

Staff Assembly
The College of William and Mary

MEETING MINUTES

Tuesday, September 7, 2010

Development Office, New Town, Conference Room

Members Present: Regina Burrell, Anna Fisher (conference phone), Patricia Lalumier, E R Leland, Donna Lewis, Pat Luke, John Mattie, Emily Reijmers, Venus Spencer, Tom Trovato, Deloris Thomas, David Tidwell, Lydia Whitaker, Sonya Worden.

Members Absent: Jennifer Dreyer (Excused), Jennifer Hey (Excused), Tiffani Pucket (Excused)
Timothy Russell

The Meeting was called to order at 9:05 AM

1. Minutes from the August 9, 2010 meeting were approved as distributed. Committee members were reminded that committee minutes and other files for sharing are posted on Blackboard.

Old Business

1. **Climate Survey:** The survey is complete and we await the results. Although we received numerous email notification there still remains a problem with facilities staff accessing and reading their email.

New Business

1. **Communications Committee Chair:** John Vermeire has left the college; therefore, we need a new chair for this committee. Crystal has agreed to do this.
2. **Membership:** Marjorie Bisbee is no longer at the college; therefore, we will need someone to take on this responsibility.
3. **Policies and Issues:** Pat Lalumiere will chair this committee now that Marjorie is not longer at the College.
4. **Committee Reports:**
 - a. **Policies and Issues:** Pat Lalumiere reported on the review of classification policies Provost Halleran asked that we review. The PIC felt that Contribution Level D should overlap with the Professional contribution level because there are many of us who are currently doing D level work.

- b. Communications: The Committee discussed the format for the issue submission form for the web page. It is important to have contact information from the person making the submission if they want us to do follow up. The form should be designed so that incoming issues will go to the board for filtering.
 - c. Elections and Nominations: Lydia Whitaker reminded the committee that if our representative numbers drop below 20 we will need to hold elections. She will make an effort to contact the representative from the Keck Lab to determine if he plans to remain on the Assembly.
 - d. Staff and Community Relations: Emily Reijmers – no report
 - e. Activities and Events: Pat Luke recommended that we hold the campus wide meeting after the end of classes and before final exams begin. Tentative dates include December 5, 8, or 9 at 11 a.m. The program will include short introduction and remarks with updates by each of the committee chairs. Vice President Martin and Provost Halleran will be invited along with the presidents of the PPFA and the Faculty Assembly.
 - f. Campus Committee representation: E R Leland volunteered to serve on the Parking Services Committee and Emily Reijmers will served on the Diversity Committee.
5. Other Items Discussed
- a. The first session of Breakfast with the Provost for the fall semester will be held on October 6, 2010. Representatives from The Forum, PPFA, Women’s Network, and EqualityWM serve as host for the two sessions held each semester. Attendance at the sessions will rotate among Assembly.

Next SA meeting: October 5, 2010, 10:00 AM, (School of Education Board Room, 301 Monticello)
Meeting adjourned at 10:00 AM.

Respectfully submitted by
Tom Trovato