

Staff Assembly
The College of William and Mary

Meeting Minutes

Wednesday, September 3, 2014

Blow Hall – Conference Room

- 1) Shannon Turnage brought the meeting to order.
- 2) Roll Call:
In attendance: Baldwin, Bell, Cheesman, Fox, Franson, Hankins, Schatzel, Turnage, Wilkerson, Whitaker,
Excused: Strawn
Absent: Chappell, Crowder, Drifmeyer, Elliott, Gaultney, Layman, Renner
- 3) Committee Reports:
 - a: Elections & Nominations : None
 - b: Policies & Issues: None
 - c: Constitution & By-Laws- None
 - d: Communications (Webpage & Facebook) – None
 - e: Staff & Community Relations – None
 - f: Activities & Events: Had the campus-wide event – None
 - g: Employee of the Month: None

New Business:

Shannon stressed that this is a big year for the Staff Assembly. It's our year that we have a seat on the Board of Visitors. Shannon pointed out that she and Lydia are no longer members at this time – their term expired 2014. She and Lydia will be here to help the Assembly get started and to offer advice.

Shannon and Lydia gave an overview and history of the Staff Assembly and the importance of the Assembly. We need to be a voice for staff and operational employees of the College.

Utmost importance is the election of the President and Vice President. This needs to be done as soon as possible.

Shannon spoke about the importance to include the VIMS staff and that we need to do one of our meetings over at the VIMS Campus. She will provide the name of the IT person to contact in order to do hook up to broadcast meeting either at VIMS or here if we are at VIMS.

It was brought up that most staff does not realize what the Staff Assembly is and that it is open to everyone. There needs to be a better way of communication with all operational and classified staff. Question? How do we get staff interested in participating in Staff Assembly?

It was noted that part-time staff is eligible to be part of the Staff Assembly.

There must be two campus-wide meetings, one each semester, according to our bylaws. Usually one is held in October – early November. Discussion as to what the subject should be the main focus - something that would be of interest campus-wide.

A mid-term election needs to be held for election of new members. This should be done before the fall campus-wide meeting.

It was noted that there is no budget for the Staff Assembly.

Employee of the Month – This was discussed that it really never got off the ground. Lydia shared that Parking Services is still willing to give the Employee of the Month, their choice of a parking space for the month. But nothing else has been done to start the process of selecting an employee of the month.

Shannon shared that if we want to use the Blow Hall Board of Visitor's Room , Sandy Wilms (President's Office) needs to be called to set this up.

Carol Hankins cshank@wm.edu asked that all new people please email her a picture to put on the web page.

Webpage needs to be updated.

It was decided that we will have a Staff Assembly meeting on Wednesday, September 10, at 11:00 a.m. in the Blow Hall Conference Room.

Meeting adjourned.

Submitted by:

Carol Hankins, Secretary