

**William & Mary Staff Assembly
General Meeting Minutes
Friday, March 15, 2019**

The March 2019 meeting was held on in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 10:30am. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 11:55 p.m. The following was discussed:

Approval of the Minutes	February 2019 minutes with no edits were approved per motion by Christina Luers and seconded Abbey Childs.
President's report	<p>Jennifer Fox reporting.</p> <p><u>General announcements</u></p> <ul style="list-style-type: none"> • Used or New glasses can be donated to Arielle by Tues. • Provost Office and Ombuds Office identifying staff only spaces on campus for advertising resources. Staff can let Arielle Newby know about additional spaces in their areas. <p><u>Comments from General Meeting</u></p> <ul style="list-style-type: none"> • Streamed to 70 – 80, no one at VIMS attended the live stream in the central location at VIMS but rather streamed it from their office. • Room for improvement to get people to the meeting including holding them earlier in the day. • Support from senior management is good; middle management also needs to encourage attendance <p><u>Professional Photographs</u></p> <p>PPFA is offering free professional photos at their general meeting. Discussion ensued about whether Staff Assembly should do so as well next fall. No decision was finalized.</p> <p>tasked with having finalists recommended to the President and BOV by February 2019. The search will remain confidential though members of the community are encouraged to stay involved by contacting committee members and providing input online.</p>

Treasurer's report	LaTryce Butler reporting. SA Treasurer identified an error in charges against Staff Assembly's state funds. The responsible department has been identified and she is working with them to have the funds appropriately dispersed. Still waiting for charges from the Fall and Spring general meetings to hit our state index. No changes to local index.
<u>Standing Committee Reports</u>	
Elections & Nominations Committee	Claudia Smith reporting. Nominations are now open; will close on March 20. 15 members will need to be elected in order to fill out our numbers: 12 2-yr terms, 3 1-yr terms. Elections will be March 25-29.
Policies & Issues Committee	Lynne Fors reporting. Committee discussed the new Educational Assistance Policy that has just launched. Of note, the policy stipulates that classes taken off campus must be job related in order to be reimbursed. Discussion with the Assembly followed.
Communications Committee	Abbey Childs reporting for Colleen Lynch. The committee has designed a one-page newsletter for Staff Assembly to distribute to all staff via email. The newsletter can also be printed and posted. The Assembly offered suggestions for improvement. The finalized version will be sent out by Staff Assembly President as part of the final call for nominations.
Constitution & Bylaws Committee	Amy Spencer-Westerkamp reporting. The committee has not met. Jennifer Fox initiated a discussion concerning succession planning for the Assembly since one has not been written into the bylaws. Discussion followed, no decisions were made.
Activities & Events Committee	No report.
<u>University Committee Reports</u>	
Parking Services Committee	Ghana Smith reporting. The committee has not formally met. Parking Services is undergoing a consultation process to determine short- and long-term solutions. The consultants have disseminated a survey to all employees and students. They were also on campus hosting 2 days of listening sessions. A couple Assembly members attended these sessions.
Development Support Fund Committee	LaTryce Butler reporting. March 15 is the deadline for the current round of applications. Jennifer Fox suggested that the

	committee post dates for the full year in advance so staff can plan. LaTryce will take the suggestion back to the committee.
Employee Appreciation Committee	Jennifer Fox reporting. Employee Service Awards scheduled for June 5. Only employees who have reached 5-year milestones and their supervisors are invited. There will be a reception following the ceremony to honor Provost Michael Halleran. All staff will be invited to the reception. Jennifer Fox has been working with the Executive Board to think about other ways of recognizing employees for extraordinary service. Discussion followed.
<u>Old Business</u>	
Class System Tiger Team	Jennifer Fox reporting. The Tiger Team is in a Preliminary Working Group stage. Sam Jones is the sponsoring ELT. Jennifer Fox and Arielle Newby are the staff representatives. Researching gathering phase looking at how W&M's classification structure compares to peer institutions and what is the history of our policy. Final report due in June 2019. Tiger Team is partially delayed because Jeremy Martin wants the new CHRO to be involved.
W&M "Culture" Campaign	Jennifer Fox reporting. Kindness week begins on Monday, March 17. It is unclear what role the campaign will play in this project. The working group has had difficulty setting up meetings with Faculty Assembly and Student Assembly. Work on the campaign has stalled until we can connect with these important groups.
<u>New Business / Open Discussion</u>	No new business to discuss.
Adjourn	

Staff Assembly Attendance and Voting Record

Date of Meeting: Wednesday, March 15, 2019

Secretary: Arielle S. Newby

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

20 Members/4 Vacancies

10 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.


 Secretary