

Staff Assembly
The College of William and Mary

Meeting Minutes

Thursday, October 28, 2015

Blow Hall, Board Room

1. President brought the meeting to order.

- Beginning of meeting not enough members for a voting quorum, conducted general open discussions
 - Committee members and Chairs will be named today
 - David Zoll proposed a subcommittee to continue to work on the Tuition Waiver/Reimbursement issues
 - Nancy Orr has spent considerable time on this, have good communication with John Poma and suggests she remain involved
 - Mr. Bristow said he would like to sit on this subcommittee once established
- Meeting formally called to order by President
 - Voting on minutes delayed until more assembly members are present
- President Updates
 - A brief update from last meeting, the PPFA committee did prepare and submit a development proposal to the College Planning Committee. Ms. Napier, Ms. Vance, and Ms. Pelata all volunteered and assisted as appropriate in providing input to the proposal.
 - If approved and funds awarded (as proposed), the funds would be allocated to all staff; operational, classified and professional. Funds would be used for conferences, certification programs etc. Funds would not be available to students as they have their own funding.
 - Hope this proposal will be approved and funded for the next budget year, FY16-17.
 - President's Task Force on Race and Relations
 - Community forums will be held in upcoming months for faculty, staff, and students
 - Faculty forum to be announced in the Digest
 - Staff date is tentatively November 23, again will be announced in the Digest
 - Student forum to be announced
 - Staff Leadership Meeting with Rector
 - Meeting was held on October 15th, with representatives from various executive campus committees and assemblies to discuss campus climate issues especially related to student mental health
 - Staff Assembly Budget and Treasure Position
 - Sam Jones stated in our latest meeting that he thought the budget had been done for SA funds
 - David Zoll said no new index has been established to date. He receives weekly report for all new and terminated indexes and there is not one.
 - Ms. Napier will follow-up
- President called for a vote on the minutes prior to breakout sessions with the committees. Enough assembly members are present now to conduct vote and approve minutes. Formal Roll Call also.
- Roll Call (attached) was conducted by Ms. Pelata
- The Assembly approved the Minutes from the October 1, 2015 meeting.

- President called for each member in meeting to name Committee they will sit on

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Policies & Issues

- Chair: David Morales
- Simonne Vance
- Allen Crowder
- William Bristow (on another committee)

Constitution & Bylaws

- Chair: Dave Zoll
- Nancy Orr
- Kathy Baldwin

Staff & Community Relations / Communications

- Chair:
- Elizabeth Luna
- Tiffany Beker

Elections & Nominations

- Chair: Susan Cheeseman

Activities & Events

- Chair: Penny Mayton

Need committee assignments:

- Logan Chappell
- Destiny Elliott
- Lea Gaultney
- Lachelle Givens
- Charmaine Gordon-Wilson
- Rachel Kleinsorge
- Ania Leska (present but not sure what committee chosen)

- Members of each committee present gave a brief overview of what the committee does and its interaction.

- Open Floor Discussion

- Simonne Vance brought up conversation she had with various groups during the Leadership Meeting with Rector. Mainly discussing the recent surveys and how they did or did not target their particular interest or community. Want to have more input in future surveys
 - These groups meet regularly with the Provost but need to establish a focus group that could present their issues and possible resolutions
 - It was suggested that having the Staff Assembly “host” a meeting with these groups could be advantageous for them to focus as a team. Most population represented by these groups are more than likely staff level employees
 - Ms. Vance specifically felt that having the Staff Assembly acting as “an umbrella” to bring all these groups together could also be beneficial for the SA to become better known on campus and establish the SA as an organization working towards improvements.
 - Ms. Napier agreed this could be a good opportunity, and asked anyone interested in working on this to come forward

- David Zoll wants a subcommittee to be established for the Tuition Waiver/Reimbursement issue and has volunteered Nancy Orr possibly be chair. Ms. Orr has worked on this in detail for some time, and has established rapport with John Poma and others while researching resolution and opportunities that might be made available. She wants to continue this, and come up with a “tip sheet” or similar to let staff know what the options are here or elsewhere, and the processes to follow.
- Assembly discussions continued regarding tuition waivers. Need to continue this in a smaller group in future again as a subcommittee.
- President called for committees to break out for individual sessions. Activities & Events paired with Staff & Community Relations/Communications. Fifteen minute breakout sessions.
- Committees Called Back In as Assembly body to discuss areas of concern and interest
- Policies & Issues
 - Primary discussion of this group was the parking issues regarding the tier formula and it should be revisited
 - Demographics have an impact on how parking is handled financially
 - Further research is to be done, Mr. Morales and Ms. Vance are taking the lead on continuing to work on this
 - Ms. Mayton did provide information about the parking tier, and other colleges
 - She also mentioned the Parking Advisory Committee, and we should attend these meetings held monthly in order to move forward; they are opened to the public
 - Other campuses are doing; ODC is tier; VCU is local; UVA is local
 - Other campuses also charged based on proximity to buildings and work areas
 - Believes the Chair for this committee is Michael Pritchett
 - There are several proposals submitted annually and reviewed for possible alternatives
- Staff & Community Relations/Communications/Activities & Events
 - Immediate activities for upcoming holidays
 - Thanksgiving Food Donations
 - Christmas Baskets
 - Get information out quickly, short time
 - Further conversation again on parking issues. There is a form on the parking website for filing comments etc. link is below
 - <http://www.wm.edu/offices/auxiliary/parkingandtransportation/about/committee/inputform/index.php>
- Constitutions & Bylaws
 - Constitution and Bylaws have got to be finalized and submitted for approval to the BOV. The committee will finalize and submit to the Assembly for review before sending to the BOV.
 - Finalize budgets and indexes for the funds requested by SA
 - State funds have been approved by the Senior VP for Finance and Administration, but have not yet been appropriated
 - We also need to establish a local fund account to deposit funds raised from independent fund raisers.
 - Local funds are not re-appropriated, so will not be lost annually.
 - Ms. Napier asked Mr. Zoll for correct verbiage to be used in talking further with Sam Jones in setting up these indexes.
 - Endowment and foundation funds are off the chart “W”
 - Mr. Zoll also suggested that perhaps the SA could make a contribution to the University Advancement “For the Bold” campaign which would give some additional visibility to the Assembly. Need to continue to get us and our mission out there.

- Elections & Nominations
 - Need to nominate a Treasurer as soon as funding is available

- 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

Staff Assembly Attendance and Voting Record

Date of Meeting:

Oct 28, 2015

Secretary:

Deborah Pilata

| NAME | ATTENDANCE | VOTE 1 | VOTE 2 | VOTE 3 | VOTE 4 |
|-------------------|--------------------|--------|--------|--------|--------|
| MS. BALDWIN | ✓ | | | | |
| MS. BEKER | ✓ | | | | |
| MR. BRISTOW | ✓ | | | | |
| MS. CHAPPELL | X | | | | |
| MS. CHEESEMAN | ✓ | | | | |
| MR. CROWDER | authorized absence | | | | |
| MS. ELLIOTT | X | | | | |
| MS. GAULTNEY | X | | | | |
| MS. GIVENS | X | | | | |
| MS. GORDON-WILSON | X | | | | |
| MS. KLEINSORGE | X | | | | |
| MS. LESKA | ✓ | | | | |
| MS. LUNA | ✓ | | | | |
| MS. MAYTON | ✓ | | | | |
| VACANT | | | | | |
| MR. MORALES | ✓ | | | | |
| MS. MORRISON | ✓ | | | | |
| MS. NAPIER | ✓ | | | | |
| MS. ORR | authorized absence | | | | |
| MS. PELATA | ✓ | | | | |
| MS. VANCE | ✓ | | | | |
| MS. WINDLEY | Vacant | | | | |
| MR. ZOLL | ✓ | | | | |
| VACANT, TREASURER | Vacant | | | | |

By signing below, I certify this document to be a true record of the attendance and voting at the
aforementioned meeting of the Staff Assembly.

Deborah Pilata 10/28/2015
Secretary