

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

**Meeting Minutes**

Tuesday, April 5, 2011: 10:00 - 11:00  
Blow Hall, Board Room

**Members Present:** Rossie Coleman, Lachelle Givens, Jennifer Hay, Patty Lalumiere, E. R. Leland, Donna Lewis, John Mattie, Tiffani Pucket, Tom Trovato, Lydia Whitaker.

**Members Absent:** Regina Burrell, excused; Jennifer Dreyer, Destiny Elliott, on leave; Anna Fisher, excused; Emily Reijmers, Venus Spencer, excused; Deloris Thomas, excused; David Tidwell, Carol Tomlinson, excused; Shannon Turnage, excused; Sonya Worden, excused.

Vice President, Tom Trovato, lead the meeting in the President's absence.

*Old Business*

None

*New Business*

1. Employee Appreciation Day is Friday, June 10, in the Wren Yard from 11:30 to 1:30. The Commons will be used as backup in case of inclement weather.

Invitations will be sent via email, managers will RSVP for employees without a computer. The menu will include a vegan option. The Staff Assembly will be handling publicity, Tom will come up with a flyer.

2. John Mattie felt, and there was a consensus among other members, that employees do not understand what the Staff Assembly represents. We need to find ways to reiterate that the Staff Assembly includes all staff at the College, the purpose of the Assembly and what it does.

*Committee Reports*

1. *Committee Reports*

- a. Policies and Issues – No report
- b. Constitution and By-Laws – No Report
- c. Communications – TBD
- d. Elections and Nominations – Lydia Whitaker: 80 employees voted for only one person even though they had the option to vote for nine candidates. There are six returning members; two new members: Mary Schmotzer, Swem Library; and Steve Singleton, Environment, Health, & Safety Office; and one withdrew.
- e. Staff and Community Relations – No report
- f. Activities and Events – The Open Forum meeting will be held May 4, 11:00 – 12:00 in the Sadler Center. Anna Martin will have updates for the staff; and Carolyn Davis, Director of Auxiliary Services, will have a presentation on Parking Services.

There was a suggestion of giving door prizes. A discussion of give-a-ways for the Open Forum and also the Employee Appreciation Luncheon included a gas card or restaurant card, credit toward a parking pass. It was noted that give-a-ways are

taxable if the money comes from a department using State monies. Lydia will ask Ruth Gilliam for the written policy on taxability.

ER suggested after the Employee Luncheon we discuss holding a holiday party. The Faculty Forum has a holiday party and we might possibly join together with them.

- g. Lachelle Givens brought up the lack of computer availability for Resident Life Staff. Tom suggested installing IT computers in break rooms where computer access is not available to employee. IT rents them out for \$100/year. This would give those employees computer access. Time sheet completing and approval for Residents Life Staff was discussed.

2. *Campus Committee Update*

- a. *Parking Services* – ER reported that parking services is trying to fix pot holes, weather permitting.
- b. *Diversity* – No report
- c. *Living Wage* – Rossie reported that a consulting firm had come in. Their suggestion was having Residents Life under Facilities Management. Changes are being made, including adding new managers. The operations will run the same as before.

*June meeting and Employee Appreciation Day*

- 1. June 7, 10:00 - 11:00 am Board Room, Blow Hall
- 2. June 10, 11:30 – 1:30 in the Wren Yard

Submitted by,  
Donna Lewis