

Staff Assembly
The College of William and Mary

Meeting Minutes

Friday, May 8, 2015

Blow Hall – 332

- 1) President brought the meeting to order, welcomed the new Senators, and conducted roll call (Mr. Bell).
- 2) President administered the Oath of Office to Senators (Mr. Bell).
- 3) The Assembly approved the Minutes for the March 13, 2015 meeting viva voce.
- 4) All Senators, new and existing, introduced themselves and identified their role in the university. Mr. Bell then provided a brief review of the parliamentary process used by the Staff Assembly.
- 5) Election of the 2015-16 Staff Assembly:
President: Ms. Napier accepted the presidential nomination and commented on her role should she be elected. Ms. Napier was asked to leave the board room while the Assembly participated in a discussion on her candidacy. The Assembly voted by acclamation to elect Ms. Napier to the role of President for the 2015–16 session. Ms. Napier was welcomed back to the group as the President-Elect.

Vice-President: Ms. Vance accepted nomination as Vice-President and commented on her role should she be elected. Ms. Vance was asked to leave the board room while the Assembly participated in a discussion on her candidacy. The Assembly voted by acclamation to elect Ms. Vance to the role of Vice-President for the 2015–16 session. Ms. Vance was welcomed back to the group as the Vice-President-Elect.

Treasurer: Mr. Rae accepted nomination as Treasurer prior to the meeting as his absence was excused due to business travel. Mr. Rae submitted remarks by email about his fiscal background and role should he be elected, which were read by Mr. Bell. The Assembly participated in a discussion on his candidacy and voted by acclamation to elect Mr. Rae to the role of Treasurer for the 2015–16 session.

Recording/Membership Secretary: Receiving no nominations for the Secretary role, Mr. Bell requested nominations from the Senators in attendance. Ms. Pelata accepted nomination as Recording/Membership Secretary and commented on her role should she be elected. Ms. Pelata was asked to leave the board room while the Assembly participated in a discussion on her candidacy. The Assembly voted by acclamation to elect Ms. Pelata to the role of Recording/Membership Secretary for the 2015–16 session. Ms. Pelata was welcomed back to the group as the Vice-President elect.
- 6) Introduction to the Staff Assembly (Ms. Napier)
Ms. Napier opened the floor up to discussion about the Staff Assembly. Discussions were conducted on the topics of strategic objectives, HR climate

survey, strategies used to disseminate information and Senators' motivation for joining the Staff Assembly.

7) Board of Visitors (BOV) Meeting Update (Mr. Bell)

Mr. Bell debriefed Senators on the most recent BOV meeting topics to include:

- The reelection of Todd Stottlemeyer as Rector,
- The development of the Athletics report on Competitive Excellence,
- Discussion of the new curriculum,
- Discussion of mental health issues and access to mental health services.
- The signed stated budget (no changes)

8) Discussion of Proposed Changes to the Constitution & By-Laws (Mr. Zoll)

Mr. Zoll reviewed the new proposed amendments to the Constitution and By-Laws document as follows:

- a. Inclusion of an approval process for expenditures. – This proposal was submitted to officially document this process prior to funds being distributed to the SA. It was recommended that this process follow what was outlined in the “Establishing an Agency Fund” document previously submitted to the SA by Mr. Zoll.

*i. **How will expenditures be approved?***

Requests for expenditures must be submitted in writing and be approved by a simple majority of the Staff Assembly's Executive Board prior to the purchase being made. The Executive Board has the right to decline reimbursement of any transaction that has not been approved. Expenses must comply with university policies and procedures. The Treasurer will be tasked with oversight of the fund and will “...maintain fiscal records; make authorized disbursements of funds; submit monthly financial reports of expenses to the Executive Board...” per Article I.B.3. of the Staff Assembly By-Laws.

- b. Consolidating the positions of Recording Secretary and Membership Secretary in to a single “Secretary” position. – This proposal was submitted to consolidate duties now that fiscal responsibility has been moved from the Recording Secretary position to the Treasurer.

- c. Constitution Article IV., Point A: Revise the ratio of voting members as the ratio of one voting member per 50 staff members is no longer accurate.

- d. Constitution Article IV., Point D: Better define the term “consecutive elected term” per discussions held before mid-year elections.

e. Bylaws Article I, Point B: Proposal to change the Presidential term from 1 year to 2 years.

f. Bylaws Article I, Point B: Add the requirement to create a consolidated annual report to the Treasurer role.

g. Bylaws Article II, Point A, Item 1: Spell out that the term of each committee Chair will last only 1 year and new chairs will be appointed by each new president.

h. Bylaws Article V, Point B: Standardize process for Officer elections and include in the Bylaws or as an addendum.

9) New Business (Ms. Napier)

Ms. Napier stated that she will reach out to appoint committee chairs and work on scheduling the next Assembly meeting. She also confirmed that the Assembly will meet during the summer.

10) Meeting adjourned.

Submitted by:

David Zoll, Retiring Chair Constitution and Bylaws Committee