

Staff Assembly
The College of William and Mary

Meeting Minutes

Tuesday, August 2, 2011, 10:00 – 11:00 am
Blow Hall, Board Room

Members Present: Rossie Coleman, Jennifer Dreyer, Anna Fisher, Lachelle Givens, Patty Lalumiere, Donna Lewis, John Mattie, Tiffani Gray, Mary Schmotzer, Venus Spencer, Deloris Thomas, Carol Tomlinson, and Shannon Turnage.

Members Absent: Destiny Elliott, on leave; Jennifer Hay, E.R. Leland, excused; Emily Reijmers, excused; Steve Singleton, excused; David Tidwell, absent; Tom Trovato, absent; Lydia Whitaker, excused; Sonya Worden, excused.

President Deloris Thomas led the meeting.

Old Business

1. Provost breakfast group update: Attendees broke into groups to discuss topics that they will research. The option for employees getting additional education other than at W&M and benefits for partners. It was decided to continue the meetings with the focus on themes to discuss with the Provost.

New Business

1. The HR Benefits Fair will be held on Friday, August 12, from 10:00 to 3:00 at the Sadler Center. The Staff Assembly will have a table. In addition to candy on the table there will be handouts stating the “Purpose” and “Year at a Glance” as well as the list of the Members of the Assembly. Deloris will send out a sign-up sheet to cover the table during the fair.

Committee Reports

1. *Committee Reports*
 - a. Policies and Issues – No report
 - b. Constitution and By-Laws – No Report
 - c. Communications – Vacant
 - d. Elections and Nominations – No Report
 - e. Staff and Community Relations – Vacant
 - f. Activities and Events – Vacant
2. *Campus Committee Updates*
 - a. *Parking Services* – No report. Next meeting in October
Question/issue: Lachelle reported that housekeeping employees are getting parking tickets when going to other areas of the campus to clean. They park in student designated parking areas (no students are in the buildings) and getting tickets for \$140 while in the building working. Deloris will have ER check on this.
 - b. *Diversity* – Vacant
 - c. *Living Wage* – Nothing new.
 - d. *BOV* – Deloris has ended her year as representative for the Staff Assembly & PPFA. Mary Molineux, PPFA, will represent the Staff Assembly and the PPFA at BOV meetings during the next year.

- e. *Staff Training* – Susan Mongold is developing a “Partnership Program” for the purpose of partnering new employees with current employees as mentors. Susan is also working on a “Leadership Training Program” for Staff Assembly and PPFA members. She will attend the next meeting to discuss her plans.

HR has redesigned their web page with training and development classes listed.

Election of Officers (Term of one year)

1. *Chair* – Patty Lalumiere
2. *Vice Chair* – Shannon Turnage
3. *Secretary* – Donna Lewis
4. *Membership Secretary* – Mary Schmotzer

Membership on Committees

1. *Parking* – ER will continue
2. *Diversity Committee* – Jennifer Dreyer
3. *BOV* – Patty Lalumiere
4. *Staff Training & Development* – ER will continue

Committee Chairs (new)

1. a. *Policies and Issues* – Deloris Thomas
b. *Constitution and By-Laws* – Sonya Worden
c. *Communications* – Open
d. *Elections and Nominations* – Lydia Whitaker
e. *Staff and Community Relations* – Rossie Coleman
f. *Activities and Events* – Anna Fisher and Carol Tomlinson

Next meeting

1. September 6, 10:00 – 11:00 am, Board Room, Blow Hall

Submitted by Donna Lewis