# William & Mary Staff Assembly

# Meeting Minutes

#  Wednesday, September 9, 2020

The September 9 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:05am. 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 August 12 Minutes**

* Motion to approve brought forth by Robin Hollenbeck
* Seconded by Tamia Rudnicky
* Approved

**President’s Report, Arielle Newby**

* Attended BOV Meeting in person, socially distanced
	+ Budget shortfall estimated to be between $30-$100 million
	+ Naming/renaming of buildings guidelines have been posted; focus on black and indigenous people on campus
	+ Faculty Assembly, Staff Assembly and PPFA shared concerns regarding return to campus, including social distancing, mask wearing and the necessary resources to support the return
* Arielle and Robin are still speaking with senior leadership regularly regarding concerns

**Treasurer’s Report, Salley Rowe, Treasurer**

* The staff assembly budget (120965) has $1000. There are no pending charges.

**Committee Reports**

* **Activities & Events – Kelly Sataraka, Chair**
* Staff Assembly general meeting
	+ Working on details and invitations
	+ December 9 at 10 a.m.
	+ Combining our monthly and general meetings
* Food/holiday basket drive
	+ Nina is the primary volunteer/partner on this
* Working on securing a space to operate a year-round food bank. Fingers crossed and more by the end of the month.
* If space is not secured, we will go with Plan B, which is using systems/materials from last year
* Would like to highlight/appreciate/thank fellow staffers on social platforms
	+ Put out a call for volunteer wrangler
	+ Citizen Empowerment Series
		- Proposed date: Thursday, October 15, at 6:30 p.m.
		- Liz Covart is first up (confirmed for October 22 at 6:30pm)
		- Have already started coordinating with her. Bio prepped, she's updating presentation/previous workshop, etc.
		- Currently talking with Jeremy Condron about presenting
* **Communications – John Dixon, Chair**
	+ Summer newsletter is out now
	+ Inquiring content for Fall newsletter from senators – deadline August 28th
	+ Discussion on how can we, Staff Assembly senators, help facilitate a safe and informative return to campus?
* **Constitution & Bylaws – Robin Hollenbeck, Vice President & Chair**
	+ No report
* **Elections & Nominations – Arielle Newby, President**
	+ Adam Ferguson has resigned from the Staff Assembly
	+ A replacement will be appointed; mid-term election not necessary
* **Policies & Issues – Marc Kelly, Chair**
	+ Met August 27 via Zoom
		- Hiring Panel Diversity – members discussed a mandate to include minorities and females on all hiring panels. Members agreed that W&M should present itself as a diverse employer by showing diversity on all hiring panels. Good ideas and questions came out of the discussion as follows:
			* Will help bridge collaboration between other departments and minority groups within W&M
			* Create a database of qualified volunteers for interview panel. How can we do this? Send out a survey to all staff? Add database to HR site?
			* Elevate campus culture
			* Also discussed need for succession planning. Development programs will allow W&M to hire entry-level positions and advance employees from within. This allows for a larger candidate pool of potential hires and opens the door for more diversity.
		- Hiring Guide Revisions
			* Propose the addition of the following paragraph in the Hiring Guide on the HR website. This should be inserted at position #5, moving the current line item #5 to position #6.
				+ Interview panels must consist of one (1) female and one (1) minority member. Panels consisting of three members or less shall include either one (1) female or one (1) minority. Panels consisting of more than 3 members shall include both
		- Action Items
			* Reach out to contacts at other universities to discover if succession planning programs are already being used; steal shamelessly
			* Develop a survey for potential female and minority candidates for interview panels. Who will do this?
			* Develop a database with contact information for hiring panel volunteers. Who will do this?
* Social Media Coordinator – Jeremy Condron
	+ 133 followers on Facebook; 12 followers on Twitter; 6 followers on Instagram
	+ September 24 will be Jeremy’s last day at William & Mary; accepted position with U.S. Navy; will relinquish Staff Assembly duties on September 20 (NOTE: Jeremy will now be with W&M through this year and will continue with his SA duties until his departure.)
		- This is an elected position, so bylaws need to be followed to fill. If interested, e-mail Arielle Newby or Robin Hollenbeck.
* Parking Advisory Committee – Bonnie Mahar, Chair
	+ No report
* Employee Appreciation Committee – Destiny Elliot, Chair
	+ No report
* Professional Development Fund – Crystal Taylor, Chair
	+ Meetings for this committee are on hold due to COVID-19, travel restrictions and the current financial state. The hope is that we will be able to resume soon.

**New Business**

* Staff Assembly Meeting Guest Speakers
	+ Amy Sebring to be special guest speaker at October 14 Staff Assembly meeting
	+ Recommendations for speakers for Staff Assembly meetings needed
		- Recommend through Teams chat channel or via e-mail to staffassembly@wm.edu
* Arielle Newby expressed sincere gratitude to the senators for all they do for the Staff Assembly. During these difficult and uncertain times, she and Robin Hollenbeck have been pulled in many directions and appreciate the extra effort by others.

Miscellaneous

* + Concerns raised about bathroom stalls and sinks not being marked off in a socially-distanced way
		- High touch areas like these are cleaned thoroughly and often
		- Suggested that plastic shields be installed between sinks
	+ If you are chosen for a COVID test, Kallaco will send you and e-mail; will now be weekly
	+ Work situations continue to include telework only, on campus only and hybrid
	+ Kudos to campus post office for receiving/delivering all packages over the summer
	+ Remember to check COVID dashboard regularly; it is being updated
	+ Next Water Cooler is September 16 at 2pm
	+ At-will COVID testing available at VCU on Henry Street ($15 co-pay)
	+ Not aware of any new voluntary furlough opportunities at this time
	+ Revisions to telework policies coming soon that take into account current circumstances
	+ Concerns regarding hours buildings are open should be sent to COVIDresonse@wm.edu
	+ 25% of student body did not return; very important to keep students on campus
	+ Board authorized $250 million bond package per financial affairs committee

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

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