

**William & Mary Staff Assembly  
General Meeting Minutes  
Friday, May 18, 2018**

The monthly May 2018 meeting was held on in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 3:32 p.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet.

<b>Approval of the Minutes</b>	Minutes were approved per motion by Mr. Katella and seconded by Ms. Luers.
<b>General Business</b>	<p>The following was discussed:</p> <ol style="list-style-type: none"> <li>1. Diversity committee needs Staff Assembly Representative</li> <li>2. Reminder: Committee chairs need to arrange for meeting with committee once a month, in person or by email.</li> <li>3. Name badges for new senators to be purchased.</li> <li>4. Parking Services Committee update. Ghana Smith reporting. Committee will meet with Sam Jones re: issues-             <ol style="list-style-type: none"> <li>a. Creating and optimizing parking for all employees.</li> <li>b. Admissions' guests displacing employees for parking</li> <li>c. Child care lot remains unused for most of the day</li> <li>d. Maintenance vehicles taking multiple spots</li> <li>e. Moving state vehicles to their own spaces</li> <li>f. Creating maintenance approved spaces</li> </ol> </li> <li>5. No update from the Babs Bengston re: Professional Development Fund per Ms. Butler.</li> </ol>
<b>President's report</b>	<p>Jennifer Fox reporting.</p> <ol style="list-style-type: none"> <li>1. Reflection of the Spring General meeting. Remarks and thoughts were overall successful. Link is available in Box. Questions went to Sam Jones from meeting.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Jennifer would like Staff Assembly to participate in opening Convocation and procure shirts.</li> <li>3. Employee Appreciation Committee - Jennifer will attend Staff Awards on June 13<sup>th</sup>. Event should be streamed.</li> <li>4. Planning Steering Committee – committee potentially may not continue once the new President is installed.</li> </ol>
<b>Treasurer's Report</b>	Ghana Smith reporting. Current Balance: \$627.50 Local funds: \$34.00
<b><u>Committee Reports</u></b>	
<b>Policies &amp; Issues</b>	No report
<b>Constitution &amp; Bylaws</b>	Amy Spencer Westerkamp reporting. Committee to meet before June 8 <sup>th</sup> . Amy will send calendar invite.
<b>Communications</b>	Chris Katella reporting. Chris is stepping down as chair. Chair is needed. Discussion with committee to determine communications strategies and responsibilities such as the Digest.
<b>Elections and Nominations</b>	The new officers are as follows: President: Jennifer Fox Vice President: Ghana Smith Treasurer: Sarah Smith
<b>Activities &amp; Events</b>	Walk is rescheduled to May 23 <sup>rd</sup> due to rain. Meet outside of the Wren Building facing the Sunken Gardens.
<b>New Issues or Concerns (open discussion)</b>	n/a

**Staff Assembly Attendance and Voting Record**

**Date of Meeting:** Friday, May 18, 2018

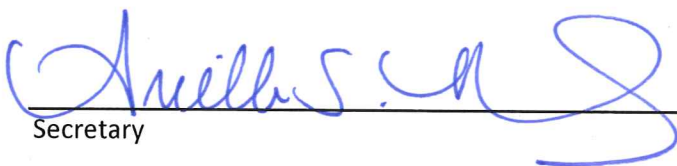
**Secretary:** Arielle S. Newby

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. DAISY BRAXTON	✓				
MS. LATRYCE BUTLER	✓				
MR. KHALIL CELESTINE					
MS. ABBEY CHILDS	✓				
MS. GRACE FEND					
MR. ADAM FERGUSON	✓				
MS. LYNNE FORS					
MS. JENNIFER FOX	✓				
MS. CHARMAINE GORDON-WILSON					
MS. SHELLEY HACKWORTH					
MR. CHARLES (LARRY) JACKSON ✓					
MR. CHRIS KATELLA	✓				
MS. CHRISINA LUERS	✓				
MS. COLLEEN LYNCH					
MS. GLORIA MCINTYRE					
MS. ARIELLE NEWBY	✓				
MS. MELISSA PAYNE					
MS. DEIRDRE RICHARDS	✓				
MS. CLAUDIA SMITH	✓				
MS. GHANA SMITH	✓				
MS. SARAH SMITH	✓				
MS. VENUS SPENCER					
MS. AMY SPENCER-WESTERKAMP ✓					
MS. CRYSTAL TAYLOR	✓				

24 Members/0 Vacancies

12 Members Needed for Quorum

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