# William & Mary Staff Assembly

# Meeting Minutes

# Wednesday, December 9, 2020

The December 9 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:04am. Sonya Worden conducted roll call and a quorum was established. See attendance sheet.

**Ground Rules**

* Raise hand
* Mute unless you are speaking
* Be honest, open and respectful
* Ask for clarity

**Approval of November 11 Minutes**

* Motion to approve brought forth by Robin Hollenbeck
* Seconded by Tamia Rudnicky
* Approved by quorum via Teams Chat

**President’s Report, Arielle Newby**

* Thanks to all those working so diligently through pandemic with no days off
  + Postal workers
  + Facilities Management
  + Environment Health & Safety
  + Student Affairs
* Expressed it is an honor to serve Student Assembly and serve as BOV representative
* Privileged to voice concerns on behalf of staff to leadership
* Continues to serve on COVID response team with Robin Hollenbeck
* Be sure to do the check-in conversations training in Cornerstone
* Successes:
  + Water Coolers – between 15 and 75 in attendance at each
  + 1200 pounds of food collected during the holidays for W&M families/local food pantries
  + Great work by the Policies & Issues Committee on diversity on interview panels and reviewing several policies (shout out to Marc Kelly)
* Next Water Cooler is December 16 at 2pm
* Staff Assembly on Planned Pause through January 15, 2021
* Feel free to contact Staff Assembly and its members at any time via e-mail with questions
* Next meeting is February 10, 2021
* Reminder that any staff member may serve on a Staff Assembly committee
* Elections will take place in March for the next term, which begins in May; feel free to nominate yourself and/or others (info to follow)

**Peggy Agouris, Provost**

* Expressed sincere appreciation to the staff for their hard work during this past year
* Consider own wellness and well-being in all that we do
* Cannot be best you can be if you do not feel good about where you are
* Wants to make a difference in how people feel
* Tremendous emphasis on wellness & well-being as an institution; provide more rewards to instill this in all
* Spring semester
  + Not changing much for spring
  + Uncertainty in number of cases of COVID
  + Phased return with blended learning
  + Not shorter like fall semester – spring break will consist of six individual days where professors will be asked to not assign homework to be due immediately before or following
  + Use W&M&you app to express concerns, successes anonymously
    - The more to participate, the more powerful the tool
    - Be connected
  + Provost office hours will continue
    - Open to staff
    - Attend and ask questions; do not listen to rumors
    - Individual meetings by request but could take some time to get scheduled
* Expressed continued gratitude for all staff have done and will do going forward

**Marra Austin, Director of Procurement** (PowerPoint attached)

* Staff members are shining stars; so appreciative of all we do
* Amazon is now a vendor
  + Not for routine purchases
  + May be utilized if/when needed (see e-mail from Dave Zoll for more information)
  + If card inactivated, can you still get an Amazon Prime account created; will confirm with Dave Zoll
* SPCC cards can be reinstated if NEEDED but still managing cost containment
  + Talk with department regarding getting card reactivated
    - Need business justification
    - Need approver approval
* Will check to see if renewed cards may be sent to residence of card holder

**Miscellaneous**

* Arielle Newby
  + Thanks for attending
  + Please stay engaged with the Staff Assembly
    - Attend meetings on second Wednesday of each month starting February 8, 2021
    - Nominate yourself or another to run for Staff Assembly; serve on committee
    - Enjoy your Planned Pause and the holidays - disconnect and return energized
  + Thanks to Provost Agouris and Marra Austin for coming to meeting and for their leadership
  + Thanks to Chris Lee for being a resource for the Staff Assembly

**Meeting adjourned at 11:19am**

**Respectfully submitted by Sonya C. Worden, Staff Assembly Secretary**