

**William & Mary Staff Assembly
General Meeting
Wednesday, November 13, 2019**

The November 13, 2019 meeting was held in the Swem Library, Ford Room. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:01 AM. Colleen Lynch conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 11:29 AM. The following items were discussed.

Approval of the Minutes	Quorum was met. Meeting minutes from October 9, 2019 meeting were approved: Per motion by Venus Spencer and seconded by Emma Homan.
Treasurer's Report	Salley Rowe reporting: Current Balance: \$1022.42 Local Funds: \$34.00** <ul style="list-style-type: none"> **SA should not use these funds unless absolutely necessary. This index does not get replenished each year. Therefore SA should "protect" these funds in case local funds are needed for an emergency.
Welcome New Senators and Introductions	Arielle Newby had the new Senators introduce themselves: Marc Kelly, Christine Azznara and Mark Kelly. Logan Chappell contacted Arielle that she was in the hospital and therefore is excused and will be introduced at our next meeting. Adam Ferguson will let the Secretary, Colleen Lynch know which Class each of the new Senators are a part of once that is finalized.
Officer/ Committee Reports	<p>Executive Board- LaTryce Butler</p> <p>The Executive Board recommended the Constitution and Bylaws committee change the language in the by-laws from Fall Elections to Mid-Term elections to help with clarification of language.</p> <p>Confirmed upcoming final Listening Tours: Dec 5th at VIMIS and Dec 10 at MSOB</p> <p>Arielle and LaTryce are considering creating a "Presidents Council" which would include</p>

	<p>invitation to previous Staff Assembly Presidents to help provide guidance and context to the new SA President. Nothing finalized at this time.</p> <p>LaTryce is serving as the SA rep on the Climate Survey Task Force in addition to two other SA members. This will help bring our voice to the first meeting.</p> <p>Staff Assembly received a letter from Temporary Employee</p> <p>This temp employee (no longer with the college) was unhappy with treatment to her and what she saw happening to others. Connected with employee relations (HR). Strategic Planning Committee will meet with custodial workers- hasn't happened yet, due to scheduling issues. Salley will meet with Ms. Howe to follow up.</p> <p>Additional questions arose regarding the fact the employee is no longer with the school: HR may not respond? Urgency not there? Who investigates?</p> <p>Elections & Nominations-Adam Ferguson</p> <p>Adam is in agreement with consideration of changing terminology of language from mid-term to special election.</p> <p>The committee is happy to have a full roster, this provides for more voices at the table.</p> <p>Spring elections will take place on their normal schedule.</p> <p>Parking Advisor Committee- Robin Hollinbeck</p> <p>Robin reported the committee has had 1 meeting to date and another is scheduled</p>
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<p>Open Discussion</p>	<p>for today as well as 2 more. The deadline for strategy suggestions is January 15, 2020. This group is working with the sustainability group and Robin will ask about possibly working with the city.</p> <p>W&M wants to be Carbon Neutral by 2030- What does this mean? Specifically with regard to parking?</p> <p>A couple of questions were asked to be brought back to the committee:</p> <ul style="list-style-type: none"> • The percent of difference in parking fee from low to high salaries. (lower salaried employees pay a much higher percentage of their salary on parking than higher salaried employees.) • Are parking fee used to pay parking enforcement salaries? • What is parking services doing with fleet replacements? • Is there an accountant who is overseeing this budget? • <p>Professional Development Fund- Crystal Taylor</p> <p>The deadline to apply is Friday, November 15th at Noon. To date, they have 25 applications. This is much lower than the fall. (They had 45 at that time.)</p> <p>Committee will meet on 11/22/19 to decide who will be selected for spring of 2020.</p> <p>Communications:</p> <p>John Dixon has been appointed as the new Communications Chair.</p> <p>Fall General Meeting</p> <p>All felt it was well attended and there was good conversation- yet interesting at the</p>
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	<p>same time. Arielle received emails and phone calls from staff, expressing their pleasure with the meeting. The smaller room helped to create a more intimate setting. People seemed to be more willing to be open and honest.</p> <p>The Provost's, casual attire, created a more relaxed environment. Additionally, she encourages attending her open office hours. Arielle highlighted faculty come early and the Provost isn't hearing much from staff.</p> <p>Sam Jones presentation was good. Refreshing conversation has started regarding the separation of entities: faculty, staff, professional.</p> <p>There was some concern expressed that we still had low attendance from facilities personnel. Staff Assembly will continue to strategize on ways to improve communication and help them to engage with us.</p> <p>No January Meeting. Encourage everyone to attend the Employee Expo on January 8 from 10am-1:30pm. Staff Assembly will share a table with PPFA. Jennifer Fox will coordinate.</p> <p>December's meeting will be informal and primarily a brainstorming meeting. We will be reviewing our Mission, Vision, Statement now that W & M has approved theirs.</p> <p>Arielle will be absent in December due to a conference.</p>
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Staff Assembly Attendance and Voting Record

Date of Meeting:

Wednesday, November 13, 2019

Secretary:

Colleen J. Lynch

NAME	ATTENDANCE	^{Minutes?} 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	E				
MS. SHELLEY HACKWORTH	X				
MS. EMMA HOMAN	✓				
MS. ROBIN HOLLENBECK	✓				
MR. CHARLES (LARRY) JACKSON	✓				
MS. COLLEEN LYNCH	✓				
MS. ARIELLE NEWBY	✓				
MS. SHELLEY PAULSON	✓				
MS. DEIRDRE RICHARDS	E				
MS. SALLEY ROWE	✓				
MS. VENUS SPENCER	✓				
MS. AMY SPENCER-WESTERKAMP	E				
MS. CRYSTAL TAYLOR	✓				
MS. SHANNON TURNAGE	✓				

new
senators
Marc Kelly ✓
A383i Parlee ✓
21 Members/3 Vacancies
Logan Chappell E

No dissent

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.

Colleen J. Lynch
Secretary

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