

**Staff Assembly Attendance and Voting Record**

Date of Meeting:

March 9, 2018

Secretary:

Arielle 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.

Arielle Newby  
Secretary

**William & Mary Staff Assembly  
General Meeting Minutes  
Friday, March 9, 2018**

The monthly meeting was held on Friday, March 9, 2018 in the BOV Room in Blow Hall. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 9:03 a.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 10:45 a.m.

<b>Approval of the Minutes</b>	Quorum was met; January and February 2018 minutes were approved.
<b>General Business</b>	The following was discussed: <ol style="list-style-type: none"> <li>1. Meeting with President-elect Katherine Rowe with PPFA and FA.</li> <li>2. Jennifer Fox to set up meeting to get information re: potential pay period changes and whether or not it will go into effect.</li> </ol>
<b>President's report</b>	Jennifer Fox reporting. <ol style="list-style-type: none"> <li>1. Jennifer Fox reflected on conversation with Sam Jones and Arielle re: merging the Staff Assembly with PPFA. Mark Patterson was in attendance and gave suggestions on how to identify differences and communicate them to Senior Administration. Staff Assembly to pursue getting data from Staff to identify common issues and concerns. Arielle Newby, Charmaine Gordon-Wilson and Crystal Taylor to draft survey. Jennifer will obtain information from previous climate survey sent to the College.</li> <li>2. Consensus among the Staff Assembly addressing the need for more collaborative opportunities.</li> </ol>

<b>Treasurer's Report</b>	Ghana Smith reporting. Current Balance: \$627.50 after \$103 clears for office supplies. Ghana to attend March meeting for Parking Services.
<b><u>Committee Reports</u></b>	
<b>Policies &amp; Issues</b>	No report. Gloria McIntyre and Jennifer Fox to attend PPFA meeting.
<b>Constitution &amp; Bylaws</b>	No report.
<b>Communications</b>	No report. Committee to assist with election logistics.
<b>Elections and Nominations</b>	No report. Committee organizing and getting ready for midterm elections.
<b>Activities &amp; Events</b>	No report.
<b>New Issues or Concerns (open discussion)</b>	<ol style="list-style-type: none"> <li>1. Spring meeting date and details forthcoming.</li> <li>2. Jacqui McLendon communicated the performance for Staff Assembly to support will not be able to be held on campus. Ghana and Arielle received details about the 2018 Lemon Project and 50 Years Symposium. Staff Assembly to advertise to staff and support.</li> </ol>