

**William & Mary Staff Assembly
Monthly Meeting Minutes
Thursday, April 18, 2019**

The April 2019 meeting was held in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 10:33 a.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 11:39 p.m. The following items were discussed:

Approval of the Minutes	Minutes from March 2019 meeting were approved per motion by Venus Spencer and seconded by Larry Jackson. Membership unanimously voted and motion passed.
General Business	<p>The following was discussed:</p> <ol style="list-style-type: none"> 1. Jennifer Fox welcomed new members. Each member introduced themselves to begin meeting. 2. Employee Appreciation Service Awards will be held June 5th. 3. Larry Jackson noted the campus is a month out from the Steam Plant shutdown; will take place the week after graduation. The heat will be off. The AC will not be affected nor the hot water.
President's report	<p>Jennifer Fox reporting.</p> <ul style="list-style-type: none"> • Follow up email was sent to Sam Jones re: general meeting questions to be posted for Staff. • Peer evaluations from Jennifer will be submitted to membership for employee evaluations. • The Duke Award recipient is Sherrene Moore (Procurement) and she will be recognized on April 29th at 4:30 pm in the Wren Great Hall. • Dania Matos, Deputy Chief Diversity Officer, has accepted a new position. Her farewell reception will be held April 29th in Sadler at 4:00 pm.

	<ul style="list-style-type: none"> Update regarding Working Group for classification system. Committee is in the research phases looking at tier 3 institutions and public universities in Virginia. Next meeting will be held Tuesday, April 23rd.
Treasurer's Report	<p>LaTryce Butler reporting. No updates on processed payments. Name badges to be purchased for new members.</p> <p>Current Balance: \$960.00</p>
<u>Committee Reports</u>	
Elections	<p>Claudia Smith reporting. Elections were successful. 16 vacancies; 15 filled; one candidate was classified as professional. Position will remain unfilled until midterms.</p>
Communications	<p>Colleen Lynch reporting. Newsletter went out in March. Assembly cheered in approval for an excellent newsletter. Next newsletter to be published mid-summer. Recommendations from membership to highlight newly elected senators, "office hours", Duke Award recipient, announce fall meeting and newly elected officers.</p>
Policies & Issues	No report
Constitution & Bylaws	No report
Activities & Events	No report
Development Fund	<p>LaTryce Butler reporting. Development Support Fund has established new application calendar.</p> <p>May – August: Apply by March 15th September – December: Apply by July 15th</p>

	<p>January – April: Apply by November 15th</p> <p>Email address has been established for inquiries. Click here for more information.</p>
<p>New Business Open Discussion</p>	<ol style="list-style-type: none"> 1. 2019-2020 Officer elections will take place during the May meeting. Both the Secretary and Treasurer will vacate their offices so that all officers can be on the same cycle. Any member interested in holding an office or chair position can elect themselves or others. A survey will be sent out from Jennifer. 2. Membership discussed the idea of potentially having professional pictures available to all staff members throughout the year. 3. All are encouraged to complete the America To Go survey. 4. Members participated in discussion regarding Employee Appreciation thinking of ways to bring staff together for socialization and networking instead of “just having a free lunch”. 5. Jennifer shared commitments and projects she has been a part of as president in an effort to effectively transition out of the presidency. Jennifer will work with incoming executive board to draw out responsibilities and position descriptions. Staff Assembly and future officers are encouraged to participate or volunteer to take a task of their interest.

Staff Assembly Attendance and Voting Record

Date of Meeting: Thursday, April 18, 2019

Secretary: Arielle S. Newby

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. LATRYCE BUTLER	x				
MS. ABBEY CHILDS					
MR. ADAM FERGUSON	x				
MS. LYNNE FORS	x				
MS. JENNIFER FOX	x				
MS. SHELLEY HACKWORTH	x				
MR. CHARLES (LARRY) JACKSON					
MR. CHRIS KATELLA					
MS. CHRISTINA LUERS					
MS. COLLEEN LYNCH	x				
MS. ARIELLE NEWBY	x				
MS. DEIRDRE RICHARDS	x				
MS. CLAUDIA SMITH	x				
MS. GHANA SMITH					
MS. VENUS SPENCER	x				
MS. AMY SPENCER-WESTERKAMP	x				
MS. CRYSTAL TAYLOR	x				

17 Members/7 Vacancies 8 Members Needed for Quorum

By signing below, I certify this document to be a true record of the attendance and voting at the aforementioned meeting of the Staff Assembly.

Arielle S. Newby
Secretary

