



# WILLIAM & MARY

STAFF ASSEMBLY

## Staff Assembly Meeting Minutes

Wednesday, May 18, 2016  
Blow Hall, Board Room

President brought the meeting to order.

- Enough Staff Assembly members present for a voting quorum
  - February minutes approved
  - Roll call taken and attached (17 in attendance)
  
- New Senators named to Staff Assembly and sworn in by President (Ms. Vance). Those highlighted were absent and will need to be sworn in during the June meeting.
  - Amy Byxbe
  - **Destiny Elliott (2<sup>nd</sup> term)**
  - Jennifer Fox
  - Juliana Hosford
  - **Joese Johnson Caffey**
  - Christopher Katella
  - Olivia Levering
  - Melissa Marshall
  - Angela Mason Nichols
  - Ghana Smith
  - Simonne Vance (2<sup>nd</sup> term) President
  - **David Zoll (2<sup>nd</sup> term)**
  
- All Senators, new and existing, introduced themselves and identified their role in the university. Each shared what their interest were and what they could bring to the group. Ms. Vance then provided a brief review of the parliamentary process used by the Staff Assembly.
  
- Election of 2016-2017 Staff Assembly Officers was not voted on.
  - Ms. Vance felt it would be beneficial to explain the role of each position to the new Senators, and asked for nominations and voting in the Officers in the June meeting.
  - All agreed
  - Nominations will be taken for
    - President
    - Vice President
    - Secretary
    - Treasurer
  
- President provided update from
  - Ms. Vance was a member of the Duke Award Committee which recognizes outstanding individual contributions by the W&M community.
    - There were five nominees.
      - Lydia Whitaker, Business Manager for the Applied Science Department, was the recipient of the 2016 Charles and Virginia Duke Award.

- The PPFA/SA professional development fund proposal submitted earlier was approved, and a fund of \$25,000 was awarded.
  - This is the first year for the award and will be available for the 2016-2017 budget year
  - These funds will be available to staff and professional personnel. These funds are to help supplement department budgets for sending employees to conferences, workshops, and other types of specialized training/continuing education that we are unable to meet here at the college.
  - Personnel will have to submit a formal request for funding, which will include what the funds will be used for, what benefit they will provide to the individual, and if other funds are being provided as well.
  - The fund will be managed by Babs Bengtson, Director, Training & Development, HR
    - Ms. Bengtson will be setting up a formal PPFA/SA Committee to establish application criteria and protocols, guidelines, deadlines, etc.
  - A member of the Staff Assembly needs to set this committee
    - Nancy Orr and Debrah Pelata have both shown interest in being on this committee and have been accepted
    - First meeting will be held on June 22, 2016 at 10am in the Bell Training Room for anyone else who may wish to see what is discussed and if you wish to participate
- Primary topic from the Planning Steering Committee was announcement of the formal 3% salary increase for all personnel effective November, 2016. Salary increases will be based on merit and allocations to each unit within the College.
- The General Staff Assembly Meeting was held on March 9<sup>th</sup>.
  - Penny Mayton was the meeting coordinator
    - Members from the Affinity Groups in attendance discussed the mission of their group and how it interacts with the College life.
      - The groups are
        - PPFA
        - Staff Assembly
        - Equality ( no representation)
        - Black Forum
        - Women's Network
    - The overall tone of the meeting was the need for more communication on campus throughout the community. We all agreed that working together toward common goals would be beneficial to all.
    - This is something we would like to work on over the next year, setting some type of committee with representation from each group and address concerns as a whole and avoid duplication of efforts.
    - Need more notice and promotion around campus on having the semi-annual meeting. Once for each semester. Only 25-50 people attended out of the general population of the community.
- Committee Reports & Assignments
  - Policies and Issues, David Morales, Chair
    - primary topic remains the parking 3 tier model
    - Need a Staff Assembly member to attend the regular parking meetings
  - Constitution and Bylaws, David Zoll, Chair
    - Not voted on.
    - Address in the June Meeting
  - Staff & Community Relations/Communications – Vacant, Chair
    - Up-to-date Web Page
    - How to get more visibility on campus
    - Other topics of interest
    - Links to other units within the College beneficial to staff

- Elections & Nominations, Susan Cheesman, Chair
  - Elections for term 2016-2017 held and completed
- Activities & Events, Vacant, Chair
  - But primary support is provided by Penny Mayton
  - Many activities for our involvement but need more members for the committee
    - Employee Appreciation Day
    - Benefits Fair in the Fall
    - Women's Forum in Fall
    - General Assembly Meeting in Fall
    - Holiday Giving
- Again open discussion regarding Chair vacancies and staff unassigned
  - To be addressed in the June meeting
- General Business
  - Short term goals-
    - Establish committee with Affinity Group representatives and the SA
    - Elevate the SA interface and be more visible
    - Once a month blips on the website
    - Name Chairs & Committee members for new year
  - Long term goals
    - Continue to move forward regarding parking
    - Obtain a seat on the Parking Committee
    - Set solid goals for committees and expectations of deliverables
  - Follow-up/Pending
    - Suggestion box to be placed strategic places on campus
      - See February minutes for specifics
        - Placements, approvals, expense, communication
    - Mental Health Center on campus would like a link to the Staff Assembly web site.
      - Does it support the Staff and Students? And more discussion on what can be on our website; Glossary of Services or another term if already used

Meeting adjourned.

Attendance Record attached.

Submitted by:

Debrah Pelata, Staff Assembly Recording Secretary