staffassembly/meeting) which includes a form for staff to pre-submit their questions. Was reported that several questions have already come in.
  - Info also posted in W&M Events and on our Facebook page.
  - Live stream is set up for the event. Will ask our VIMS Assembly members to coordinate a satellite viewing location and to communicate the info across VIMS.
  - Communications will continue via multiple W&M Digest messages and two emails from our president, Mr. David Morales, to staff@wm.edu.

Elections/Nominations – Mrs. Susan Cheeseman
- Nominations will open 3/7/17 (same day as the General Meeting) and close 3/19/17.
- Voting will take place from 3/21-3/31/17
- Mrs. Cheeseman will create the nomination form. Staff may nominate themselves or another staff member.
- Mr. Morales will announce the opening of nominations at the General Meeting. He will also follow up with an email to all staff after the meeting.

Mr. Morales welcomed visitors to the meeting.

New Business
- Ms. Fox suggested holding a spring meeting at VIMS. Discussion followed.
  - Decided: On March 16, Staff Assembly will meet at VIMS at 9:00am for the monthly meeting.

Meeting Adjourned

Attendance Record attached

Submitted by:
Jennifer Fox, Staff Assembly Senator