# William & Mary Staff Assembly

# Meeting Minutes

#  Wednesday, August 12, 2020

The August 12 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:03am. 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

**Treasurer’s Report**

* No updates on Staff Assembly finances at time of meeting; later reported we have $1,000
* Primary expenses expected to be spring and fall general meetings

**Standing Meetings**

* It was proposed that Staff Assembly meets the second Wednesday of each month going forward
	+ Motion by Robin Hollenbeck
	+ Seconded by Sharron Turnage
	+ Motion approved

**Committee Reports**

* **Activities & Events – Lynn Smith**
	+ Next general meeting scheduled for December 9 @ 10am in Chesapeake
	+ Water Cooler sessions will continue and will be held monthly the Wednesday following the Staff Assembly meeting
		- Next session will be Wednesday, August 19 @ 2pm
		- Will be advertised in Digest and shared on SA Teams channel
	+ SA wants to highlight a member each month; resumes requested from all members
	+ Committee is assisting Jeremy Condron in updating Facebook and web pages
	+ Discussing ways to do virtual events; reaching out to other universities and sharing ideas
* **Constitution & Bylaws – Robin Hollenbeck**
	+ Will be establishing a consistent meeting date going forward
* **Elections & Nominations – Arielle Newby**
	+ May not need mid-term elections
* **Policies & Issues – Marc Kelly**
	+ Having regular monthly meetings
	+ Need clarification of lay-offs policy and evaluations of salaries; classified vs. university employees
* **Social Media – Jeremy Condron**
	+ Doing a great job with social outreach
	+ Now on Facebook, Twitter and Instagram

**New Business**

* Mask wearing expectations
	+ Wear any time social distancing is not possible
	+ Masks required inside unless you are in your own office alone
	+ When wearing face shield, mask also required
	+ Contact Debbie Howe in HR if unable to wear a mask for health reasons
	+ How are complaints being handled?
		- COVID response team is creating a flow chart for complaints regarding not wearing masks
* Parking
	+ Zable Stadium is now entirely faculty/staff parking
	+ New visitor spaces are pay by Passport App only; $2.50 per hour; info on website
	+ Annual parking passes will be prorated based on when an employee purchases the pass upon return to working on campus
* Furloughs
	+ Probability of involuntary furloughs?
		- Answer not provided at this time
		- W&M doing all possible to keep people employed
	+ If furloughed, how does one continue to afford health insurance payments?
		- Are you able to use vacation days to pay insurance premiums?
			* No, cannot use any paid leave while furloughed
		- Are you able to use COVID leave while furloughed?
			* No, cannot use any paid leave while furloughed
		- If furloughed, do you get winter break pay?
			* Could depend on beginning/end dates of furlough
			* Leave accrual stops while furloughed
	+ Are you able to collect unemployment during voluntary furlough?
		- You may apply but depends on how long you are furloughed
		- Completely at the discretion of Virginia Employment Commission
		- Questions? askhr@wm.edu
* Communication
	+ Hard to keep up with all information coming from all directions
	+ Is correct information getting to all employees?
	+ Need info in easy to read bullet format; has been requested from ELT
	+ HR page is updated daily; be sure to check back often
* Student Affairs
	+ 600 move-ins scheduled for today
	+ Student life going forward
	+ OAs dancing, shouting, singing and wearing masks
* Healthy Together
	+ Register through Kallaco for potential COVID test
	+ If you have ever been a student, must use student e-mail address
	+ E-mail IT if having issues (support@wm.edu)
	+ Be sure to do daily health check on phone app or online
	+ Complete Cornerstone training by end of month
* Building Openings
	+ COVID response team working on plans to determine which buildings are:
		- Swipe key access only
		- What stays locked
		- What is open
		- Hours buildings are open
* Miscellaneous
	+ Will student workers be coming back?
		- Due to hiring freeze all hires must go through PERT process
	+ Has anyone been reassigned at this time?
		- Some have been reassigned to assist with students returning to campus
	+ Does W&M close after students leave at Thanksgiving?
		- No, campus remains open as usual
		- Winter break will take place December 24 – January 1 (per Provost e-mail 9/2/20)
	+ Questions regarding redistribution of travel monies should be directed to Amy Sebring
* Additional Thoughts
	+ These are very stressful and worrisome times
	+ No way to know if things will get better or worse right now
	+ Ask questions
	+ Be patient – we are not all in our usual spaces but in different places at different times so responses could take some time
	+ Communication is vitally important
	+ When taking time away from work, put out of office messages on e-mail and provide an alternate person to contact
	+ Protect your peace at all costs
	+ As expressed by Provost, remember to take time for yourself

**Meeting adjourned at 11:30am.**

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