

President's Report
Staff Assembly
Submitted by Jennifer Fox on September 18, 2017

Since our last monthly meeting in August, a few issues and ideas have come up that I want all Staff Assembly members to be aware of:

Elections & Nominations

Our numbers are down, so we will need to do a pretty big push in October to get us back up to capacity. All Staff Assembly members are charged with helping us recruit new members. There are also some opportunities on the horizon with the Employee Appreciation Luncheon and the Fall General Meeting to get more visibility.

With the departure of Amy Byxbe, former co-chair of the Elections & Nominations Committee, our E&N Committee could use an extra member or two to help with the logistics of compiling nominations, sending notices, and tallying votes. If anyone can help, please talk to Dana Anderson-Radcliffe.

Employee Appreciation Luncheon

I met with the Employee Appreciation Committee as the Staff Assembly Representative two weeks ago. The main topic of discussion was plans for the Employee Appreciation Luncheon scheduled for October 17, 2017. Much of the planning has already been arranged. It will be very much the same as last year: lunch in the Commons, all W&M employees (with the exception of Instructional Faculty) are invited so that we can be as inclusive as possible, there will be a photo booth and the Griffin for photo ops, and a take-away gift given out at the end.

Staff Assembly has approval to put a card/flyer in the take-away gift to promote the Assembly and remind staff about the elections, which will be on-going at that point. I have been asked by Staff Assembly's Executive Board to see if we can put up the SA banner. I have another committee this week and will ask at that time. At the behest of the Executive Board, I will also ask about the need for volunteers at the event and if there is anything Staff Assembly can do to assist.

All Staff Assembly members are encouraged to promote the event among their friends and colleagues. Email invitations will be sent out by Sam Jones's office to all invited employees. Be on the lookout for this email.

Facilities Management/FAMIS

It has been brought to my attention by a staff member who works in Facilities Management that the new FAMIS system is causing some concerns among employees. To the best of my understanding, FM employees are being required to use the new FAMIS system to complete and submit their timesheets;

however, employees are not being properly trained. To make matters worse, they are being told by their supervisors that if they fail to enter their timesheets correctly, there will be disciplinary actions.

At this time, I have not been able to determine what those disciplinary actions may be, nor have I been able to determine if the information provided by this employee is policy or just hearsay. I have reached out to Sam Jones, John Poma, and Ron Starzman for clarification on what sort of punitive actions are being implemented (if any), when such actions would go into effect, and what sort of training is being offered. I've also made it clear that Staff Assembly stands behind the interest of the lower-level employees, who may be affected by such actions. This is an important issue and it is my aim to ensure that the employees get the proper training they need in order to do their jobs. Sam has reported that he is looking into the issue. I have not heard from HR.

In my opinion, Staff Assembly's focus should be on making sure the College is providing all of the necessary resources in order for employees to carry out their duties. I do not intend to brook any argument against the implementation of the new FAMIS system. Until I hear more about what sort of disciplinary actions may or may not be imposed, I'm not prepared to make any statement on whether such actions are warranted.

If any Staff Assembly member has thoughts concerning this issues, please call me on Tuesday or Wednesday of this week to discuss. I have a meeting with Sam Jones on Thursday, and I expect this will be a point of discussion.

Fall General Meeting

I have recommended to the Executive Board that we invite President Reveley to be our speaker for the Fall General Meeting. It is my hope that he can help shed light on what his job truly entails so that we can help prepare the staff for what to expect in an incoming president. I welcome suggestions for any other topics of discussion that staff would like to hear the President speak on. I also welcome suggestions for any other speakers at the Fall General Meeting. There is a possibility that President Reveley will not be able to fit us into his schedule.

A recommendation has been made to stream the event so that all employees, especially those from VIMS, will feel included. There is a cost associated with this, so the Assembly does need to carefully consider the Treasurer's input on what funds we have available and how we might expect to use them in the next 9 months. I will support whatever decisions fall to the majority.

50th Anniversary of African Americans In Residence at William & Mary

As all should know, William and Mary is commemorating the 50th Anniversary of African American students in residence at W&M with a full year of special events. While African American students may have only been admitted to the college 50 years ago, African Americans have been an integral part of the College's history since day 1. I would like the Assembly to take an active role in this celebration by planning an event that would recognize the high-level of diversity among College staff and all that the staff has done to help students feel at home here. It's a tall order, but I'd like all Staff Assembly members to start thinking of ideas and bring them to the next regular meeting.

