



WILLIAM & MARY

STAFF ASSEMBLY

Staff Assembly Meeting Minutes
January 18, 2017 | 9:30am
Sadler Building, York Conference Room

President Morales brought the meeting to order.

- Announcement of Excused Absences
- Not enough Senators for a voting quorum
 - Roll call taken and attached
 - Minutes for November, 2016; December, 2016 still not approved

General Meeting Discussions

- Considerable amount of time spent discussing the upcoming Staff Assembly general meeting
 - Activities & Events Committee overall responsibility to facilitate the development of the meeting
 - Date set for March 7, 2017; time and place TBA
 - Establish topics & possible speakers
 - University Classification: professional vs operational
 - More defined explanation and updates regarding FLSA
 - More defined explanation and updates of Cornerstone
 - Performance evaluations
 - Performance planning
 - Updates on the Professional Development Fund
 - Media campaign to get the word out of the upcoming meeting consistently to obtain a larger group of employee attendance
 - Offer opportunity to submit questions to be answered by the guest speakers
 - Potential live streaming of event
 - Develop flyers to be distributed around campus
- Over past months there has been discussion regarding a Staff Administrative Forum, facilitated by the Staff Assembly. Destiny Elliott has been working on this concept by researching other institutions way of doing this, by reviewing the format provided from VIMS as they conduct their annual Administrative Forum.
 - A template is under development currently
 - Initially the Forum will be a half-day; with specific areas of training for classified and operations employees
 - Determine media to be used to get conceptual idea out; and topics of interest from the community that could be included in the first Forum
 - Supervisors, managers, and executive administrative staff must be able to see the value of this type of activity and be supportive to employees wishing to participate in these hands on training sessions
 - Discussed ways to reach specific employee groups such as facilities, housekeeping, grounds and maintenance without interfering with their daily responsibilities
 - Primary suggestion to have brown bag lunches at a common meeting place used by the groups for open discussions

Final business was to nominate and approve Nancy Orr returning to the Assembly. Nancy asked to be on the Activities and Events Committee.

Meeting Adjourned

Attendance Record attached

Submitted by:
Debrah Pelata, Staff Assembly Recording Secretary