

**Staff Assembly**  
**The College of William and Mary**

**Meeting Minutes**

Tuesday, April 2, 2013

BOV – Blow Hall – 3<sup>rd</sup> Floor

- 1) Lydia Whitaker brought the meeting to order.  
March minutes were approved.
  
- 2) Roll Call by Mary:  
In attendance: Coleman, Davis, Elliott, Hankins, Lewis, Schmotzer, Singleton, Spencer, Thomas, Trovato, Whitaker  
Excused: Dreyer, Evans, Turnage  
Absent: Givens
  
- 3) Lydia introduced Brian Whitson, Associate Vice President , University Relations  
He spoke about internal communications - people don't come to the W&M website; that people prefer email as a way of communication. Phase 1 – added news & events to Digest; Phase 2 Electronic newsletter  
Tina compared the old and new digest. Brian and Tina asked for suggestions from the group.  
  
Steve suggested that we invite Bob Warren, Facilities, to our meeting to discuss housekeeping issues on communications.  
  
Guests departed – meeting resumed.  
  
Old Business-
  
- 4) Committee Reports:
  - a. Elections & Nominations : We have six new people (nominees) as a result of elections.
  - b. Policies & Issues: No report
  - c. Constitution & By-Laws- No report
  - d. Communications (Webpage & Facebook) – No report
  - e. Staff & Community Relations – No report
  - f. Activities & Events: Lydia shared that a group went to the Muscarelle Museum.

**New Business:**

Lydia reported that she was a guest speaker at PPFA.

New nominees should be invited to May meeting.

The May meeting will be a campus-wide meeting in Tidewater Room on May 3<sup>rd</sup> at 11:00 a.m.

Discussion on recent elections that out of 915 W&M/245 Vims employees that only 107 voted. ☹

Lydia reported that Employee of the Month will be reinstated and that Parking Services has agreed that The employee would get a “parking space” for the month – no charge and that the employee would be recognized on our website.

Meeting adjourned by Lydia Whitaker.

Submitted by:

Carol Hankins, Secretary