

**William & Mary Staff Assembly
General Meeting Minutes
Monday, June 18, 2018**

The monthly June 2018 meeting was held on in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 9:02 a.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet.

<p>Approval of the Minutes</p>	<p>Minutes from May meeting were approved by motion by Jennifer Fox and seconded by Lynne Fors.</p>
<p>Guest Speakers</p> <p>Roundtable Discussion with Sam Jones</p> <p>Amy Sebring</p>	<p>Roundtable discussion with Sam Jones, Senior Vice President for Finance and Administration and Amy Sebring, Vice President and Chief Finance Office</p> <p>Sam: Communications needs to be strengthened. The Digest does not catch all communications and do not always directly affect those who receive it. There is no easy solution but we just need to allow communications to take place in many way and use multiple outlets.</p> <p>Amy: Recognizes we miss opportunities and would love opportunities. Amy would like suggestions to strengthen communications.</p> <p>Amy Spencer-Westerkamp suggests making sure banner profile with classifications and communications would communicate those classifications.</p> <p>Arielle Newby suggested in addition to profiles to create a staff handbook similarly to the faculty handbook to stream line communications and understand what it means to be a staff member and what we have access to.</p> <p>Larry Jackson suggested electronic communications be accessible in common</p>

areas and for those who do not have access to computers. Digest communications for facilities goes to a non-urgent folder.

Crystal Taylor suggested supervisors understanding importance to know about Staff going ons and supervisor need to advocate staff attendance.

Amy Sebring suggests discussion for communication strategies with outlook and its potential intranet capabilities when available.

Jennifer Fox followed up with 26 pay period Ghana Smith highlighted how the discussion with the 26 pay periods was a great example of communication inconsistencies between Staff and Administrations.

Potential climate survey to come out around October.

Staff Assembly to run consistent promotion about our comment boxes to encourage staff inquiries and concerns.

Ghana Smith asked how does the state budget affect our salaries and how should Staff Assembly respond?

Sam: If the state is providing funding that is what the College can allocate. If the state allocates 2% increases that is only 20-30% of the salary budget and the College has to provide the other percent, except for auxiliaries and athletics. The College has to provide the 100% for auxiliaries and athletics. For raises, typically the money comes by raising student tuition.

Ghana asked about For the Bold Campaign money. Sam & Amy explained that most of the money goes to specific causes and programs at the College. Amy would like to come back and speak about the For The Bold Campaign. There is very little

	<p>unrestricted money to use at the College will for salary increases.</p> <p>LaTryce question to Amy re: funds and increasing staff support. Amy: General assembly has the upper hand. There is a cap of out of state students we can take in. The State will not be able to provide support to operation and the college will need to explore new revenue options. For the Bold is a long term goal and college will rely more and more on private funds and donors. College needs to be more efficient and give feedback where we can more efficient.</p> <p>Amy: Two exec teams working on where do we have too many bureaucracies and where/how do we communicate to employees were bureaucracies are necessary.</p>
General Business	<p>The following was discussed:</p> <ol style="list-style-type: none"> 1. Staff Assembly meeting dates given from July through December. 2. Executive Board met and Staff Assembly will have t-shirts for Convocation on August 29th at 5:15 PM. T-shirts will be distributed.
President's report	<p>Jennifer Fox reporting.</p> <ol style="list-style-type: none"> 1. Ghana and Jennifer met with Sam Jones and John Poma regarding with staff morale. John and Sam to reevaluate employee tuition waiver fee.
Treasurer's Report	<p>Ghana Smith reporting. Current Balance: \$13.30 Local funds: \$34.00</p>
<u>Committee Reports</u>	

Policies & Issues	No report.
Constitution & Bylaws	Amy Spencer – Westerkamp reporting. Updates have been made for Article IV regarding elections and midterm elections. Staff Assembly to review and vote will take place at the next meeting.
Communications	Chair needed.
Elections and Nominations	Shelly Hackworth reporting. Dates are set for midterm and general elections for the year. Fall: Nominations- Sept. 26 th -Oct.3 rd ; Elections- Oct. 8 th -12 th Spring: Mar. 13 th -20 th ; Elections Mar. 25-29, 2019
Activities & Events	Venus Spencer reporting. Exercise Walk to take place on October 3 rd at Noon.
New Issues or Concerns (open discussion)	<ol style="list-style-type: none"> 1. Employee Service Awards and Appreciation Reception to President Reveley well attended. Jennifer given kudos for thanking President Reveley on behalf of the Staff. 2. Updates from LaTryce Butler: The auxiliary committee met on twice (5/30, 6/4) since the last SA meeting (5/18) to discuss the application process and disbursement of funds, specifically whether or not to award funding retroactively for the current year. A summary report was distributed to members, detailing application analytics. <p>The committee will move to receiving electronic applications twice per year to allow employees the chance to</p>

	<p>apply for funding in advance of professional development events, further reducing the need to fund retroactively. The committee discussed offering assistance to employees that may not have access to computers by listing various available computer labs available and committee membership list with contact info. To increase accessibility, the committee considered allowing for the application to be printed – to give an opportunity to see questions and prepare responses in advance of completing the online application. The committee will consider providing a flyer at the next general assembly meetings of Staff/PPF for distribution.</p> <ol style="list-style-type: none">3. Parking Services- Ghana receives emails regarding parking issues: more signage in areas requested, more trolley stops on campus,4. June 26th test to reduce mega wattage on campus and will raise temperatures between 2:00 – 3:00 PM. This will be a part of an initiative to be more energy efficient.
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Staff Assembly Attendance and Voting Record

Date of Meeting: Monday, June 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