

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

**MEETING MINUTES**

Tuesday, October 5, 2010; 10:00-11:00AM

School of Education, Room 301

**Members Present:** Regina Burrell, Crystal Boyce, Jennifer Dreyer, Destiny Elliott, Anna Fisher, Jennifer Hay, Patricia Lalumier, E R Leland, Donna Lewis, Pat Luke, John Mattie, Emily Reijmers, Timothy Russell, Venus Spencer, Deloris Thomas, David Tidwell, Tom Travato, John Vermeire, Lydia Whitaker.

**Members Absent:** Sonya Worden (Excused), Donna Lewis, (Excused), Tiffani Puckett.

The President called the meeting to order at 10:02 AM

1. Guests from the Residence Life Housekeeping Staff were introduced and allowed time for members to hear their issues and concerns relating to the Living Wage Campaign and working conditions.
  - a. Some concerns included – unfilled vacant positions, increase stipends, restore computer access to employees, monthly meetings for the department, and improve work areas-break rooms, updated equipment
2. Following the discussion with Residence Life staff, Deloris Thomas advised that the Staff Assembly encourages staff to use their college emails to be included in campus information, updates, and announcements. Housekeeping staff were advised to utilize computers located on campus that are not closed and/or public libraries. A representative will join the Staff Assembly during the next elections. Concerns should be submitted in writing to the Policies and Issues Committee so an agenda item can be added if necessary.
3. Minutes from the September 7, 2010 meeting were approved as distributed with the correction of the omission of Destiny Elliott's name on the excused absentee list. Committee members were reminded that committee minutes and other files for sharing should be posted on Blackboard before the meeting.

***Old Business***

1. Call on the floor for the opening of Membership Secretary was made to replace Marjorie Bisbee. Jennifer Hay agreed to serve the remaining term for 2010-2011.

***New Business***

**1. Committee Reports:**

- a. Policies and Issues – Issues affecting staff should be submitted to the Policies and Issues committee.
- b. Constitution and By-Laws Committee – no report
- c. Communications Committee – All emails should be updated in banner and blackboard. All issues or questions about posting in blackboard should be directed to Crystal Boyce.
- d. Elections and Nominations Committee – no report

- e. Staff and Community Relations Committee – Upcoming community service projects will be announced. Campus community service projects for the holidays are coming up and Sandra (Sandy) Wilms is the point of contact. Other announcements will be posted on blackboard before the November meeting.
  - f. Activities and Events Committee – The general Staff Assembly meeting will be held on December 8, 2010, in the Sadler Center. The agenda will include introduction of the college’s administration, committee background and introduction of members. A question and answer period will follow. Anna Fisher will handle name tags and paper list of member contact. Venus Spencer will handle paper questionnaires. An online form for questions will be distributed in the upcoming weeks. Reference - <https://forms.wm.edu/login/index>. The next Activities and Events Committee meeting will be – November 30, 2010, Morton, room 101-A.
2. **Climate Survey:** Results should be available in November. Noted - Residence Life Housekeeping Staff were advised that they did not have to complete the climate surveys.
  3. **Strategic Plan:** Deloris Thomas explained the college’s current plan of action to be shaped into a liberal arts college. Information about the current plan has been disseminated through campus conversations with the Provost. Some items in the plan will be tabled until next academic year.
  4. **Blackboard:** Crystal Boyce displayed how to navigate through Blackboard to find where to post information for the Staff Assembly. She will be the point of contact for any items posted or help needed. Committee chairs are encouraged to place committee notes on blackboard before the meeting.

***New Business:***

1. **Staff Training and Development:** Pat Luke discussed the newly formed campus partnership program that is focused on employee volunteers assisting Susan Mongold with training opportunities for staff. For example, employees that are skilled in discoverer or banner programs can help others needing assistance.
2. **Board of Visitors (BOV):** The Professional and Professional Faculty Assembly (PPFA) and the Staff Assembly will be represented at the BOV meetings. Administration was recently updated with the current and future goals of the Staff Assembly.

**Next SA Meeting:** November 2, 2010, Swem Library, Board Room, 10:00AM

**Meeting adjourned** at 11:00AM

*Respectfully submitted by:*

*Destiny D. Elliott, Recording Secretary*