

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

**Meeting Minutes**

Monday, August 5, 2013

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

- 1) Shannon Turnage brought the meeting to order.  
July minutes were approved with corrections.
  
- 2) Roll Call:  
In attendance: Cheesman, Givens, Hankins, Layman, Renner, Singleton, Strawn, Turnage, Whitaker,  
Excused: Drifmeyer, Coleman, Davis  
Absent:
  
- 3) Committee Reports:
  - a: Elections & Nominations : Have to have a mid-year election. Need at least eight people.
  - b: Policies & Issues: None
  - c: Constitution & By-Laws- None
  - d: Communications (Webpage & Facebook) – See conversation below.
  - e: Staff & Community Relations – None
  - f: Activities & Events:
  - g: Employee of the Month: Would like to start this in September.

**New Business:**

Shannon began discussion about the fall meetings. The Board Room is not available October, November or December. Suggestion was made to a regular board meeting in the Great Hall, Wren. Kimberly is going to check the availability. Also there was a suggestion to have one of the meetings at VIMS – possibly September or December's meeting. Shannon is going to check on the availability of this.

The campus-wide meeting will be held in November no later than mid-November. We need to do nominations and elections before this meeting so that the new board members will be on board.

September meeting is moved to September 9<sup>th</sup> at 3:00 p.m.

Mid-term elections: All university and classified, whether part-time or full time are eligible to be on the board.

Open nominations from Sept 9-20<sup>th</sup> and have the voting from September 23-to end of day September 27<sup>th</sup>.

Lydia brought up the fact that if each one of us would ask someone to serve – we should have no problem filling the slots.

Use the staff list serve to send info out on the nomination/election process.

Lydia will look up the rules of election and email them to Shannon.

The web page needs to be updated. Lydia will contact the Cascade person and have Regina, Carol, and Susan's name added so they can get the web page updated before we do the election process.

Advertising - There is a need to revamp the way it is done. Seek out what the staff is doing and advertise it. Make the Staff Assembly more appealing to be part of. Do a flyer advertising what Staff Assembly is all about. Have someone from VIMS talk to VIMS employees about being part of the Assembly.

Discussion was brought up that one of the reasons employees don't volunteer is that they do not have the support of their supervisor.

There is a lack of communication. The face book page needs to be updated. Lydia will contact Dorothy about getting admin rights.

Food Drive Dates- Sandy, in President's office, put the dates out. The mail room will pick up food boxes in all academic and educational buildings – NOT residence halls.

Meeting time: When we get new members, the day and time could change for the monthly meetings. Campus-wide meeting will replace the regular monthly meeting in November. The date will be announced later – possibly November 19<sup>th</sup> or 20<sup>th</sup>. Steve will check the availability of Tidewater or Chesapeake rooms.

Volunteering: Steve asked for ideas to do volunteering as a group – locally. Steve asked for guest speaker suggestions - possibly the Ombudsman, HR – Babs for training; Ron Price the HR Director.

Steve asked for suggestions for a speaker for the campus-wide meeting – something that would entice employees to come out for it - possibly Babs and/or Ron Price from HR.

Meeting adjourned by Steve Singleton.

Submitted by:  
Carol Hankins, Secretary