# William & Mary Staff Assembly

# Meeting Minutes

# Wednesday, October 14, 2020

The October 14 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

**Approval of September 9 Minutes**

* Motion to approve brought forth by Robin Hollenbeck
* Seconded by John Dixon
* Approved

**President’s Report, Arielle Newby**

* Thanks to all Assembly senators for their hard work and dedication; also expressed to BOV during recent meetings
* If have not already done so, take some time to listen to recent BOV meeting
* COVID response team is now meeting twice per week; reach out to any member with questions
* Arielle Newby and Robin Hollenbeck meeting with senior administration once per week
* For performance evaluations this fall, be thinking about your role, ways to advance your position; be sure to self-reflect prior to evaluation

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

* Focus on health and wellness
  + Get your flu shot
  + Wear masks
  + Social distance
  + Take time off; explore leave options
  + Communicate with supervisor regarding holiday travel
  + Meet with supervisor regarding Spring ’21 schedule prior to end of 2020
  + Take advantage of EAP options
  + If sick, do not go to work
  + If experiencing symptoms, go to **doctor** for COVID test, not W&M

**Treasurer’s Report, Salley Rowe**

* No update at this time

**Committee Reports**

* **Activities & Events – Kelly Sataraka, Chair**
  + Will be conducting holiday food drive for W&M staff and Williamsburg House of Mercy
  + Thanks again to Liz Covart for being our guest at our first Citizen Empowerment series talk. Carol Gilmour Arnette and her daughter, Caroline Arnette, have generously agreed to be our next speakers. Date TBD
  + Proposal: creation of the Public Initiatives sub-committee/committee
    - Nina Earl, Chair
    - Tamia Rudnicky, Vice chair
    - This committee will handle the food drive, which will be year round, as well as organizing volunteer opportunities. Also takes suggestions for organizations we benefit, in addition to Campus Food Bank outreach
    - Will also include members from other assemblies
  + General meeting scheduled for Wednesday, December 9 at 10am
  + Physical space reserved for Staff Assembly general meeting; Arielle has emailed invitations to speakers; looking into webinar format
  + Activities & Events and Communications Committees will hold joint meetings in October and November
  + Facebook gathering scheduled for October 15 at 7pm
* **Communications – John Dixon, Chair**
  + Newsletter will go out October 16 via e-mail and Facebook
  + Joint meetings with Activities & Events committee in October and November
  + Working on flyer for next Citizen Empowerment talk for website and Facebook
* **Constitution & Bylaws – Robin Hollenbeck, Vice President & Chair**
  + Working on next steps to have mission and values approved by BOV at meeting in October
* **Elections & Nominations – Salley Rowe, Chair**
  + Election for Social Media Coordinator will be conducted in Spring ‘21
  + Will meet next in January to discuss 2021 elections
* **Policies & Issues – Marc Kelly, Chair**
  + Going forward, interview panels will need to have one female and one minority (or one or the other depending on panel size)
    - Currently seeking volunteers for hiring panels through the Digest
    - W&M should always present as diverse to prospective employees
    - Marc will manage volunteer info and pass along to HR

**New Business**

* Welcome to our two new Senators:
  + LaTryce Butler from the School of Education
  + Kris Marshall from Athletics
* A reminder that all W&M staff are eligible to join a Staff Assembly committee

**Special Guest – Amy Sebring, Chief Operating Officer**

* Now past all refund deadlines so have a sense that we will remain hovering close to a $30M budget deficit for fiscal year 21
  + $23M of this is from housing and dining (73%)
  + 27% of students are remote only this semester
  + Some loss from tuition
  + In state student percentage is up; out of state percentage is down
  + $10M has been spent for COVID related expenses
  + Should be able to maintain if conditions remain the same; great deal depends on Spring ’21 admission numbers
* General Assembly Special Session
  + No reductions to higher education right now; meeting again in December so could change
  + Will take 18 months to be certain
  + W&M has a $450M operating budget
* Overcoming $30M deficit will include:
  + Continuation of strict cost containment
  + Prioritizing expenses
  + Cabinet to implement reductions
  + A&S incurred 2% operating cut
  + Looking into refunding of existing debt – like refinancing a home – closing in next two weeks
* Hiring
  + Early in pandemic no hiring was being done
  + Moved to critical need only; filling through campus-wide process
  + If we can hold on hiring for a position, we will
* Sam Hayes, Interim Chief Facilities Officer, is doing SWOTT Analysis for Facilities Management to include:
  + Staffing
  + Training
  + Early spring plan for continuity
  + Personally committed to professional development; right thing to do for people and organization
  + HR looking at succession planning
  + Not currently recruiting from right places
* Miscellaneous
  + Environmental Health & Safety now falls under Deborah Cheesboro, AVP for Public Safety and Chief of Police
    - EH&S bogged down with COVID response
    - Need to keep up with annual safety training
    - Aware and working with appropriate resources
  + Well Being
    - Message from Amy to campus coming out to focus on small wins
    - For morale, be sure to highlight efforts being accomplished
    - Will be able to carry over 80 additional hours of annual leave from 2020 to 2021
    - Concerned that people are not taking enough leave right now; encouraged to do so when able
* Arielle Newby thanked Amy Sebring for her time and for being such a great partner.

**Old Business**

* Remember to attend Water Cooler sessions; these are not recorded
* Jennifer Fox regarding extended winter break for students
  + Staff are working during this time (staff break is December 24 – January 1)
  + Use time to reflect on this year and plan for Spring ‘21
  + Participate in professional development/training webinars and activities
  + Good time to take annual leave
* LaTryce Butler regarding Human Resources
  + COVID resources to continue through Spring ’21; may even improve
  + Update telework agreements as most were only through 2020
  + Is W&M still reimbursing for connectivity/internet from home?

**Meeting adjourned at 11:09am.**

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