

**William & Mary Staff Assembly
General Meeting Minutes
Wednesday, April 18, 2018**

The monthly meeting was held on Wednesday, April 18, 2018 in Jones Hall, room 302. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 3:34p.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 5:17 p.m.

<p>Approval of the Minutes</p>	<p>Quorum was met; minutes from March meeting were approved per motion by Venus Spencer and seconded by Lynn Fors.</p>
<p>Presentation by Dave Zoll Sourcing Analyst, Procurement America To Go</p>	<p>America To Go (ATG) is a catering aggregator and advances purchasing food. It seeks to:</p> <ul style="list-style-type: none"> • Streamline the process of ordering food • Create ease of identifying caters and vendors • Reduce administrative burden • Create ease complying with business meal policies • Reduce department expenses through competitive environment with tax and fee caps (you will be able to compare costs side by side and choose the best option). <p>The system calculates expenses, per diem, and gives immediate feedback to ensure users stays within compliance</p> <p>The goal is to create consistency and eliminate users having to remember which vendors are approved and not.</p> <p>No direct payments are necessary; pay through the system and index will be charged.</p> <p>Possible roll out will be July 1st and will have 20-30 vendors in the system.</p>

	<p>If you have interest in being a part of the test group or have questions, please contact Dave Zoll at 757-221-3953 or djzoll@wm.edu.</p>
<p>General Business</p>	<p>The following was discussed:</p> <ol style="list-style-type: none"> 1. New senators introduced themselves along with current members of the Staff Assembly 2. Delores Thomas introduced herself as she is a founder of the Staff Assembly, along with Lydia Whitaker as a member of the first Staff Assembly. 3. Spring meeting is April 25th from 11-12 p.m in Tidewater A. Room will be banquet style with chairs around the edge of the room. Jeff Herrick to stream. Digest announcement and staff email to be sent. Flyers have been distributed. Please share with colleagues. Volunteers needed as greeter and mic “runners”. No door prizes will be given. 4. Staff Assembly had lengthy conversation regarding Staff Climate and grievance and how to approach for advocating on behalf to Staff to Senior Administration. 5. Jennifer Fox to work with Van Dobson and Sam Jones to promote Staff Assembly meetings and create a standing work order for facilities for employees to charge their time when attending Staff Assembly events.
<p>President’s report</p>	<p>Jennifer Fox reporting.</p> <p>Duke Award Committee – In my role as Staff Assembly President, I was selected to serve on the Duke Award Committee. The committee reviews the nominations for the prestigious Charles and Virginia Duke Award, which provides recognition to one employee at W&M/VIMS for exemplary service to the college.</p> <p>The committee had about 20 nominations. We read the nomination letters and selected</p>

our top 10 candidates independently, then met in March to narrow the selection even further. Ultimately, the committee selected 3 candidates, who each exhibited superior levels of service to the College based off of the recommendation letters from their colleagues. The 3 candidates were then passed on to the President for a final decision. It was not an easy decision because everyone who was nominated was deserving of recognition.

On April 17, it was announced that Sheila Johnson from the Child Care Center had been selected to receive the award. Congratulations to Sheila!

The number of nominations the committee received was an indication of the tremendous work that so many people across campus are doing. It is a shame that the Duke Award only allows us to choose one employee each year. I have put forth to the committee a recommendation to expand their recognition by either presenting the Duke Award to more than one employee each year or finding other ways to acknowledge outstanding work. The committee is receptive to this idea, but it will take Staff Assembly's continual prodding to see action.

Also serving on the committee are: Sam Jones, John Poma, Michael Halleran, Michael Fox, Professional/Professional Faculty Assembly President, and Faculty Assembly President.

Employee Appreciation Committee – This is another committee that I have been selected to serve on in my role as Staff Assembly President. The committee met in March. The primary agenda item is planning the upcoming Employee Service Awards Ceremony.

The ceremony will be held on June 13. Attendance is by invitation only, but the event will be streamed for everyone on campus to watch. This year we will be recognizing employees who are celebrating

	<p>5-, 10-, 15-, 20-, 25-, 30-, 35-, 40-, and 45-years of service to the College and the Commonwealth. We also have one employee who will be recognized for serving an impressive 55-years.</p> <p>The committee is also starting to make preliminary preparations for the Employee Appreciation Lunch in October.</p> <p>Sam Jones Meeting Recap – At my monthly meeting with Sam we discussed the General Meeting and possible topics for him to speak on. He readily agreed to be at the meeting and talk about anything that he is knowledgeable of.</p> <p>We also continued our conversation about ways to expand on the Duke Award by finding more ways of acknowledging exemplary service. No decisions were made, but it’s a topic of interest and one that we will continue to explore.</p> <p>Additional Remarks – I have been honored to serve as your president for the last year, and I hope I have served you well. In May we will be electing new officers. Whether I continue to serve on the board or not, I will still be an active senator and will be able to serve as a mentor to the new officers. The next monthly meeting is scheduled for Friday, May 18 at 3:30pm in Blow Hall, Board of Visitors Room. I will send out information to all new and continuing senators about committee sign-ups and executive officer positions at the beginning of May.</p>
Treasurer’s Report	Ghana Smith reporting. Current Balance: \$627.50
<u>Committee Reports</u>	
Policies & Issues	No report.

Constitution & Bylaws	Amy Spencer-Westerkamp reporting. Committee is reviewing bylaws for potential changes, grammatical errors on PDF version, and additional clarifications. Committee to determine if proxies are explicitly needed.
Communications	Chris Katella reporting. <ul style="list-style-type: none"> • Claudia Smith has been of great assistance over the course of the last month and a half - creating and administering the balloting for the spring general meeting, creating announcement copy for the website, social media, and for the Digest. Claudia has also taken on point coordination for communications regarding the Spring General Meeting and will be taking on a more involved role regarding the Staff Assembly site moving forward. • Melissa Payne designed the poster for the Spring General Meeting and has provided general support and guidance regarding some of the initiatives we've done recently. Melissa will also have a greater role with both social media and the website moving forward. • Chris has done updates on the website and Facebook page regarding a number of issues - One Tribe One Day, the spring elections, etc. I have informed the committee and Jennifer that I will not be interested in continuing as Communications Committee Chair in the new session. • Committee welcomed Grace Fend as a new member of the committee and look forward to working more with her in the future.
Elections and Nominations	Claudia Smith reporting. The committee worked on the spring nominations and elections in March. We used Tribe forms and received 14 nominations. One person declined the nomination. Staff was asked to choose 12 out of 13 nominees in the

	election. Nominations were open March 14 – 21 and elections March 26 – 30. 106 ballots were cast in the election. We advertised on the Staff Assembly website, Facebook, W&M Digest, with emails from the president and by distributing flyers.
Activities & Events	No report.
New Issues or Concerns (open discussion)	<ol style="list-style-type: none"> 1. Staff invited to Exercise Medicine Walk sponsored by Staff Assembly on Wednesday, May 16 at Noon. Met in front of Wren Building (facing Sunken Garden). First 20 people to arrive receive a prize. The walk will be for 40 minutes. For inquiries, email Venus Spencer at vmспен@wm.edu.

Staff Assembly Attendance and Voting Record

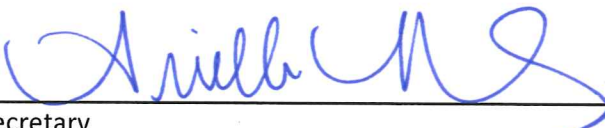
Date of Meeting: Wednesday, April 18, 2018

Secretary: Arielle S. Newby

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. DANDRIDGE					
MS. ELLIOTT					
MS. FEND	✓				
MR. FERGUSON					
MS. FORS	✓				
MS. FOX	✓				
MS. GORDON-WILSON					
MS. HACKWORTH	✓				
MR. KATELLA	✓				
MS. MCINTYRE	✓				
MS. NEWBY					
MS. PAYNE					
MS. RAWLINGS					
MS. CLAUDIA SMITH	✓				
MS. GHANA SMITH	✓				
MS. SARAH SMITH	✓				
MS. SPENCER	✓				
MS. SPENCER-WESTERKAMP	✓				
MS. TAYLOR	✓				
VACANT					
VACANT					
VACANT					
VACANT					
VACANT					

19 Members/5 Vacancies

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.



 Secretary