



**Staff Assembly
Meeting Minutes**

Wednesday February 16, 2016
Blow Hall, Board Room

President brought the meeting to order.

- Enough Staff Assembly members present for a voting quorum
 - October 28, 2016 minutes approved
 - December 16, 2015 minutes approved
 - January 20, 2016 minutes approved
 - Roll call taken and attached (12 in attendance)
- President provided update from
 - Attended the Planning Steering Committee Meeting (January 27, 2016)
 - Tiffany Beker was also a presenter in the meeting. She addressed the use of social media at the College – Twitter, FB, etc. Overall, CWM ranks along with larger, more well-known schools, such as Notre Dame, Brown, and others. All of these avenues introduce CWM to a larger audience, with the number of “engagements” far exceeding the number of “followers” for each platform. This is a great example of how important social media is to higher education, and how we can expand our “customer base” by using social media.
 - Budgets were a primary topic and well as capital building
 - The 2017-2018 budgets include building a music facility and a facility plant on the West Campus
 - A 2% salary increase has been approved for 2017-2018
 - 70% of this is funded from college tuition; 30% is funded from state money
 - Also recognized that W&M, as a Tier 3 college, is the only college without an Engineering Program; further analysis to be done on this; major concern is the cost of developing and implementing such a program
 - Steve Hanson of the Reeves Center brought up the President’s Initiative on global presence both foreign travel and international students on campus.
 - He also discussed the new online MBA program and we will continue to develop globally.
 - Ms. Vance mentioned that we are moving forward globally. W&M currently has employees in 13 states.
 - There is to be a Spring Campus Interest Group meeting in May or June. Date is June 9th. This is the opportunity for a representative from each Affinity group to present to the President, Chairs etc. what they have accomplished over the past semester and what may be coming up. Basically a formal update.
 - Ms. Vance emailed the various Affinity groups to open discussion about the feasibility to form some sort of umbrella committee regarding special interests of the each group and how we can make a larger impact as a whole. We need to determine how often to meet, and actually would like to see members from those groups join our monthly assembly meeting.

- There are a few that are Senators on the assembly, and well as members of some of these groups, and perhaps they could share with us topics being discussed or how we can merger
- Committee Reports & Assignments
 - Discussion of Constitution & By-laws not voted on
 - Spring General Assembly meeting will be held on March 9th.
 - Ms. Mayton has been asked to reach out to them and ask them to join us
 - There will have a 3-5 minute period to speak
 - Currently the PPFA; Women's Group; and Equality Groups have agreed to be presenters
 - The remaining time will be spent for questions & answers
 - Further discussion on what to communicate to new hires and what is available to them
 - HR PowerPoints, employee handbooks but overwhelming
 - Ms. Vance is going to ask for a copy of their PowerPoint, and how we can make it more visible to new hires
 - Discussion of opening the Staff Assembly Nominations & Elections process for 2016-2017 business year.
 - Ms. Cheesman, as Chair of the Committee, will oversee the process.
 - Nominations will be made between March 4 and March 18
 - Elections will be held March 23 thru April 1
 - New Senators will be voted on at the April 14 Assembly Meeting
 - New Senators will be contacted and join us for the 1st meeting in May to be sworn in
 - Again open discussion regarding Chair vacancies and staff unassigned
 - Ms. Vance did ask for those present and not on a committee to volunteer for one
 - Ms. Gaultney on Activity Committee
 - Ms. Leska on Policy
 - Ms. Mayton on Policy
 - Ms. Windley on Communications
 - Ms. Vance to send out email regarding open chairs, and those not participating on a regular basis will be removed for the upcoming election...
- General Business
 - Short term goals
 - Suggestion box to be placed strategic places on campus
 - There is a green lockbox at the HR building now
 - Recommendations were Community Center
 - Facility Bldg.
 - Campus Police Bldg.
 - Sandler Hall
 - Warehouse
 - Seems the Warehouse and Facility maybe the prime buildings
 - Mr. Bristow brought up the need to have further approval from
 - Bob Morman, Director of Housekeeping
 - Greg Shipp, Director of Operations
 - Tina Sinclair, Director of Business Services
 - Some more logistics need to be finalized
 - Price for lock box
 - Construction to put box on building or a post
 - Secure as designed
 - Create flyers

- Work order
- Long term goals
 - Continue to move forward regarding parking
 - Obtain a seat on the Parking Committee
 - We have to ask that we want to be on the Committee
 - Finalize and approve the Constitutions
 - Set solid goals for committees

Ms. Cheesman pointed out that a participant to the meeting today; Jen Newton who is associated with the New Mental Health Center on campus and would like a link to the Staff Assembly web site. What is the opportunity to staff in utilizing this center? Seems to be geared towards students.

And more discussion on what can be on our website; Glossary of Services or another term if already used
 Referring to the website and overwhelming it can be
 Drive individuals to various areas of the W&M websites by accessing links
 How to search the site for answers

Ms. Vance had further comments

- Ideas for a Table at the Benefits Fair in August
 - Big Deal and tons of facility personnel comes through
 - Photo ops
 - Ways to get people to come and chat with us
 - Flyers
- More ideas of how to acknowledge employees who are here for long time, or those that retire and compliments for their efforts

Mr. Morales brought up more ideas of using the Digest as more to the prime audience.

Ms. Vance will get into touch with Tina and Bob and see what their ideas are and how we can get the suggestions boxes out.

Mr. Bristow was going to check on pricing of lock box etc.

Meeting adjourned.

Attendance Record attached.

Submitted by:
 Debbrah Pelata, Staff Assembly Recording Secretary

Staff Assembly Attendance and Voting Record

Date of Meeting:

Feb 16, 2016

Secretary:

Deborah R. Slater

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. BALDWIN	✓				
MS. BEKER	✓				
MR. BRISTOW	✓				
MS. CHAPPELL	X				
MS. CHEESMAN	✓				
MR. CROWDER	✓				
MS. ELLIOTT <i>had rest</i>	X				
MS. GAULTNEY	X				
MS. GIVENS	X				
MS. GORDON-WILSON	X				
VACANT					
MS. LESKA	✓				
MS. LUNA	✓				
MS. MAYTON	✓				
VACANT					
MR. MORALES	✓				
MS. MORRISON	X				
MS. ORR	X				
MS. PELATA	✓				
MS. VANCE	✓				
MS. WINDLEY	✓				
MR. ZOLL	?				
VACANT, PRESIDENT					
VACANT, TREASURER					

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.

12 present

Deborah R. Slater

Secretary