



WILLIAM & MARY

STAFF ASSEMBLY

Staff Assembly Meeting Minutes
December 14, 2017 | 4:00 pm
Sadler Center, James Room

President Fox brought the meeting to order.

Roll call taken and attached

- Announcement of absences
- There were not enough senators to reach a quorum. Voting actions deferred until next meeting.

Ad Hoc Election for Secretary

- Action deferred until next meeting due to insufficient attendance.

Business Items – Ms. Jennifer Fox

- September Meeting Minutes – Due to technical malfunctions, Staff Assembly’s previous Secretary does not have a record of the September meeting. Ms. Claudia Smith volunteered to craft minutes from her notes and from the President’s Report that was submitted in preparation for the September meeting. Goal is for minutes to be available for vote before the next meeting.
- Proposal to correct Staff Assembly terms of service
 - Explanation of issue – As the roster stands right now, 18 senators are set to end their first time of service April 2019. The number of seats coming open in a regular election period should only be 12 in order to maintain an even balance of new and returning senators from year to year as stated in the Constitution.
 - Ms. Fox presented a proposal to correct the error and requested additional proposals from senators. Discussion followed with two options to be considered:
 - Option 1: Using Article IV, Section B of the Constitution as a model, randomly select 6 senators from the pool of 18 who would be ending their terms in 2019 and move up their end of term to April 2018.
 - Option 2: From the pool of 18, omit the 10 senators who were just elected during the mid-season elections, and select 6 from the remaining pool of 8 to end their first term in April 2018. We did not fully discuss how those 6 would be selected.
 - Ms. Fox deferred any final decisions to the next meeting to allow a greater number of senators to contribute to discussion
- Proposal to create Staff/PPFA Liaison – After having discussions with PPFA President, Terry Fassanella, Ms. Fox proposed to the Assembly that we appoint a liaison within our own who would attend regular PPFA meetings and represent Staff Assembly. Discussion followed. It was suggested that any such appointment should go to someone on the executive board, such as the Vice President to which several Senators agreed. It was also suggested that no such appointment should be confirmed without assurance of a reciprocal appointment in the PPFA. Ms. Fox agreed to reach out to President Fassanella and report back about whether the PPFA would also agree to a liaison.

Committee Assignments & Appointments

Senators had an opportunity to volunteer for committee appointments prior to the meeting using a Tribe Response Form. After discussion with senators in attendance, Ms. Fox confirmed chair, vice-chair and membership appointments for each committee. Updated list of committee assignments attached.

President’s Report – Ms. Jennifer Fox

- Sam Jones still has not crafted answers to the staff questions submitted in October. Ms. Fox has reminded him of this in meetings and via email. She will continue to press the issue until answers are received for publication on the website.
- Employee Appreciation Committee – Employee Service Awards Ceremony scheduled for June. The Committee is working on identifying those employees who have reached milestones. Ms. Fox asked senators for any feedback about the service awards (i.e. how they are presented, what they should be). Ms. Spencer-Westerkamp suggested improvements regarding how receipt of the awards are communicated. Senators also suggested that gifts be replaced with leave time and discussion followed. Ms. Fox agreed to take the suggestions to the EA Committee.
- Diversity Collective – This group is responsible for awarding IDEA Grants. Eight grantees were just recently awarded. A list of the grantees is attached.
- Strategic Planning and Steering Committee – This committee serves in an advisory capacity to the Board of Visitors. Primary focus right now is a feasibility study for WM 2026, W&M's 10-year plan. Ms. Ghana Smith asked if the committee had discussed WM 2026 in the context of how changes would impact staff, to which Ms. Fox responded that that had not been part of the discussion she had heard thus far. Ms. Fox offered to invite Mr. Henry Broaddus who leads the PSC to a meeting to provide more information about this plan as it relates to staff.

Treasurer's Report – Ms. Ghana Smith

To date, only printing costs have been deducted from the Assembly's State Funds. Ms. Claudia Smith offered to reach out to Jeff Herrick and find out when the Assembly could expect to be charged for streaming the October meeting.

Ms. Ghana Smith also noted that we are still waiting to receive bills from The Forum for the Holiday Unity Luncheon that Staff Assembly helped sponsor. Discussion about the luncheon from staff who attended followed. Several suggestions made for how to improve future events including, adding a dessert to the menu, hiring a better caterer, and having a better method for serving food.

Committee Reports

Activities & Events – Ms. Ghana Smith

Currently working with the President's Office on the holiday food drive. Boxes are scheduled to be picked up Dec 15 by Campus Mail.

Communications – Ms. Melissa Payne

Working on updating the website with photos of staff senators. Ms. Fox requested that Ms. Payne reach out to our new senators to confirm spellings for their Staff Assembly name badges. Ms. Payne offered to provide a quote to the Treasurer for the badges.

Constitution & Bylaws – Ms. Jennifer Fox

No updates to report at this time, but a couple of items were brought forth at this meeting that will require committee discussion.

Elections & Nominations – Ms. Dana Anderson-Radcliff

No updates to report at this time.

Polices & Issues Committee – Ms. Krystal Tang

No updates to report at this time.

Ms. Fox called for discussion of any other agenda items.

Professional and Staff Development Fund – Ms. Ghana Smith asked if the Staff Assembly was still involved with this committee. To date, it appears that no senators are serving on that committee. Ms. Fox agreed to reach out to Babs Bengston to rectify the issue. Ms. Fox did note that she believes the Board of Visitors fully supports this project and will continue to provide funds for its continuation.

Spring General Meeting – Ms. Fox suggested that the Assembly start thinking about topics for the Spring General Meeting, which is usually scheduled for March. Ms. Ghana Smith and Mr. Adam Ferguson suggested the issue of

staff moving to a 26-period pay cycle. Discussion followed with Ms. Fox suggesting that we invite John Poma and members of the Financial Operations Team to lead the meeting. Ms. Fox requested that Ms. Ghana Smith bring the idea back to the Activities & Events Committee for further discussion.

Meeting Adjourned

Attendance Record Attached

Committee Assignments Attached

IDEA Grantees List Attached

Submitted by:

Jennifer Fox, Staff Assembly President

Staff Assembly Attendance and Voting Record

Date of Meeting:

Dec 14, 2017


Secretary:

Jennifer Fox (acting)

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. ANDERSON-RADCLIFF	✓				
MS. BURNS FLANNERY	A				
MS. DANDRIDGE	A				
MS. ELLIOTT	A				
MS. FEND	A				
MR. FERGUSON	✓				
MS. FORS	A				
MS. FOX	✓				
MS. GORDON-WILSON	A				
MS. HACKWORTH	A				
MR. KATELLA	A				
MS. MCINTYRE	A				
MS. NEWBY	✓				
MS. PAYNE	✓				
MS. RAWLINGS	A				
MS. CLAUDIA SMITH	✓				
MS. GHANA SMITH	✓				
MS. LAURA SMITH	✓				
MS. SARAH SMITH	✓				
MS. SPENCER	A				
MS. SPENCER-WESTERKAMP	✓				
MS. TANG	✓				
MS. TAYLOR	A				
VACANT					

23 Members/1 Vacancy

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.



 Secretary



WILLIAM & MARY

STAFF ASSEMBLY

Committee Assignments Term 2017-2018

Updated December 2017

Constitution & By-Laws

Chair – Amy Spencer-Westerkamp

Vice Chair – Jennifer Fox

Members – Bobbi Rawlings, Lynne Fors, Arielle Newby, Laura Smith

Communications

Chair – Chris Katella

Vice Chair – Melissa Payne

Members – Claudia Smith, 1 vacancy

Activities & Events

Chair – Venus Spencer

Vice Chair – Cynthia Flannery

Members – Monique Dandridge, Bobbi Rawlings, Ghana Smith, Krystal Tang, Crystal Taylor, Amy Spencer-Westerkamp

Policies & Issues

Chair – Bobbi Rawlings

Vice Chair – Gloria McIntyre

Members – Dana Anderson-Radcliffe, Lynne Fors, Arielle Newby, Sarah Smith

Elections & Nominations

Chair – Dana Anderson-Radcliffe

Vice Chair – Adam Ferguson

Members – Shelley Hackworth, Claudia Smith

Not yet assigned: Ms. Elliott, Ms. Gordon-Wilson

DIVERSITY COLLECTIVE

2017-2018 IDEA GRANTEES

Connecting Communities: Building bridges of support to ensure success in the graduate school environment	Shanna Williamson / Gail Schwieterman
Exploring Equity in STEM Education: A Workshop Series	Amy Chen
Community-building and professional development events for SWMS at VIMS	Dr. Emily Rivest
NASPA Multicultural Institute (NMI) Conference	Naomi Cholst
Integrative Diversity & Inclusion Forum/Panel	Mayanthi Jayawardena
UndocuAlly Training for W&M Faculty and Staff	Steve Sechrist
Social Justice & Diversity Professional Development Lecture Series and Conference Presentations	Natoya Haskins and Jacqueline Rodriguez
Tutoring for Social Change	John Riofrio "Rio"