



WILLIAM & MARY

STAFF ASSEMBLY

William and Mary Staff Assembly Meeting Minutes 6/20/2017

Board of Visitors Room, Blow Hall, 9am

President Jennifer Fox called the meeting to order. Secretary Liz Luna took attendance and recorded excused absences. There was a quorum. The April and May staff assembly minutes were approved, with Bobby Rawlings making one minor correction to the May minutes.

Committee Reports

Communications:

Chair Chris Katella and others on the committee discussed creating staff profiles of various William and Mary employees, like a “Humans of New York” style page. The committee discussed needing clarification regarding facilities new online work management system and the need to have staff assembly notifications available to facilities employees through this system. Bobby offered to help. This issue is very important because many facilities workers do not have daily access to email. Chris will upload photos of staff senators onto our website if we submit them to him.

Policies and Issues:

This committee focused on the proposed cell phone reimbursement policy (made official after the meeting). The committee agreed that it should be clarified that staff should not be obligated to use personal cell phones for work unless they receive the proposed stipend. Chair Bobby Rawlings noted that the work culture of twenty-four hour access should be discussed and possibly new policies should be implemented.

Constitution and Bylaws:

No updates.

Elections:

Assembly President Jennifer Fox will research exactly when we will have elections. In the meantime, there are some general dates and guidelines. There will be midterm elections around October 16th-25th, this will be around the time of the employees’ luncheon so we can advertise and promote staff assembly. Spring nominations will be around March 14th-21st with elections around March 26th-30th.

Activities and Events:

Chair Venus Spencer and others on the committee discussed what the college president does for the community and if staff are aware of the nature of the role. The committee suggested having a volunteer day to represent the college. Staff could use their community service leave. They wondered how we can mingle with staff after hours. The group suggested utilizing the Facebook page to ask staff what topics they want discussed during general meetings.

Presidential Search Committee Visit: Questions, Answers, and Discussion

Lydia Whitaker, staff representative for the presidential search committee, and Dr. Paul Heideman updated the committee on the presidential process. There have been a total of 50 listening sessions as of the meeting. There are 19 members on the committee who will select 1-3 candidates for review by the Board of Visitors. The BOV will select the president from these candidates. This will be a closed search to protect candidates at their current positions. A search firm has not yet been selected. There is a timeline in place; the committee hopes that there will be a new president selected by next summer.

Some thoughts and questions between the guests from the search committee and people who attended the staff assembly meeting on which issues they would like the new president to address. These will be anonymous:

Issues of diversity and being an inclusive leader

A lack of communication

Needing more of an investment in staff development and training

Seeming inequities in funding

Inadequate buildings and facilities

Inequities between staff and professionals

Asking end users rather than paying large firms for input

The need for a personable president who is invested in all stakeholders

More transparency regarding funding and timelines on how things happen at the college

Meetings:

There will be no official business meeting in July due to vacations. Executive board meetings will restart in August.

Issues-Raises and Payroll:

Cynthia Flannery and Jennifer Fox mentioned the need for official salary letters. It should be required. Ghana Smith mentioned that staff are concerned about payroll dates and it has been difficult to access this information. The payroll office is creating a new link to this information.

Meeting Adjourned

Minutes taken by Secretary Liz Luna