# William & Mary Staff Assembly

# Meeting Minutes

#  Wednesday, February 10, 2021

The February 10 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:09am. Sonya Worden conducted roll call and a quorum was established. See attendance sheet.

**Ground Rules**

* Raise hand
* Mute unless you are speaking
* Be honest, open and respectful
* Ask for clarity

**Approval of December 9 Minutes**

* Motion to approve brought forth by Robin Hollenbeck
* Seconded by John Dixon
* Approved by quorum via Teams Chat

**Chris Lee, Chief Human Resources Officer**

* Arielle Newby welcome Chris Lee and thanked him for being our special guest
	+ Addressed 2018 Climate Survey; parking big issue for all
	+ Market study done on compensation
	+ Letter coming out soon to all staff with total compensation, including benefits
	+ Announcement coming out in next few weeks regarding volunteer benefits
	+ Also coming soon is Pay Administration Manual with major health insurance benefit
	+ Nothing to report on Civility & Citizenship to date
	+ Received positive feedback on check-in conversations process; have not forgotten about 360 evaluations; continuing to consider
	+ Supervisor’s Forum meets monthly
	+ Manager’s Forum meets every other month; discusses policy matters
	+ Next climate survey in Spring 2022
	+ The Ombuds position will be filled by three people who will work together and incorporate university values; all Assemblies were supportive of this plan
	+ Lynn Smith is Staff Assembly liaison to Ombuds
	+ Jennifer Fox (former Staff Assembly member) was liaison to survey committee
	+ Shout out to Marc Kelly and Policies & Issues Committee for initiative on diverse interview panels
	+ Systematic and forthright actions are being taken for any violation of Healthy Together
		- People are being held accountable
		- Incidents need to be reported
		- Warning or two, then action
		- Very diligent because this is so important to keeping students on campus
		- Responsibility of all to stay safe
		- All rules are still on website
		- Remember to participate in the training; will not be in good standing with W&M if training not completed, which means NO
			* Pay raises
			* Promotions
			* Sabbaticals
			* Awards
		- President Rowe has completed training and expects all others to do so as well
* There will be a fair, systematic and transparent way to provide merit increases, as able, through the check-in conversation process

**President’s Report, Arielle Newby**

* Listen to BOV executive committee meeting; includes athletics update and update from President Rowe; full BOV meets at end of February
* Provide feedback on planned pause via e-mail to Staff Assembly
* Duke Award nominations are open
* Remember to take care of yourself and take one day at a time; spring semester will be as taxing as fall and will be longer
* Please sign up for the W&M&you app

**Vice President’s Report, Robin Hollenbeck**

* COVID
	+ Shared COVID quick reference information
	+ Register with Virginia Department of Health website for vaccine; get on all possible lists
	+ CVS, Walgreens and Walmart have been approved to give vaccine
	+ Continue to wear masks, social-distance and wash hands thoroughly now and after being vaccinated
	+ COVID 19 dashboard continues to be updated
	+ Report positive COVID tests
	+ Go to primary care physician if you have symptoms
	+ Report violations of W&M policies
	+ At will testing has returned
	+ Remember to do Cornerstone Healthy Together training by February 10
* Robin Hollenbeck and Arielle Newby are members of Cabinet Plus and continue to meet regularly with W&M leadership but are no longer on COVID Response Team, which has been reduced in size

**Social Media, Lynn Smith, Chair**

* Jeremy Condron left W&M in late January
* Anything to be posted should be sent to Lynn Smith via e-mail

**Activities & Events Committee, Kelly Sataraka, Chair**

* February 16 will be joint meeting with Communications Committee
* Working with Nina Earl on food drive; all are welcome to participate
* Allyship is in place of Water Cooler on February 17

**Elections & Nominations, Salley Rowe, Chair**

* Please plan to attend one of the upcoming SA Interest meetings; senators needed to share their experiences;
	+ March 10; 2-3pm; hosted by Robin Hollenbeck – Personal meeting ID 633 820 0465; Passcode 1693
	+ March 12; 10-11am; hosted by Kelly Sataraka – <https://cwm.zoom.us/j/5655110874>
	+ March 17; 2-3pm; Water Cooler - <https://cwm.zoom.us/meeting/register/tJAtceCuqTIpE9TzYRQDURJW8eHyS0WlflWU>
* Dates to Remember:
	+ Senator Nomination form will be open March 1-March 19. [Click Here to Nominate yourself or a colleague](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwmsas.qualtrics.com%2Fjfe%2Fform%2FSV_9WDfPQ8cPZLreU6&data=04%7C01%7Cscword%40wm.edu%7Ccbee0c5b9ca24a84db7808d8dd9f1916%7Cb93cbc3e661d40588693a897b924b8d7%7C0%7C0%7C637503022684131132%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Ry3tdN0l1tpA2ZPfou6ll66U6LkXHfe4RBPr9ZrVa70%3D&reserved=0).
	+ Please check the [2020-201 Assembly Rooster](https://wm1693.app.box.com/folder/117935601216) to see if you are up for re-election this term
	+ Staff Assembly Senator Election will run March 25- April 2
	+ Staff Assembly officer election will occur on May 12

**Communications, John Dixon, Chair**

* February 16 is next meeting with Activities & Events Committee; open to all
* Reminder that you do not need to be a Staff Assembly Senator to serve on a committee

**Miscellaneous**

* Chrystal Taylor reported that professional development is still on pause due to lack of funds; no word on when this will be lifted
* Bonnie Mahar indicated that faculty, staff and students may now park in any faculty/staff or student space with a permit (does not include service, reserved or ADA)
* Short term parking options are the same as they were in the fall; day passes or the app
* Sharon Turnage did not have any updates from parking appeals subcommittee; mostly giving warnings; not many citations
* Arielle Newby reminded everyone to attend the Allyship session/Water Cooler; will be 90 minutes to allow time for discussion

**Meeting adjourned at 11:15am**

**Respectfully submitted by Sonya C. Worden, Staff Assembly Secretary**