

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

**MEETING MINUTES**

Tuesday, August 3, 2010; 9:00-10:00AM  
Miller Hall, Room 1027

**Members Present:** Majorie Bisbee, Regina Burrell, Jennifer Dreyer, Destiny Elliott, Anna Fisher, Jennifer Hay, Patricia Lalumier, E R Leland, Donna Lewis, John Mattie, Tiffani Puckett, Emily Reijmers, Venus Spencer, Deloris Thomas, David Tidwell, John Vermeire, Lydia Whitaker, Sonya Worden.

**Members Absent:** Pat Luke (Excused), Crystal Boyce (Excused), Timothy Russell and Tom Trovato.

The President called the meeting to order at 9:02 AM

1. Following introductions, there was a brief discussion to elaborate on the purpose of the organization, because some members were attending for the first time.
2. Minutes from the July 16, 2010 meeting were reviewed. Edits to formatting will be made in addition to the following corrections and submitted for approval at the September meeting.
  - a. Staff Assembly (SA) will (not) meet during January and July; Change appointed to elected-regarding officers.

**Old Business**

1. **Climate Survey:** Email notification for the survey was sent on 8/2/10 to all college staff inclusive of operational, classified, hourly and The Professionals and Professional Faculty Assembly (PPFA). The Staff Assembly will review the survey data results and make recommendations to administration on issues and concerns that are raised. Staff should be encouraged to send out reminders to fellow employees to complete the anonymous survey.

Deloris Thomas will share copies of previous climate surveys with the committee. We can also post reports and documents on our Wiki and/or Blackboard.

2. **Blackboard:** Patricia Lalumiere advised that the Staff Assembly site is set up. Crystal Boyce will continue to work on the Wiki site. Instructions on how to navigate both sites will be sent to the SA in the near future.

The Information Technology Department (IT) is offering Blackboard training in August. SA members are encouraged to attend since communication will filter through Blackboard. Monthly meeting minutes will be posted to the Staff Assembly Wiki prior to the next meeting. Patty Lalumiere will email a Blackboard training reminder to SA members.

3. **Listserv:** Pat Luke and Lydia Whitaker have been added as managers for the Staff Assembly listserv. Lydia Whitaker reported that there has not been time to review the list serve as of yet. Deloris Thomas will request that Human Resources provide a monthly update of new hires, separations, and other changes in positions for updating the listserv.

4. **Committees:** The following are the standing committees as identified during the meeting: Policies and Issues Committee – Marjorie Bisbee and Patricia Lalumiere (Co-Chairs), Tiffani Puckett (Member); Elections and Nominations Committee – Lydia Whitaker (Chair), Regina Burrell, Jennifer Dreyer, and Venus Spencer (Member); Constitution and By-Laws Committee – Donna Lewis and Sonya Warden (Co-Chairs); Staff and Community Relations Committee – Emily Reijmers (Chair), Destiny Elliott (Vice-Chair), Anna Fisher and John Mattie (Members); Communications Committee – John Vermeire (Chair), Crystal Boyce and Jennifer Hay (Members); Activities and Events Committee – ER Leland (Member)

The Chair position remains vacant for the Activities and Events Committee. Destiny Elliott volunteered to be Vice-Chair via email for the Staff and Community Relations Committee. The following representatives have yet to be assigned a committee: Pat Luke, Timothy Russell, David Tidwell.

5. **New Business:** VIMS representatives will need parking passes to attend meetings on campus. Deloris Thomas will check on passes with Parking Services for those VIMS members attending meetings on campus.

**Next SA Meeting:** September 7, 2010, 9:00AM, Discovery Center (Newtown)  
**Meeting adjourned** at 10:00AM

*Respectfully submitted by:*  
*Destiny D. Elliott, Recording Secretary*