



# WILLIAM & MARY

STAFF ASSEMBLY

Staff Assembly Meeting Minutes  
September, 20, 2016 | 9:00AM  
Board of Visitors Room, Blow Memorial Hall

President Morales brought the meeting to order.

- Announcement of Excused Absences
- Enough Senators for a voting quorum
  - Roll call taken and attached
  - February 16, 2016 minutes approved
  - May 18, 2016 minutes approved
  - June 17, 2016 minutes approved

There were no meetings held in July and August, 2016

President provided updates from

- 2016 Staff & Professional development Awards
  - A fantastic success!! There were over 60 applicants for the 1<sup>st</sup> year and over \$80,000 in fund request. Based on the award criteria and available funds; 28 applicants received awards totaling the full \$25,000. It was an equal distribution in applicants between Staff and Professional/Professional Faculty, and the fund distribution was a 55/45 split.
  - Babs Bengtson will again submit another Request for Funds for the upcoming budget year, 2017-2018, asking for \$100,000.00.
    - Jesse and David will ask how the awards are to be announced.
- President Morales met with Sam Jones. Primary topic of discussion was anticipated salary increases for 2016. Currently looks to be 2.0 – 2.3%.
- President Morales is on the Committee for the Employee Appreciation Luncheon to be held on October 11, 2016.
  - Hope attendance will be positive in numbers
  - Destiny brought up concerns that had been voiced to her from various employees that they could not always participate if they could do to the time, and the time away from their respective positions. Question was raised if we could have more than one employee appreciation day? Maybe a two day period, maybe quarterly?
  - Jesse announced the RSVP for the luncheon could be made through the SA website.
- Committees, Chairs, and members were finalized
  - Policies & Issues, Destiny Elliott, Chair
    - Julianne Hosford, Ania Leska, Angela Mason-Nichols members
  - Constitution & Bylaws, Jennifer Fox, Chair; David Zoll, Vice-Chair
    - Melissa Marshall member
  - Communications, Jesse Windley, Co-Chair; Chris Katella, Co-Chair
    - Jennifer Fox, Olivia Levering, Elizabeth Kuna, Melissa Marshall members
  - Elections & Nominations, Susan Cheeseman, Chair
    - Amy Byxbe, Charmaine Gordon-Wilson members
  - Activities & Events, Melissa Marshall, Chair
    - Charmaine Gordon-Wilson, Angela Mason-Nichols, Ghana Smith
  - David Zoll and Charmaine will reach out to Logan Chappell and Lachelle Givens to see if they wish to remain active on the Assembly, and if so, what committee they wish to serve on.
- Constitution and By-Laws were reviewed and formally voted on, and approved.
  - President Morales to attend the Board of Visitor meeting on September 22, 2016

- Not sure the approved Constitution & By-Laws will be submitted as it is only 2 days away
    - It will be posted on the SA website as tentative pending approval by the Board
- Committee Reports and Assignments
  - Policies and Issues – Destiny Elliott, Chair
    - Parking was discussed again but this time with the emphasis on students not moving their cars, and them not being ticketed
    - Destiny was asked to attend the December Fall Forum Interest Group breakfast meeting with the Affinity Groups, Michael Halleran and Sam Jones
  - Constitution and Bylaws – Jennifer Fox, Chair; David Zoll, Vice-Chair
    - No updates
    - Constitutions & By-Laws have been approved
  - Staff & Community Relations/Communications – Jesse Windley; Chris Katella, Co-Chairs
    - Continue on-going outreach of activity
      - SA website
      - Event Calendar
      - Posting in Digest
      - Platform
    - Additional avenues to introduce
      - Introduce Professional Groups and Affinity Groups to new employees
      - New employee email, coordinate with Affinity Groups and a “blast” perhaps quarterly
      - Refresher training for employee assistance available through campus per semester
      - Post Agendas and distribute on the staff.list.serve
    - Most exciting announcement is FAMIS is moving to the cloud. Facilities use this to access and enter time cards. Perhaps a dashboard presentation can be created to link to SA announcements, and a link to the Digest.
      - Further analysis of this will need to be done, and approved.
    - Staff Assembly Facebook page is up and active
    - Large retractable sign is being created with design, logo, “tag line”. Hope to be ready for General Assembly meeting
  - Elections and Nominations – Susan Cheesman, Chair
    - With three vacant seats, new attendees, Ebony Majeed, Reves Center, Global Education Office; and, Cynthia Burns Flannery, Dean’s Office, Arts & Sciences, were nominated and approved as Senators to the Assembly.
  - Activities & Events – Melissa Marshall, Chair
    - Staff Assembly presence at the Benefits Fair on August 5<sup>th</sup> was successful.
- ***New Issues or Concerns (open discussion)***
  - Nothing further discussed due to time constraints

Meeting Adjourned

Attendance Record attached

Submitted by:

Debbrah Pelata, Staff Assembly Recording Secretary