# William & Mary Staff Assembly

# Retreat Minutes

# Wednesday, July 8, 2020

The July 8 Staff Assembly Retreat was held via Zoom. The retreat was called to order by Arielle Newby, Staff Assembly President, at 10:03am. Sonya Worden conducted roll call and the quorum was established. See attendance sheet.

**Ground Rules**

* Raise hand
* Mute unless you are speaking
* Be honest, open and respectful
* Yes, and (not but)

**SWOTT Analysis**

* Conducted on-line SWOTT Analysis
* Reviewed results
* Some things listed as strength AND weakness; discussed and added trends
* How do we keep from starting over with ideas under new members/leadership each year
* Working toward having VP be president-elect for continuity
* SWOTT will be a living document that resides in Box

**Committee Reports**

Where can committee commit to outcome? What makes sense for committee in perpetuity? What is committee supposed to do per bylaws?

* **Nominations & Elections – Adam Ferguson**
  + Work with social media committee to advertise nominations and voting
  + Need to improve nominations process to provide equal representation/inclusivity
  + Create paper forms in non-COVID world to reach more staff who do not have regular access to technology (internet, computer, etc.)
  + Have polling locations
  + Have regular voting days to get staff used to voting
  + Secretary to be member of Elections & Nominations Committee
  + Require log-in to vote
  + Improve recruitment processes
  + Provide interest meeting for officers
  + Secure supervisor support for those interested in serving on Staff Assembly
  + Clear communication regarding terms
  + Provide timeline to BOV
* **Constitution & Bylaws – Robin Hollenbeck**
  + Members in Attendance: Tamia Rudnicky, Logan Chappell, Nina Earl
  + Introductions of Committee and what role it plays in Staff Assembly
  + Reviewed Article III and Article V of the Constitution and Bylaws
  + Discussed the role that Staff Assembly plays with the BOV this year
  + Went over parliamentary procedures, agenda items and time lines for things to be submitted to be on the agenda
* **Communications – John Dixon**
  + Review Bylaws for Overview
    - Does the Communication Committee need to be the funnel for all communications or just the "major" communications (i.e. newsletter, regular meetings & general meeting information, etc.) vs. "minor" (i.e. water cooler sessions)
    - If communications come from elsewhere, will messages get lost?
    - Liaison between all committees
    - Social Media coordinator needs to be a part of the Communication Committee
    - During COVID "times", allow for more flexibility with how information sessions are scheduled or will this be the new norm?
    - Historian for ALL things Staff Assembly or just communications?
  + Process Improvements:
    - Transfer Box folders to a "Departmental Box" to avoid lost information (owned by IT)
    - Communications created by other committees to be streamlined through Teams/Box
    - [sasmc@wm.edu](mailto:sasmc@wm.edu) to send information to be posted to Social Media account
  + Commit to formalize process:
    - Commit to publish a quarterly newsletter
    - Ensure all communications are clear and concise for all audiences
    - Review and update succession plan quarterly to include “wins” or improvements throughout the term year
    - Social Media should fall under communications committee even though this is an officer position
* **Policies and Issues – Marc Kelly**
  + Responsibilities to revisit:
    - Liaison aspect—university administration should be meeting with President & VP of assembly
    - This may need to be moved out of the P&I committee charge
    - Explore designating liaison positions for specific committee members for Faculty Assembly, PPFA, and Student Assembly
    - Virginia Governmental Employees Association- explore membership for a SA member
  + Opportunities to commit to process:
    - Set meetings instead of as-needed basis
    - Information sharing – share out with whole assembly about the issues we are discussing and researching
    - Clear process for raising issues to Staff Assembly
* **Activities and Events – Kelly Crawford**
  + Looked at bylaws
    - Committee responsible for facilitating meetings and staff engagement
    - Reviewed what has and has not worked
    - Add orientation session for new members to existing processes
  + Next general meeting
    - Due to COVID, proposed to take place in early December
    - Potential speakers include Amy Sebring and Sam Hayes
  + Fundraising
    - Secure a separate index for Staff Assembly for One Tribe One Day gifts
  + Supporting Staff
    - How can we better support facilities and increase participation?
      * Wi-fi hot spots
      * Any additional devices that can be used to access the monthly meeting and water coolers?
      * Schedule water cooler times during a facilities friendly hour

**Meeting adjourned at 12:05pm.**

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