

**William & Mary Staff Assembly
General Meeting
Wednesday, October 9, 2019**

The October 9, 2019 meeting was held in the Tyler Hall Room 322. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:02 AM. Colleen Lynch conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 11:29AM. The following items were discussed.

Approval of the Minutes	Quorum was met. Meeting minutes from September 11, 2019 meeting were approved: per motion by Venus Spencer and seconded by Jennifer Fox
Treasurer's Report	<p>Salley Rowe reporting: Current Balance: \$1022.42 Local Funds: \$34.00**</p> <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.
<p>Professional Development Assessment presented by April Lawrence, of PPFA</p> <p>Summary of Assessment attached to the minutes</p>	<ul style="list-style-type: none"> Survey was constructed with help of Babs in Human Resources, W&M. 429 people participated in the survey. PPFA welcome collaboration from Staff Assembly. PPFA will send us survey questions to help understand the results. Who are the stakeholders that need to understand/have this information? <p>Next Steps:</p> <ul style="list-style-type: none"> Meet/share results with HR to determine what to do and where the gaps are. <p>Arielle- next steps require institutional mindset change- partnership with all stakeholders- already are working in the right direction.</p> <p>Dr. Lee has asked the Executive Leadership to complete a survey- one of the questions on that survey is "would they support learning as part of the employees job?"</p>
Officer/ Committee Reports	<p>Activities/Events-Jennifer Fox</p> <ul style="list-style-type: none"> 74 people responded to the survey sent out- haven't had opportunity to

Staff Assembly Meeting Minutes,

October 9, 2019

	<p>review with committee yet. Will follow-up with more details once committee has reviewed and digested results.</p> <ul style="list-style-type: none"> • Medicine Walk- Friday, October 25th, Noon, beginning at the Wren Building. It will be a Ghost Tour theme. Announcements in the Digest. Rain date will be Monday, October 28th. • VIMIS Medicine Walk planned will be planned for next semester. <p>Logistics for Fall General Meeting:</p> <ul style="list-style-type: none"> • Held in Chesapeake C; rounds set-up; Have decided to stream – using free option; if we need help with funds, Sam Jones office will help with cost. RSVP being used to help determine number who will be using the streaming option. • Sam Jones will send an email to supervisors encouraging them to allow employees to attend meeting and that leave time does not need to be used. <p>Communications Meeting-Colleen Lynch</p> <ul style="list-style-type: none"> • Advertising schedule for upcoming events: <p>Listening Tour everyday now through Oct 8 Staff Assembly Monthly Meeting: everyday through Oct 9 Staff Assembly Fall General Meeting- post Oct 10, 14, 15, 16, 17, 18, 21, 22, 23</p> <ul style="list-style-type: none"> • Fall Newsletter –items to include <ul style="list-style-type: none"> General meeting Listening Tours Upcoming Fall Election Timeline Employee Appreciation Lunch Healthcare Holiday • VIMS Listening Tour Date Finalized- December 5 10:30-11:30AM, Waterman's Hall Deans & Directors Conference Room • Colleen talked with Erin Fryer regarding an Instagram account. Also discussed pros/cons of all types of social media accounts- FB, Twitter,
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Staff Assembly Meeting Minutes,

October 9, 2019

<p>Presidential Updates:</p> <ul style="list-style-type: none"> • Strategic Planning • Mission , Vision & Values • Fall General Meeting • President, Provost, Rector Campus forum 	<p>and Instagram. Have not had opportunity to talk with committee about. Will share and let committee make a recommendation to full assembly at future meeting.</p> <ul style="list-style-type: none"> • November 5th will be Colleen's last Communication's Committee Chair Meeting. • John Dixon has agreed to take on the position as Chair. <p>Constitution/By-Laws- LaTryce Butler</p> <ul style="list-style-type: none"> • What is going on with VAGEA? (Virginia Government Employees Association) They act as a union/lobby. Lynne will do some research on them to see if they need to be kept in as part of the By-Laws. <p>Elections-</p> <ul style="list-style-type: none"> • In the nomination phase- October 8th and ends on October 15th. Voting is October 21-October 25th. • By-laws state the Staff Assembly President can appoint senators to make sure all areas are being represented <p>Strategic Plan/Mission/Vision Values-</p> <ul style="list-style-type: none"> • Fanchon Glover and Ginger Ambler sought out a few students, faculty, a few high level PPFA and alumni participants as members of the committee. • Staff has been discontent with the way the Strategic Plan has been rolled out and staff does not feel reflected in the draft verbiage. • Arielle meet with Peggy Agouris to share these concerns and to ask why more Staff Assembly and PPFA were not involved in the planning stages, though faculty and students were. President Rowe, personally came
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<p>Open Discussion</p> <ul style="list-style-type: none"> • Employee Appreciation Lunch Update 	<p>and told Arielle the ball had been dropped and asked "how can we keep this from happening again?"</p> <ul style="list-style-type: none"> • Fanchon Glover is coming to the Fall General Meeting to hear what words might be more representative of Staff Assembly. • The Strategic Planning Committee is sensitive to our message and is willing to make some adjustments after hearing our concerns. • The comment period ends November 5th. They are trying to wrap up changes as BOV is planning to vote on changes at their November 22, 2019 meeting. • Our fall General Meeting is the Staff Space to comment on any concerns or changes we would like to see or questions we have. • Monday, October 14th. Games (corn hole, giant Jenga) encouraged to wear Gold t-shirts and mingle/greet others. Activities/Events has enough volunteers this year. Each attendee will get a gift. • Employee Expo will take place again this year, January 8th. 10-1 or 11-2 in Saddler Center. • There will be no January Staff Assembly Monthly Meeting due to the Employee Expo. • Staff Assembly will have a table at the ATG Tasting on October 29th from 12-1PM in Chesapeake A. One more way to get help people to get to know us in an informal way.
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Staff Assembly Attendance and Voting Record

Date of Meeting: Wednesday, October 9, 2019

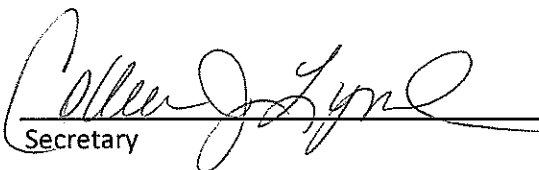
Secretary: Colleen J. Lynch

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

21 Members/3 Vacancies

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.

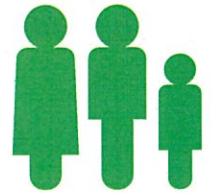

Secretary

PROFESSIONAL DEVELOPMENT NEEDS ASSESSMENT



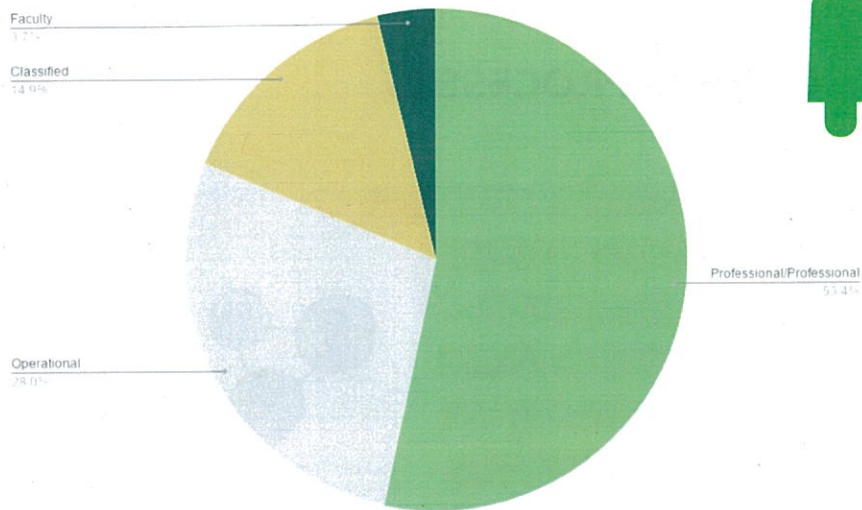
SURVEY

The Professional Development Committee of the PPFA, in collaboration with Human Resources, launched the Professional Development Needs Assessment Survey to the W&M community Spring of 2019. 429 respondents out of 468 who began the survey completed the survey, for a completion rate of 92%



RESPONDENTS

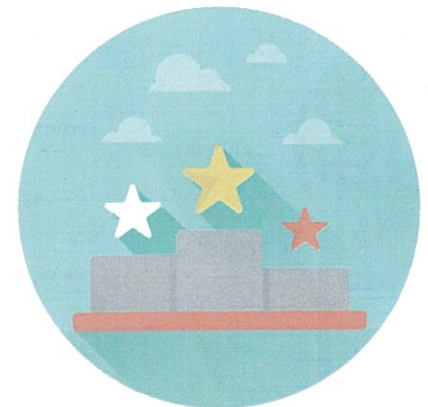
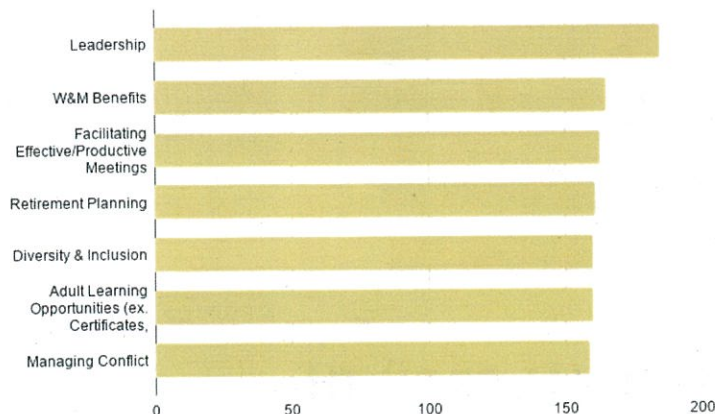
Respondents included W&M professionals and professional faculty, operational and classified staff, and a small percentage of faculty.



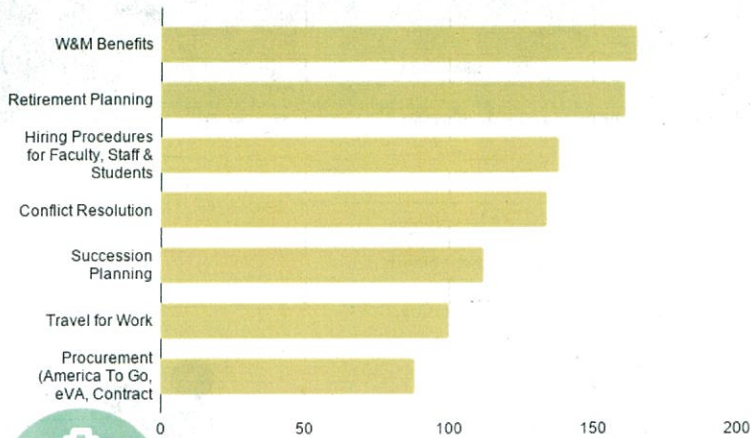
RESULTS

We asked people to determine topics in 5 areas for which they are most interested in receiving professional development and training. The areas included Campus Processes, Technologies, Occupational (at-work) Topics, Health & Wellness, and Personal Growth. The top 7 selected topics are presented first. On the flip side, you will find the top selected topics for each category.

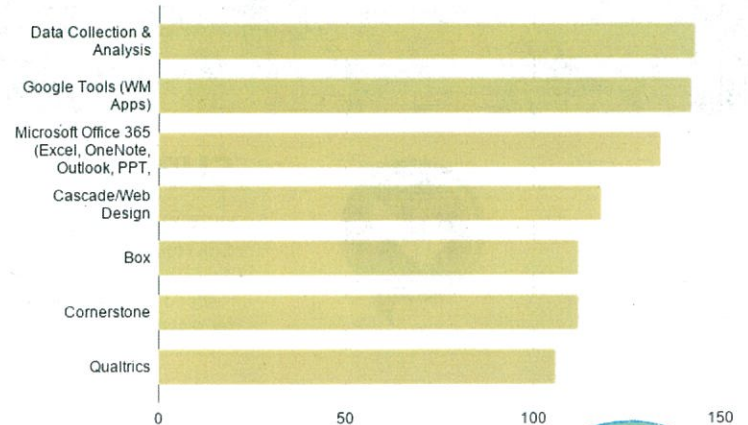
MOST SELECTED TOPICS



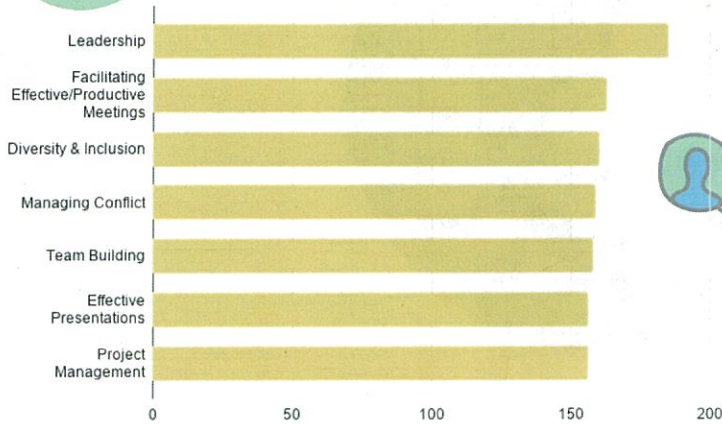
RESULTS BY CATEGORIES



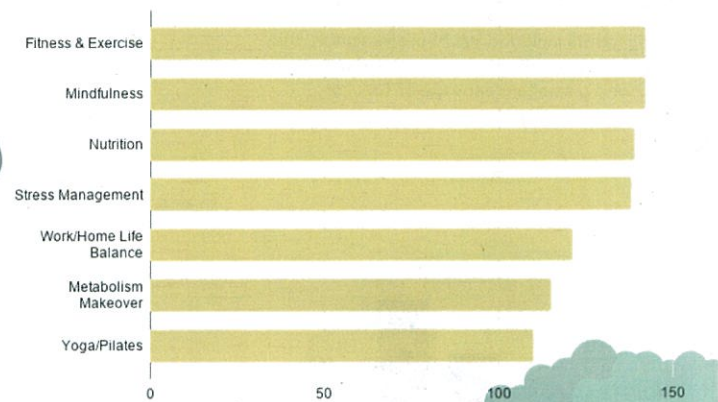
CAMPUS PROCESSES



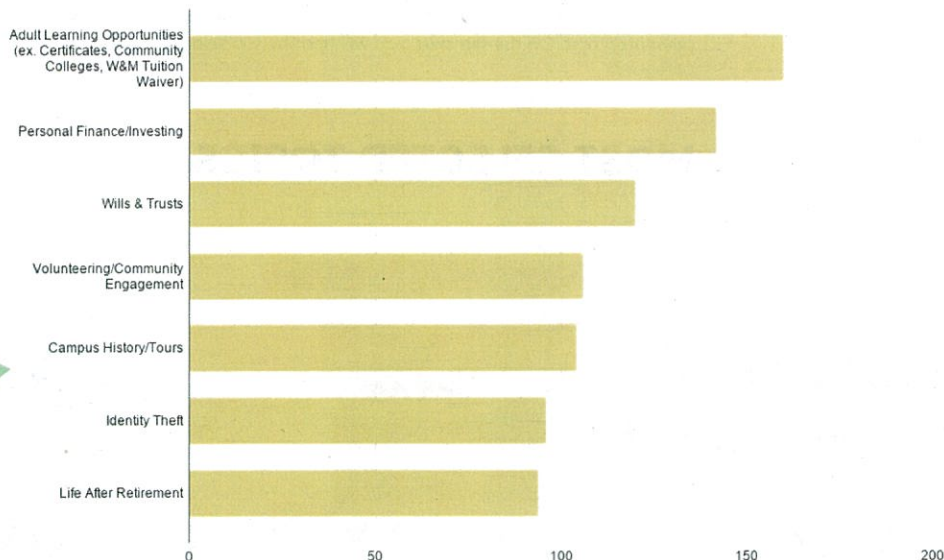
TECHNOLOGIES



OCCUPATIONAL TOPICS



HEALTH & WELLNESS



PERSONAL GROWTH

Shared, with gratitude, by
the Professional
Development Committee of
the PPFA.

Kathleen Powell, Chair
Julia Brown
Tamekka Davis
April Lawrence
Sarah Smith
Carol Tomlinson

Presented by