



# WILLIAM & MARY

STAFF ASSEMBLY

## Staff Assembly Meeting Minutes

May 17, 2017 at 3:30pm

Board of Visitors Conference Room, Blow Hall

President Morales (outgoing) brought the meeting to order.

Ms. Mason Nichols introduced a guest, Mr. Ron Starzman, Director of Employee Relations. Mr. Starzman has just started in his role as Director of Employee Relations, a position once held by Lynn Riggs. He will oversee and provide assistance with conflict management, standards of conduct, grievance procedures, counseling and guidance, and mediation.

## Roll call taken and attached

- Announcement of excused absences
- Enough Senators for a voting quorum

## Officer Elections

Ms. Jennifer Fox led the new senators through the election process with Outgoing President Morales overseeing. Nominations were collected prior to the meeting through a Tribe Response Form and the nominees announced at the meeting. Record of nominees attached. Only nominees who had accepted their nominations were announced.

- Call for additional nominees
  - Ms. Elizabeth Luna nominated herself for Secretary
- Each nominee was asked to confirm that they accept the nomination and were given an opportunity to express why they feel they would be the best candidate for their respective positions.
- Discussion from the other senators followed, allowing for questions to clarify a nominee's background and for additional endorsement.
- Ballots were handed out to each current senator in attendance. Mr. Crawford and Ms. Mason Nichols volunteered to tally the votes.

## Business Items

- Approval of April Minutes (Ms. Fox) – April Minutes were not distributed until just a couple of hours before the meeting. Despite having a quorum, the assembly decided to delay voting on the minutes until June when all senators would have had a chance to read them.
- Staff Assembly Nametags (Ms. Melissa Payne) – Ms. Fox and Ms. Jesse Windley reported on behalf of Ms. Payne who was absent from the meeting. Ms. Payne had reported that the winning design for nametags was the silver tag with green text. Ms. Payne was able to acquire quotes/prices from 2 vendors. She will compile this information and email to all senators. It was agreed that the Executive Board will meet before the next monthly meeting and vote to approve funding so the Assembly can place the order before the fiscal year cutoff.
- Parking Services Committee (Ms. Flannery) – Ms. Flannery attended the Parking Services Committee meeting for the first time. There was much debate during the meeting, much of it revolving around graduate student parking with Parking Services reporting a \$10,000 profit loss if changes were made. Discussion from the Assembly followed. Ms. Venus Spencer noted that Parking Services does not receive funding from the College or the State and are expected to be self-supportive. As a result, they rely heavily on income from decal purchases and ticketing. Mr. Morales and Ms. Luna expressed

concern over the Tier System, which seems to favor the highest earners at W&M with the lowest earners having to dedicate around 2% of their annual salary to parking. Mr. Morales suggested that Tier System has not been evaluated since 2006 and perhaps should be reevaluated. Ms. Flannery agreed to bring the Assembly's concerns and questions to the Committee and offered for any additional concerns to be emailed to her. Parking Services Committee meets about twice a semester.

- BOV Meeting Recap (Ms. Fox) – Ms. Fox attended the BOV meeting in April as Staff Assembly's representative in Mr. Morales's stead. Amendments to the SA By-laws were brought before the BOV for approval by Sam Jones. Amendments were passed without discussion. Ms. Windley posted the most up-to-date version of the Constitution & By-Laws to the Staff Assembly website. Ms. Fox invited all members of Staff Assembly to make a point of attending at least one BOV meeting. Mr. Morales confirmed that the committee meeting is open for all interested persons to attend. Attending these meetings is a change to hear about what is going on in the College such as updates on the strategic plan. Thought Staff Assembly will not have a seat at the table during 2017-2018, the presence of staff members at the meetings will show the BOV and the College's Administration that staff are interested and involved. Staff Assembly falls under the Buildings, Grounds & Administration Committee currently chaired by Mr. Will Payne. Ms. Flannery offered to send the meeting schedule to all senators so anyone that would like to attend will be able to.

Results for Officer Elections announced by Outgoing President Morales:

- President – Ms. Jennifer Fox
- Vice President – Ms. Cynthia Flannery
- Secretary – Ms. Elizabeth Luna
- Treasurer – Ms. Ghana Smith

Committee Assignments & Appointments

Senators had an opportunity to volunteer for committee appointments prior to the meeting using a Tribe Response Form. Results from this form attached. Ms. Fox (newly elected President) confirmed chair appointments for each committee as follows:

- Constitution & By-Laws – Ms. Bobbi Rawlings, Chair; Ms. Fox, Vice Chair
- Elections & Nominations – Ms. Dana Anderson-Radcliffe, Co-Chair; Ms. Amy Byxbe, Co-Chair
- Communications – Mr. Katella, Chair; Ms. Payne, Vice Chair
- Activities & Events – Ms. Spencer, Chair; Ms. Flannery, Vice Chair
- Policies & Issues – Ms. Rawlings, Chair; Mr. Crawford, Vice Chair

Committee chairs were charged with organizing meetings for their respective committees and Ms. Fox requested that a record of each meeting be kept as reference documents for future members.

New Business

- Monthly Meeting Schedule (Ms. Fox) – Ms. Fox opened up discussion to allow for input concerning the Assembly's monthly meetings. She suggested that having a set day/time each month might make planning for these meetings easier for all senators. However, summer months can be difficult to schedule, so Ms. Fox decided to schedule meetings randomly and send out calendar invites. The Assembly agreed to revisit the idea of more regular visits at a later date. Ms. Mason Nichols also reminded the Assembly that senators from Facilities Management, leave early in the day and are likely unable to attend late afternoon meetings. At least for some meetings, first thing in the morning would be best. Ms. Fox agreed to switch back and forth between early morning and later afternoon meetings.
- Presidential Search Committee (Ms. Fox and Ms. Ghana Smith) – Ms. Fox reported a disappointingly low turnout for the Presidential Search Committee Town Hall with staff. Ms. Ghana Smith attended the meeting and provided a report on some of the issues and concerns that were expressed by attendees. In particular, the college appears to be constantly expanding to accommodate more students, but they are severely lacking office space for administrators. Diversity was also a buzzword

during the meeting that was revisited by many in attendance. Discussion from the assembly followed. Ms. Fox noted that many of the concerns staff express are symptoms of a cultural problem more than a problem with an ineffective president. Ms. Fox reported that she had occasion to speak with Ms. Lydia Whitaker after the Town Hall. Ms. Whitaker is the staff representative on the search committee and said she is most willing to come and speak with Staff Assembly. Though bound by certain confidentiality restrictions, Ms. Whitaker is eager to hear directly from staff about the qualities they most want to see in a president. The Assembly agreed to invite Ms. Whitaker to the June meeting.

Ms. Fox called for discussion of any other agenda items but heard none.

Meeting Adjourned

Attendance Record attached; Record of Officer Nominees attached; Committee Assignments attached

Submitted by:

Jennifer Fox, Staff Assembly President (newly elected)