



# WILLIAM & MARY

STAFF ASSEMBLY

## ***William and Mary Staff Assembly Meeting Minutes 11/13/2017***

**James Room, Sadler Center, 9am**

President Jennifer Fox called the meeting to order, welcomed new Senators and introductions were made around the room. President Fox provided coffee and donuts as a welcome gift for the new senators. She familiarized the new senators with the staff assembly website. She explained that committees require at least four members. It was noted that new Senator Arielle Newby is interested in the secretary position. President Fox reminded the new Senators that they could “LIKE” the Staff Assembly on Facebook.

President Fox asked about the Senators opinions of the last General Meeting where President Taylor Reveley was our guest. She asked if everyone recognized his call to action regarding attendance, as it was very low. Senators noted that it would help attendance if supervisors would encourage employees to attend. John Poma noted that it is against Federal Law for employees to be charged leave to participate, however, supervisors still have the authority to deny employees the ability to participate in such activities if it interferes with their primary responsibilities.

John Poma, Chief Human Resources Officer, appeared as a guest speaker. He thanked the assembly for hosting him and reminded the Assembly that his focus is on making William & Mary a better place to work. Mr. Poma provided information on several changes coming out of Human Resources:

- Optional Retirement Plan: changes to the ORP do not directly affect classified/operational staff. There will be much more detail about the retirement plan changes on the HR website in January.
- 26-Period Pay Cycle: William & Mary intends to move Operational and Classified Staff to a 26-period pay cycle versus the state’s 24-period pay cycle beginning June 25. Ultimately, people will be paid a little less each pay period but paid more often. July 13<sup>th</sup> will be the first pay date on the new pay cycle. November will have three pays. The change comes after questions elicited by Staff Assembly during the General Meeting in March 2017. Mr. Poma plans to move forward with this change as soon as possible so it can be implemented at the start of FY2019.
- Advancement Opportunities: Mr. Poma announced to the assembly that two positions in HR have been posted and encouraged the Assembly to spread the word among fellow staff members who may be looking for advancement opportunities. The positions are Benefits and Transactions, one being internal only and the other one being open to all. Anyone who is interested should make an appointment with Mr. Poma. Looking ahead, Rita Metcalfe and Debi

Jarvis will be retiring within the next few years, which also offers more opportunities for advancement.

After Mr. Poma spoke, Destiny Elliott was invited to talk about the "Holiday Unity Luncheon." It is being organized by The Forum and is scheduled for December 6<sup>th</sup>, from 11-1 in the Chesapeake Room of Sadler. All are welcome, \$5 to attend. President Fox announced to the Assembly that the Executive Officers did agree to help sponsor the event and provide volunteer support on the day of.

### **Committee Reports**

Treasurer:

Ghana reported that there have been no changes in funds. We are still waiting for charges related to the Fall General Meeting and mid-term elections to hit Banner.

Activities and Events:

Chair Venus Spencer reported that she is coordinating the Food Drive with PPFA.

Communications:

No updates.

Policies and Issues:

No Updates.

Constitution and Bylaws:

No updates.

Elections:

No updates.

President Fox ended the meeting by noting that she has not seen Sam Jones' answers to the questions submitted at the General Meeting yet. She has a meeting scheduled with him and will ask about it then.

Meeting Adjourned

Minutes taken by Vice-President Cynthia Burns Flannery