

**Staff Assembly**  
**The College of William and Mary**

**Meeting Minutes**

Thursday, October 1, 2015

Blow Hall, Board Room

1. President brought the meeting to order.

- Asked each Senator (member) to introduce themselves and where they work
- Announced Mr. Montalvo resigned do to some health issues.
  - This reflects 2 vacancies; not enough to warrant a special call to hold a vote but will need to make nominations and name new members in the near future
- Roll Call (attached) was conducted by Ms. Pelata.
- The Assembly approved the Minutes from the July 2015 meeting viva voce.
- Excused Absences and Senate Changes
  - Ms. Baldwin, Ms. Gaultney, Ms. Leska, Ms. Mayton, Ms. Windley.
  - Two current vacancies

2 President's Remarks:

- W&M Employee Appreciation Luncheon scheduled for Tuesday, October 13, 2015
  - Sam Jones has invited everyone to attend; need to talk this up to assure good presence at the activity
  - Ms. Penny Mayton and Ms. Napier sat on this committee and will be working on something else for this coming spring
- Task Force on Race and Race Relations
  - Is more focused with student emphasis; but an opportunity to bring awareness to staff
  - Do make sure that you complete the employee survey. It will be reviewed. Important enough that the Administration has made allowances for time for classified/operational staff to take the survey and not lose pay. Survey is anonymous.
- Planning Steering Committee
  - President attended the Planning Steering Meeting held on September 30, 2015.
  - Committee is made up of the Deans, Provost, Unit Chairs, and VP's
  - Is basically a strategic plan; a six year plan but only two years are valid due to elections
  - Discussed was increasing faculty and staff salaries for the next budget year, 2016- 2017
    - Total of about 2.5 million is a target amount
      - 2.1 million from W&M budget
      - Assuming 340K from legislature
  - Question asked if there was a projected % increase, could be perhaps 4 -4.5% but has not been approved yet
    - Commonwealth could intervene again and cap increases
    - Not determined at this time if it would be merit or cost of living increase
    - No plan has not been approved, no budget has been approved and it will require approval by the BOV and depending on what happens in the State Legislature.
    - Not known at this time if it will be university employees only or if it will include remaining classified employees also

- The conversation seemed more targeted to faculty salaries, but also includes staff salaries. Overall what they want to try and accomplish during the 2016 – 2022 fiscal years is to elevate W&M's percentile from the current 40% to 60%, to be comparable to other peer institutions. This is a key priority over the next couple of years in bringing up faculty and staff salaries.
- One other thing not on the agenda, just received an email from Babs, Director of Training to participate and assist in preparing a proposal to W&M requesting funds to establish a Professional Development Program for W&M PPFA and Staff in the 2016-2017 budget year. A joint effort.
  - Develop narrative, budget, and initial process for managing funds etc.
  - Survey will be forthcoming as to who could benefit from this type of funding
  - Work areas would be more receptive to funding opportunities if they did not have to fund the entire request
  - Fund would be a joint effort by the PPFA and SA
  - W&M Training Department would be responsible for handling and managing funds
- Ms. Pelata gave explanation of how the development fund is offered and managed through VIMS. How beneficial it is to staff members.
- Mr. Crowder voiced how this development program could help individuals in positions with limited growth potential. Such as in service areas, the ability to obtain different family levels, Steps 1, 2 or 3 in a specific career path is extremely limited. Perhaps HR could work on this more. Continued discussion regarding state policies and family classifications.
- Mr. Crowder asked if there were different ratings for staff levels such as grounds maintenance. Are there family class ranges? Is this a consideration in reviews and merit adjustments? Are there levels to progress to, from one to another???
  - Supervisors and responsible financial personnel for the unit should be able to provide explanations to staff regarding these questions.
  - This is something to be looked into, and consideration in the future for development support

Ms. Napier took back meeting to close discussion on the development proposal as it has a very quick turnaround period, due by October 12. Asked if anyone would be interested in assisting in the proposal development or provide other input?

- Ms. Pelata and Ms. Vance both volunteered as representatives from the Staff Assembly, as well as, Ms. Napier

### 3 Committee Discussions

- Constitution and By-laws
  - Mr. Zoll stated the committee met again on September 21<sup>st</sup> to review the working draft. Has been much discussion, reviews and changes. Stated the draft could be emailed once more for review by Assembly members and any further changes to be noted and comment as to how you feel about the changes.
  - Obtain final approval; this needs to be completed
  - Continue to address the Staff Assembly funding acknowledged by Sam Jones; establish the indexes, either both or at least the one we can contribute to via fund raising activities.
  - We should continue to pursue educational support for staff regarding tuition reimbursements vs. tuition waivers, Ms. Orr has done a considerable amount of work on this issue and it should continue to be addressed. There are many who are passionate about tuitions and assistance in further educational support for staff.
  - And asked if anyone would like to sit on this committee they would be welcomed.
- No other committee discussion.

- President will send out forms to complete as to preference of what committee each assembly member would like to be on. Chair and Vice Chair needs to be named. Mr. Zoll gave more insight as to what the Chair would be doing on the committee.

#### 4 Open Executive Board Position

- Mr. Rae resigned due to new employment at another institution.
- Need to nominate a new Treasurer.
- Will be sending around a form to nominate and elect a Treasurer.
  - Can be over time, as there is no budget to administer.

#### 5 Policy Issues of Interest

President asked if there were any items to be addressed from the previous meeting or other issues to be discussed.

- Mr. Crowder as asked by a coworker about the recent salary increases and was seeking clarification on how raises were distributed or determined this past period. If a department was allocated a pool of money, enough to give every employee in that department a 2% raise, but the employee's evaluation did not merit them getting the full 2% then what happens to the rest of the money?
- Ms. Napier provided explanation as she understood it; and hopes it to be correct, and in summary even though the General Assembly approves a 2% increase it does not provide a full 2% in funding. The GA may provide a small percentage of the 2%, for example 10% of the 2%, and the remaining funds to make up the full 2% approved must be made up by the institutions for its employees, and this is the same for all state entities.
- The way I understand it at the college level, you get a pool of money for your department that should cover 2% increases, but as mandated raises are to be given based on merit, and not just across the board. But some departments may give the 2% to each employee, where other departments may not. Some departments may give one individual a 1% increase; but another may get something else. The money allocated is used only to funds position increases.
- Mr. Crowder stated that he did go further in his department and talk to someone in a business capacity, which provided to him the steps that were taken to make the decisions on who get what % of raise, and as discussed, raises were given based on performance evaluations and reviews. A point system is used, from 1 thru 5, 1 being below satisfactory, and could result in no increase, a 3 is satisfactory and results in some increases, and a 5 is exceptional and would possibly result in more than those with ratings of 1 thru 4.
  - Did classified personnel get a 2% increase and a \$65 per year compression adjustment? Where university employees got a % of the 2% pool... not clearly defined to employees to understand and answer questions. This needed to be verified.
  - Further discussion provided assistance in explaining how the funds were not so much hard dollars as a formula to determine the pool given to each unit, and then based on performance and merit, the increases were calculated. But the basic process is above.
  - Was noted also that even though classified personnel may have received the 2% plus compression for this budget year other years they received nothing and we, as university employees did.
  - And recognized that it does seem to be exactly equal in determining how raises are determined this by the General Assembly.
- Mr. Morales mentioned that perhaps there needs to be more lobbying with the Legislature in working with this situation. Mandated caps? If the Legislature mandated the salary caps, the staff cannot be upset with the university.
- Open discussion as to how new hires are mandated to be university employees and those that changed were led to believe that the university would have more decision making opportunities about salary increases but seeing the Legislature be able to cap increases causes questions as to the benefit.

- Ms. Napier said that Sam Jones is looking at the Legislature closely, and hopefully this type of mandate will not be forthcoming in the next budget year. But it still is being monitored. It was frustrating for the Planning Committee as well, as there was funds
- Open discussion continued to address various issues with the whole concept of classified employee's vs university employees. Classified personnel make up approximately 12.9% of staff. Concern if the percentage to fund classified salaries continues to reduce as classified personnel retire and are replaced with university, what is the Legislature covering?
- Ms. Napier continued to provide information regarding what the funds primarily given to high institutions from the Legislature are used more for educational programs; capital outlay projects, academic buildings etc. Legislature is not as concerned about staff salaries until they have a cap... So at W&M, slightly less or slightly more than 50% of the college operating budget comes from undergraduate full tuitions and a lot comes from auxiliary services but a lot of that get fed back to those services.

#### 6. New Issues or Concerns

- Mr. Morales open discussion about the cost of parking again with the new increases; tiers formula seems to be regressive. It is disproportionate from faculty fees to staff fees. Employee making \$20,000 or less pays \$163 annually. Stated this is about 2% of their salary, where those making \$100,000 or more pay \$479 annually and is about .39% of salary. Does not seem to be fairly allocated.
- Mr. Ball stated that at the end of the current employee survey there is a text box for discussion about any other items of concern with regard to W&M. He wrote a book regarding the parking.
- Mr. Morales wondered if there was anything that could be done.
- Ms. Cheeseman stated that at one time there was a staff -representative on Parking Services but it seemed to have disappeared. Perhaps we could invite ourselves to this group again, to re-evaluate the process.
- Additional discussion as to why parking fees were elevated resulted from a survey of the campus in 2001-2002; and found a serious shortage of parking spaces available. Approximately 500 short at that time. So a plan was developed to build a garage and getting funds for the project. Are we still paying for the garage?
- Ms. Napier said the fee differential was interesting and not something she had thought about. And we should look at this further.

President called to adjourn the meeting to stay within the one hour time allocation.

Meeting adjourned.

Attendance Record attached.

Submitted by:

Debbrah Pelata, Staff Assembly Recording Secretary

