

Staff Assembly Initial Meeting Meeting Notes
DESTINY ELLIOTT, RECORDING SECRETARY
 APPLIED SCIENCE DEPT { 221-2563 ☒ ddelli@wm.edu

1 Meeting Logistics

Item	Description
Date	July 16, 2010
Time	10:00 am
Location	Ford Classroom; Swem Library

2 Membership

Role	Name
Absent	J. Dreyer, T. Puckett, T. Russell, V. Spencer, D. Tidwell, and T. Trovato
Facilitator	Deloris Thomas
Minute Taker	Destiny Elliott

3 Minutes

Topic	Owner	Minutes
Opening	Deloris	The meeting was called to order by Deloris at 10:00 am.
Monthly Reports		
Recording Secretary	Destiny	No report
Membership Secretary	Marjorie	No report
The Staff Assembly	Deloris	The Staff Assembly (SA) is a shift of a new organization that is not a social organization; it is an administrative arms organization that will give input, recommendation of things of importance that affect staff etc
Nominations	Deloris	group of representatives agreed to vote for executive board members by individual positions; nominations would have been weaker because staff is fairly unknown to each other
PRESIDENT		unanimously voted for Deloris Thomas for a 2 year term
VICE PRESIDENT		appointed Tom Trovato; 2 year term

Topic	Owner	Minutes
RECORDING SECRETARY		appointed Destiny Elliott; 2 year term
MEMBERSHIP SECRETARY		Marjorie, Jennifer H., and Emily were self nominated; there was a tie between Jennifer and Marjorie; 2 minute speeches were given and Marjorie was appointed the membership secretary; 2 year term
<p>Note: Deloris expressed concerns that SA should attempt to be diverse by having executive board members from across the campus; group of representatives agreed that executive board members from different departments was acceptable</p>		
Committee Nominations		John (School of Business) was appointed as the SA web page manager/representative; now is the chair for the communication committee
Chair's Comments	Deloris	<p>Anna Martin has requested a monthly meeting with SA chair;</p> <p>SA listserv up and running for executive board and all representatives; Pat L. and Lydia W. will be added as administrators</p> <p>Pat L. will work on blackboard along with Crystal</p> <p>For the upcoming meetings, think about which committee to work on; voting will take place on the next meeting for remaining chairs</p> <p>Climate Survey – SA may be asked to participate; should encourage staff to complete</p>
Meeting times/locations	Deloris	must meet 10 times per year; suggestions - group of representatives agreed that July and January should be meeting times; scheduled at the first Tuesday of the month at 9am at various locations across campus
Elections	Deloris	currently there are 22 filled positions on SA, however it is better to have 24; membership cannot decrease below 20; elections will need to be held for open seats
Representative Announcements		Pat Luke will be out but will inform of committee preference

Next Meeting: August 3, 2010; Miller Hall (Mason School of Business)