

**Staff Assembly**  
**The College of William and Mary**

**Meeting Minutes**

Wednesday January 20, 2016

Blow Hall, Board Room

President brought the meeting to order.

- Not enough members for a voting quorum, conducted general open discussions
  - October 28, 2016 minutes were not approved
  - December 16, 2015 minutes were not approved
  - Constitution and Bylaws were not approved
  - Roll call taken and attached (8 in attendance)
  
- President provided update from
  - Meeting with Sam Jones on 1/19/2016. Primarily introducing herself as interim president; he like the idea of Suggestion Boxes on campus
    - Will need to determine the best way to approach this for staff opportunities
  - Discussion on the possibilities of merging the SA & PPFA; many of the same topics between the two groups; feels there is opportunity here
    - Senators had discussion on this questioning if the mission of the SA would be lost; the possibility of the PPFA overshadowing the SA
    - Additional conversation regarding the recent Proposal to establish professional development funds for PPFA SA university/classified employees
      - President will send copy of Proposal out to each member for review
  - Planning Steering Committee Meeting to be held on January 27, 2016; hopefully report for review on the Campus Climate re: Race Relations forthcoming
  - In complying with the Constitution and Bylaws, an executive committee meeting was held on January 14<sup>th</sup>.
    - The primary topics of this meeting involved recognizing the lack of participation of Senators in meetings, how this can be resolved, and what measures should be enforced regarding unexcused absences and the removal of Senators, who do not participate on a regular basis.
    - How to move forward with positive plan to accomplish our mission, to have more presence on campus and involvement in actions affecting the staff of the university, classified or otherwise.
    - Established a date for the General Meeting to be held in March.
    - Penny Mayton to be contacted by Mr. Zoll regarding a possible final date for the meeting
      - Reintroduce SA executive members, committees perhaps, and extend more interest in joining the Assembly
      - Introduce the Affinity Groups and their missions
        - Staff Assembly
        - Professional/ Professional Faculty Assembly
        - Equality WM
        - Black Forum
        - Women's Network
        - Bring up the upcoming nominations and elections for the Staff Assembly
    - Susan Cheeseman as Chairman will oversee the upcoming election process
      - March invite participation, nominations and conduct elections
      - April elect officers
      - May all Senators on board
      -
  - An overall summation is that the Staff Assembly, while accomplishing some measures of success, is not as active as it should be and we need to concentrate on this more.

- During this meeting of the Executive Committee initial planning was discussed for the Fall General Meeting.
  - More of an open introduction to new staff and the opportunities they do have as employee of the College
    - Environmental Services
    - Anthem and insurance
    - Employee Handbooks
    - W&M Employee Passes
  - Many of these topics are discussed briefly during the hiring phase but it is such an overwhelming time that some is missed, and other may not be aware these benefits are for them. It is not meant to be an HR Forum.
  - Many ideas can be discussed and identified between now and then

#### Updates, Issues, Concerns

- Again Ms. Beker was complimented on her efforts to update the web site, and how it can be more useful and informative are much appreciated.
- After further discussion the President will be inviting representative of the Affinity Groups to join us in our month SA meetings, to see how we may be able to interact together.
- Need to determine short and long goals, and have accountability in meeting these goals
- These items will be further discussed in our next Staff Assembly meeting.
- President called to adjourn the meeting to stay within the one hour time allocation.

Meeting adjourned.

Attendance Record attached.

Submitted by:  
Debrah Pelata, Staff Assembly Recording Secretary

**Staff Assembly Attendance and Voting Record**

Date of Meeting:

December 16, 2015

Secretary:

D. Michael Pelata

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. BALDWIN	✓				
MS. BEKER	✓				
MR. BRISTOW	X				
MS. CHAPPELL	X				
MS. CHEESEMAN	✓				
MR. CROWDER	✓				
MS. ELLIOTT	X				
MS. GAULTNEY	X				
MS. GIVENS	X				
MS. GORDON-WILSON	X				
MS. KLEINSORGE	X				
MS. LESKA	X				
MS. LUNA	X				
MS. MAYTON	X				
VACANT	X				
MR. MORALES	X				
MS. MORRISON	X				
MS. NAPIER	Vacant				
MS. ORR	✓				
MS. PELATA	✓				
MS. VANCE	✓				
MS. WINDLEY	Vacant				
MR. ZOLL	X				
VACANT, TREASURER	X				

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.

D. Michael Pelata  
Secretary