

Staff Assembly
The College of William and Mary

Meeting Minutes

Wednesday, Oct 3, 2012

BOV – Blow Hall – 3rd Floor

- 1) Lydia Whitaker brought the meeting to order.
September minutes were approved.
Lydia reported that the President's office called to see if Staff Development was doing the Food Basket Program this year. She responded yes and asked Rossie to do chair it again.

It is Staff Development's turn to host the Provost's meeting on October 23rd, James Blair Conference Room. Venus was asked and accepted the responsibility. Lydia commented that she would ask Chon Glover to fund this. This meeting is held quarterly with each group taking turns to host it.

November 28th will be the campus-wide general meeting held in the Sadler Center from 11:00-12:30. Ron Price, HR VP will be the guest speaker. Anna Martin has also been invited.

-Our guest speaker Kierston Boyce, Compliance and Policy Officer spoke on the College's Sexual Harassment Policy. She informed us that there is on-line site:

<http://www.wm.edu/offices/compliance/policies/index.php> .

-She is in the process of created an Awareness Campaign for training.

-She stated that there are mechanisms in place to detect and fix issues.

-Reporting situations is important.

-Managers and Supervisors are required to report sexual harassment incidents. It affects the whole campus. ---

-Not all reports are treated the same. Appropriate actions are different for each incident.

-If someone comes to you but don't want it reported, you can come and discuss it without giving details.

-Their office is a safe place to come to discuss situations, such as discrimination, misconduct, etc.

- Her office is not HR (dealing with personnel management)

Guest speaker departed. Meeting continued.

- 2) Roll Call by Mary:

In attendance: Rossie Coleman; Tamekka Davis, Jennifer Dreyer; Destiny Elliott; Lachelle Givens; Carol Hankins; Joese Johnson-Caffey; E R Leland; Donna Lewis; Mary Schmotzer; Steve Singleton; Venus Spencer; Carol Tomlinson; Shannon Turnage; Lydia Whitaker

Excused: Glenda Evans, Deloris Thomas

Absent: Tom Trovato

Visitors: 3 guests

- 3) Lydia discussed Development as far as staff not giving back to the community. She is in the process of meeting with Development to create a Staff Development Campaign for staff to be able to donate money to the College. This is separate from charitable contributions. This campaign will benefit the College. . Lydia just wanted to share this info and will bring it back to the table for discussion once she gets more details.
- 4) ER asked for clarification what Staff Assembly is. There is still a lot of confusion about the Assembly (who we are, what do we do, etc.). Lydia will address this matter at the November General Meeting.
- 5) We are at 17 members and need 3 more immediately. Lydia stated that she is working with Glenda to set up in Tribe Voices to get the forms up so people can be nominated. It was stated that there are two people interested.

- 6) Discussion about whether we should ask Anna Martin to allow one-hour for monthly meetings. It was stated that employees can use some of the 16 hours community service time for this.
- 7) November 6 - NO MEETING since we are having one on November 28th.
- 8) ER suggested moving meeting time. It is in the by-laws that it is to be held on the first Tuesday of the month. She will get the By-Laws committee together to discuss then bring it back before the Assembly.
- 9) Lydia shared about her BOV meeting - Had her own nameplate; stated how discussed concerns across the board; She was invited to have lunch with Dalai Lama.
- 10) Old Business- None
- 11) Committee Reports:
 - a. Elections & Nominations – None
 - b. Policies & Issues – None
 - c. Constitution & By-Laws- None
 - d. Communications (Webpage & Facebook) – In process of Cascade training
 - e. Staff & Community Relations – None
 - f. Activities & Events – None

New Business:

Steve – Donating as an Assembly to the community. It was discussed that we can through United Way. Volunteer through the Day of Caring. Lydia would find out more details on this. She found out it is in September. If we want to volunteer as a group in the Spring, please find out details for a place to volunteer and we will discuss it.

ER brought up the idea of a Holiday Party like HACE used to sponsor. It would be great for morale. Discussion – where would the money come from, would we charge, how much..... Lydia is looking into the matter for possibly hosting in 2013.

Meeting adjourned by Lydia Whitaker.

Submitted by:

Carol Hankins, Secretary