



# WILLIAM & MARY

STAFF ASSEMBLY

Staff Assembly Meeting Minutes  
November 29, 2016 | 9:30am  
Sadler Building, Colony Room

President Morales brought the meeting to order.

- Announcement of Excused Absences
- Enough Senators for a voting quorum
  - Roll call taken and attached
  - Minutes for September 20, 2016 approved
  - Minutes for October 19, 2016 approved

President updates

- HR Evaluation system: Cornerstone; Had others had the opportunity to work with the system online, what were the thoughts in utilizing the system
  - Most senators had found the self-assessment difficult. Not sure how to get started in evaluating their own accomplishments; words to be used; what should be included
  - What was going to be the full process of the evaluation did not seem completely clear
    - Questions were raised regarding whether comments provided by the reviewer would be available for employees to see as in the past on paper forms. The online system implies it is at the discretion of the supervisor as to whether these comments could be seen by the employee
    - If reviewer did put comments on the review would this become part of the permanent record
    - Question was raised about whether the evaluation process will be better enforced with new online system. Was reported that a member was aware of a staff member that had not seen a job description or been reviewed in 5 years.
  - In general felt there should have been detailed training for employees in helping them to understand how to evaluate themselves. Had not always been provided in the past as part of the review; some departments made it mandatory; some not
  - Everyone agreed with it being a new system, there will be changes and ongoing improvements as we go forward; a learning process
- Mr. Morales is working on establishing a regular meeting with John Poma, similar to his meetings with Sam Jones, in order to share questions, ideas and concerns that are raised by the Staff Assembly. In the meantime, the idea was offered for Mr. Morales to compose a letter/email to Mr. Poma to share the Cornerstone concerns discussed in this meeting.
- Several emails had been received from staff concerned about overtime pay vs time accrued with the regard to the new FLSA mandate
  - Many in the community still did not understand exactly what these changes meant
  - Letters and emails were addressed to those employees that were directly being impacted by the changes
    - Whether their status would be exempt vs non-exempt
  - It was a general opinion of most in the community that a community-wide email for everyone in explaining the changes in detail would have been beneficial, even though most were aware of the changes they did not understand why some were sent emails and letters specifically to them.
    - Felt that full explanations to everyone would have been helpful

- Further discussion also regarding those that are now required to complete time sheets. Training was provided but it needs to be done more than once
  - Ms. Smith, who works in Payroll, said she was working on getting the new timesheet PowerPoint presentation available on the Payroll website
  - There are monthly payroll training sessions. We discussed helping to communicate these better to staff. Ms. Windley will coordinate with Ms. Smith.
  - Conversations in the community are leading to questions about overtime pay vs overtime leave accrual. It is supposed to be the decision of the employee but some areas make it known that there is no budgeted money to support overtime pay. Overtime should be approved by the supervisor before any overtime is incurred. If overtime is not to be paid, then the employee needs to fully understand that if overtime is mandated then time should be given off during the current workweek to absorb the overtime. This is not always being presented to the employee as such and this could lead to some further employee issues.
- At the time of our meeting it had just been announced that a Federal District Judge in Texas had granted a temporary injunction that blocks part of the DOL's new overtime rules from going into effect on December 1st. In other words, unless the Federal Court of Appeals or Supreme Court lifts the injunction, part of the new rules will not go into effect. Will have to see what happens next.
- President Morales will reach out to John Poma about additional communications. The Staff Assembly will provide a way for employees to ask questions anonymously through us if they have concerns and feel more comfortably asking their questions through our web page.
- Continued momentum regarding Staff Development
  - What can we offer or provide to employees as a go to place for questions on most any topic
    - Develop a Staff Handbook
    - Provide links to various venues in the community
    - What training would they like to see offered with regards to their employment
    - Assist HR in developing and hosting some of these trainings
  - President Morales and David Zoll both attended the Staff Assembly Forum held in Richmond and sponsored by VCU. There are many colleges who participated in this Forum. Ideas of how Staff Assemblies can be more effective in their college community.
    - JMU specifically holds a 2 days conference for their employees
      - This conference provides training; staff development; training on databases
    - Many on our Assembly liked this concept but felt a two day conference would not be an option in the immediate future but perhaps a half day or full day.
      - Destiny Elliott agreed to evaluate the potential opportunities of how this could be developed
      - What would be the topics; who would be the presenters; how would we interface
      - Suggestion made that perhaps it could follow the format currently being utilized on an annual basis by VIMS. Each year for the past three years VIMS has held an Administrative Forum where Business Managers and others are invited to attend, and have one on one meetings with representatives from all areas of support operations, human resources, procurement, financial operations, accounts payable, and travel.
    - Will continue to be developed

#### Committee Reports and Assignments

- Policies and Issues – Destiny Elliott, Chair
  - No further updates other than those identified above
- Constitution and Bylaws – Jennifer Fox, Chair; David Zoll, Vice-Chair
  - No updates

- Staff & Community Relations/Communications – Jesse Windley; Chris Katella, Co-Chairs
  - No updates
- Elections and Nominations – Susan Cheesman, Chair
  - With three vacant seats, Nancy Orr asked to join the Assembly again after being on medical leave, was nominated and approved as Senator to the Assembly.
- Activities & Events – Melissa Marshall, Chair
  - Working on the upcoming General Assembly Meeting, whether it be as it has been in the past, or if we will go with trying to have a Forum of some sort
  - Showcase resources
- ***New Issues or Concerns (open discussion)***
  - Nothing further discussed due to time constraints

Meeting Adjourned

Attendance Record attached

Submitted by:  
Debrah Pelata, Staff Assembly Recording Secretary