

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

**Meeting Minutes**

Tuesday, June 7, 2011, 10:00 – 11:00 am  
Blow Hall, Board Room

**Members Present:** Regina Burrell, Rossie Coleman, Jennifer Dreyer, Anna Fisher, Lachelle Givens, Jennifer Hay, Patty Lalumiere, E. R. Leland, Donna Lewis, John Mattie, Mary Schmotzer (new member), Venus Spencer, Deloris Thomas, Carol Tomlinson, Tom Trovato, Shannon Turnage, and Lydia Whitaker.

**Members Absent:** Destiny Elliott, on leave; Tiffani Pucket, absent; Emily Reijmers, absent; Steve Singleton, excused; David Tidwell, absent; Sonya Worden, excused.

President Deloris Thomas lead the meeting.

*Old Business*

1. The college wide Staff Assembly meeting was in May. Carolyn Davis, Director of Auxiliary Services announced a 6% increase in parking fees effective August. Anna Martin discussed Open Enrollment for joining the University System and the change in retirement deductions for all employees.
2. Planning for the December meeting will begin in the fall.
3. Susan Mongold has developed an info page for new employees that explains the Staff Assembly.
4. Staff Assembly will have a table at the Employee Appreciation luncheon.
5. There is still a communication problem for employees without computers. The staff who have computers receive email and the Digest is available to receive communications and information from the College.
6. Employee Appreciation Day invitations; on the day the invitation was sent the computer system crashed. Even after the system went back up several days later, no second invitation was sent and employees were not notified to re-reply to the first invitation. There are still pockets of employees there haven't been notified of the luncheon and this is a concern. Deloris attempted to contact Development Events regarding these issues and received no response. She feels they are not paying attention to these details for the one event that is for employees during the year.

Deloris put a message on the Digest about the luncheon a week prior to the event so employees will know that the luncheon is taking place.

A change at the luncheon – the person winning the larger prizes must be present when their name is called, otherwise another name will be picked.

All Staff Assembly members are asked to sit together at the luncheon. Anna Martin will acknowledge the members.

### *New Business*

1. Outlook Calendar is having user issues

2. Provost Breakfasts

On June 14 there will be a planning meeting to focus on what direction the Provost's breakfast should take for the next year; possibly more structured with notes taken. Different groups are working separately for the same issues common to all groups; procedure issues, salaries, more students but not more staff, etc. It was suggested that the groups on campus come in with a united front.

The breakfasts came about as an informal gathering, but could they possibly be used as a way for resolution of issues. Should they be used as an opportunity for people to come together to bring back ideas, information, etc., to their organizations and to try and seek resolutions.

Question: Should the purpose of the Provost breakfasts be changed? After discussion, there was a consensus that the Provost breakfasts continue as is and to use the organization as it currently exists.

3. Tiffani reported that the housekeepers were given an agenda of what is expected of them and what they will receive for working conditions; Gatorade, water, a safe room where there is air conditioning, a first aid kit. To date, these have not been provided. Rossie addressed his supervisor about providing Gatorade and water.
4. Deloris noted that Regina will be rotating off the Assembly
5. At the August meeting a chair and new committee members will need to be named from incoming/new members.

### *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, no meeting until October
- b. *Diversity* – No report
- c. *Living Wage* – Nothing new. The students arrested will serve community service. Possibly one of the students might not have been allowed to walk.
- d. VIMS housekeeping employee is having problems with hours; missed time was reported by another employee. It was suggested that she go to HR.

### *Next meetings*

1. August 2, 10:00 - 11:00 am Board Room, Blow Hall
2. September 5, 10:00 – 11:00 am Board Room, Blow Hall

Submitted by Donna Lewis