

**William & Mary Staff Assembly  
General Meeting Minutes  
Monday, September 10, 2018**

The September 2018 meeting was held on in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 10:34 a.m. Arielle Newby conducted roll call and the quorum was not established. See attendance sheet.

<b>Approval of the Minutes</b>	Quorum was not met; minutes from August meeting were not approved.
<b>General Business</b>	<ol style="list-style-type: none"> <li>1. Members from Human Resources joined the Staff Assembly during discussions- Maria (Mane) Pada, Babs Bengtson, and Ron Starzman.</li> <li>2. Employee Appreciation Lunch will be held Monday, October 15<sup>th</sup>.</li> <li>3. Recap re: meeting with President Rowe. She is an active listener. She would like Staff Assembly to re-evaluate success and apply successes to future projects. She would like Staff Assembly to be a partner in change. President Rowe will be back in December. Staff Assembly recapped the strengths discussed: <ul style="list-style-type: none"> <li>• Spring Meeting Attendance</li> <li>• Partnership with Senior Administration</li> <li>• Advocating for and with staff</li> </ul> </li> <li>4. Arielle Newby and Jennifer Fox to potentially schedule a meeting with the Provost as a speaker.</li> </ol>
<b>President's report</b>	Jennifer Fox reporting. No updates to report with Sam Jones; both have not met. Jennifer met with John Poma regarding climate survey; cooperative efforts with PFFA; and changes to performance evaluations.

<b>Treasurer's Report</b>	Sarah Smith reporting. Current Balance: \$1,000
<b><u>Committee Reports</u></b>	
<b>Policies &amp; Issues</b>	No report.
<b>Constitution &amp; Bylaws</b>	Amy Spencer-Westerkamp reporting. Staff Assembly will be resent email to review proposed revisions and vote during the October meeting. If favorable, bylaws will be on the agenda for the November BOV Meeting.
<b>Communications</b>	No report.
<b>Elections and Nominations</b>	No elections are needed; membership is at 22.
<b>Activities &amp; Events</b>	Venus Spencer reporting. Campus walk next Wednesday, September 19th. There was discussion re: Holiday Boxes. Jennifer Fox met with Julie Summs (PPFA) to potentially partner. Venus to meet with Julie Summs and Sandy Wilms; location for boxes: TBD; communication to be structured.
<b>New Issues or Concerns (open discussion)</b>	<ol style="list-style-type: none"> <li>1. Professional Development: Application will be available three times per year. Per Babs, there is a request for additional funds from the BOV.</li> <li>2. Communications Working Group to get hard facts and evidence of issues regarding college wide communications to hopefully dispel perceptions and create solutions for real issues. Destiny Elliott stated challenges may be the possibility of</li> </ol>

	<p>resistance to learn or time to get away to learn. Mane requested feedback on assessment survey to find areas of professional development needs to learn challenges related to communication. Staff Assembly talked about highlighting Lynda.com as a tip of the week on website. Amy Spencer-Westerkamp suggested a computer loaner program for Staff.</p> <p>3. Babs asked about what kinds of training or seminars would be of interest to help with jobs:</p> <ul style="list-style-type: none"><li>• How to be a better you</li><li>• Difficult Conversations</li><li>• Budget Cuts: How It Effects Departments</li></ul>
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**Staff Assembly Attendance and Voting Record**

**Date of Meeting:** Monday, September 10, 2018

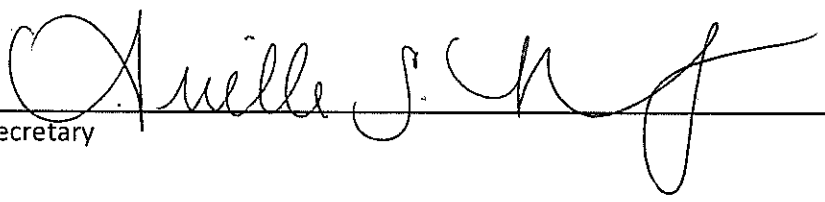
**Secretary:** Arielle S. Newby

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. DAISY BRAXTON					
MS. LATRYCE BUTLER					
MR. KHALIL CELESTINE					
MS. ABBEY CHILDS					
MR. ADAM FERGUSON					
MS. LYNNE FORS					
MS. JENNIFER FOX	x				
MS. CHARMAINE GORDON-WILSON					
MS. SHELLEY HACKWORTH	x				
MR. CHARLES (LARRY) JACKSON	x				
MR. CHRIS KATELLA	x				
MS. CHRISINA LUERS	x				
MS. COLLEEN LYNCH	x				
MS. GLORIA MCINTYRE					
MS. ARIELLE NEWBY	x				
MS. DEIRDRE RICHARDS					
MS. CLAUDIA SMITH					
MS. GHANA SMITH					
MS. SARAH SMITH	x				
MS. VENUS SPENCER	x				
MS. AMY SPENCER-WESTERKAMP	x				
MS. CRYSTAL TAYLOR					

22 Members/2 Vacancies

11 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