

William & Mary Staff Assembly
 General Meeting Minutes
 Thursday, August 16, 2018

The August 2018 monthly meeting was held in the Board of Visitors Room. Jennifer Fox, Staff Assembly President, called the meeting to order at 2:05 pm. Ghana Smith, Staff Assembly Vice-President, conducted the roll call and a quorum was established. See attendance sheet.

Approval of the Minutes	Corrections submitted for June minutes: <ul style="list-style-type: none"> • The spelling of Lynne Fors name. The “e” was not included in her first name. Jennifer Fox approved the minutes with the correction and Venus Spencer seconded them.
Standing Committee Reports	
Policies & Issues	Lynne Fors reporting: <ul style="list-style-type: none"> • The committee met in July to discuss the proposed changes to the Performance Planning Policy because the new policy would combine the professional and operational staff evaluations in one document. • The group submitted two comments. Jennifer Fox reporting: <ul style="list-style-type: none"> • John Poma created a task force to evaluate and propose changes to the current performance evaluation rating system. • Jennifer Fox and Crystal Taylor are sitting on this task force. • Currently the performance review is a 5-point rating system. • Fox and Taylor will like to use the Policies & Issues group as the working group. • The task force discussed disconnecting the performance evaluations system from the merit increase system that way the performance evaluations can be more about development. • Next task force meeting will be in October.
Activities & Events	Venus Spencer reporting: <ul style="list-style-type: none"> • Exercise Walk to take place on October 3rd at noon.

	<ul style="list-style-type: none"> • Would like students to join the staff assembly at the event.
Elections and Nominations	No report
Constitution & Bylaws	<p>Amy Spencer Westerkamp reporting:</p> <ul style="list-style-type: none"> • The committee has not received any feedback for the suggested updated changes to the constitution. • Jennifer Fox has informed the committee that there is 1,245 staff members working at William and Mary as of August 2018. The committee will now evaluate the ratio of staff members to staff assembly senators.
Communications	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • The committee is working on updating the website and the list-serves. <p>Larry Jackson reporting:</p> <ul style="list-style-type: none"> • The committee is looking into using Microsoft Teams to host committee meeting. <p>Group discussion on how to provide better technology access to staff members on campus:</p> <ul style="list-style-type: none"> • A sub-committee was formed to clearly define in detail the problem with the lack of technology access. • The new committee will also explore the possibility of hosting a technology training session. • The sub-committee members are Crystal Taylor, Daisy Braxton, and Claudia Smith.
Auxiliary Committee Reports	
Employee Appreciation Committee	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • Employee Service Awards were hosted in July • The tentative date for the 2019 Employee Service Awards is the first week of June. • The Employee Appreciation Luncheon will be in October and held in the cafeteria.
Professional Development	<p>LaTryce Butler reporting:</p> <ul style="list-style-type: none"> • The committee met on August 2nd to review applications and a decision was made to award 10 staff members and 9 professionals. • A team application was not awarded but the committee forwarded their application and letter of support to

	<p>administration in hopes funding for the training will be funded at the university level.</p> <ul style="list-style-type: none"> • \$15,000 was award this fall and \$10,000 was reserved for the January – April award cycle. • The committee is going to move to a three-application award year to prevent retro-awarding money to recipients. • The award years will be May- August; September – December; and January-April.
Parking	No report
Treasurer’s Report	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • Current Balance: \$1,000
President’s Report	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • The Staff Assembly President will have a standing monthly meeting with the Chief Human Resources Officer and the Director of Employee Relations. • The timesheet requirement differences between the staff who have to report working and leave hours verses the professional staff members that only have to report hours when they go on leave was discussed between Jennifer Fox and John Poma. Poma explained that FLSA law prohibits the tracking of a professional’s hours worked but does require them to track leave hours.
General Business	
Convocation	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • Please encourage staff members in your areas to attend Opening Convocation to greet and welcome the new students to the College of William and Mary. • Staff members who attend will receive the new Staff Assembly t-shirt.
Climate Survey	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • John Poma has asked Staff Assembly to assist with promoting the new survey that will be going out this year. <p>Question suggestion for survey:</p> <ul style="list-style-type: none"> • Employees’ commuting distance • A question regarding telecommuting

	<ul style="list-style-type: none"> • Ask the employees who have returned after a break in service, why they returned. • What are employees' views about the cleaning products that are used? • Which department is the person completing the survey work? • A question about employees' level of technology knowledge • How do employees feel about the city of Williamsburg? • How do employees feel about the dining options? • A question about parking access • A question that gets the employee's opinion about upward mobility. • A question regarding HRT and public transportation usage <p>Suggestions for survey:</p> <ul style="list-style-type: none"> • Make it a smart form • Include a disclaimer that confirms the answers cannot be tracked <p>Please forward any other suggested questions for the survey to Jennifer before the end of August.</p>
<p>Staff Topics for President Rowe</p>	<p>Jennifer Fox reporting:</p> <ul style="list-style-type: none"> • The Staff Assembly will meet with President Rowe on August 30th • Thank you for submitting your biographies • The meeting will be a round table style