

**William & Mary Staff Assembly
General Meeting
Wednesday, September, 11, 2019**

The September 11, 2019 meeting was held in the BOV Room. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:06 a.m. Colleen Lynch conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 11:35 AM. The following items were discussed.

Approval of the Minutes	Quorum was met. Meeting minutes from August 14, 2019 meeting were approved with the following corrections: <ul style="list-style-type: none">▪ <i>Change general meeting to monthly meeting (less confusion historically)</i>▪ <i>President's report - Correction Bob Green, Abbey Childs, Deborah Howe, change EC to Executive Committee to Executive Board for EB and lower case n in new Director of Employee Relations</i> per motion by Salley Rowe and seconded by Venus Spencer.
Officer/ Committee Reports	Arielle Newby, Staff Assembly President welcomed guests, Christopher Lee, CHRO; Debbie Howe, Director, Employee Relations and Lynn Smith, Counseling Center
Treasurer's Report	Salley Rowe reporting: Current Balance: \$1000.00 Local Funds: \$34.00
Open Dialogue with Christopher Lee, Chief Human Resource Officer, Deborah (Debbie) Howe, Director of Employee Relations	Assembly asked various questions: <ol style="list-style-type: none">1. Are you aware of class system at WM? Has this been the case at other places you've worked? Yes, hope to have a partnership and the same goals as the assemblies. Want to work collaboratively and I look forward to working together. All places are dysfunctional. Need to find ways to accentuate the positive and find ways to bring out the best-he doesn't yet know the nuances of WM. He has had 49-52 meetings thus far. Would like to meet with many in this

	<p>room. It appears WM has structural class system and belief system is related to that (this may or may not be accurate) structural doesn't change much. Belief system is what needs to be affected-everyone should be treated the same.</p> <ol style="list-style-type: none"> 2. How have you seen these structural /belief systems changed? Worked on the value system of people-we do that as a whole or can do individually. Everyone needs to be doing. 3. What do you enjoy most about Williamsburg? I've been here since 2007- I no longer have to commute and can spend more time with my family. 4. Employees have concerns about many policies and procedures. HR is willing to review these-why and how did we get there. Are they efficient and effective? Do they help employees to work smarter not harder? Frequently there is little to no training or explanation on procedures. Have to learn from a co-worker. This is a great area for Staff Assembly to help champion and get the university's attention. 5. Previous employee relations person wasn't empowering supervisors just sending over to the safety department. 6. Supervisor Training- new leaders Too much involvement from legal and counseling memos. Supervisor's need support but don't need to involve everyone. There needs to be fairness and consistency across departments. If termination is possible or involved then HR and employee relations definitely needs to be involved. Staff that needs employee relations was just getting pushed off and not helped. 7. Evaluations- changes are being made to employee's evaluations by
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	<p>the supervisor's supervisor who has no interaction with the employee. Disagree with a leader changing a subordinate's evaluation. They can add their own opinion, but should not be changing. Feedback is golden, appraisals not helpful-they can morale killers. If employee had their evaluation changed they should let employee relations/HR know.</p> <p>8. How supportive are you to have people other than the President's Cabinet (say the Assemblies) at the table? Most definitely supportive- everybody should have input; but not everybody may be involved.</p> <p>9. What is biggest challenge(s) for employees at W&M and in Williamsburg? I need to learn the university first; what makes W&M special (what are the ingredients to the sauce); what must every university learn to achieve goals; what are the characteristics of a W&M employee.</p> <p>10. Dr. Lee- what would Staff Assembly say are challenges of employees? Resources; confusion</p> <p>11. What type of HR does W&M have/ what type do we need? Have transactional. Needs to be business partnership. We don't have infrastructure. We are not a mature HR function. No classification manager but have classification system; no benefits manager; no training manager. We need to inspire leaders, provide growth opportunities.</p> <p>Staff Assembly comments: Training is important but doesn't happen; receive promises; restructure; lose people as a result of false promises.</p>
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	<p>What would Staff Assembly role look like working with Human Resources? Help us work on execution; be on committees; communication. Policies need to be revised then set up groups to wordsmith. Lots to be done-what to do first- different level of policy; department level-most problematic (being transparent). Is there no mechanism in place to find/understand university policies/ department policies? Will try to address all issues but cannot promise quick change. These things challenge people's everyday lives. Staff section @ football games and other events.</p>
<p>New Business Staff Assembly Goals</p>	<p>Short Term Goals: Improve/ effective Communication Employee Training</p> <p>Long Term Goals: Involve Policy Staff Assembly on University Committees Class System Mentor System</p>
<p>Open Discussion/Last Thoughts</p>	<p>Listening Tour at School of Education was not attended. Law school needs to have more targeted approach. Possibly no dissatisfaction and no need to share.</p> <p>Yah for health insurance premium holiday (last paycheck in October and 1st in November)</p>

Staff Assembly Attendance and Voting Record

Date of Meeting:

Wednesday, September 11, 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

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Guest Sign In

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