# William & Mary Staff Assembly

# Meeting Minutes

# Wednesday, February 10, 2021

The February 10 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:09am. 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 December 9 Minutes**

* Motion to approve brought forth by Robin Hollenbeck
* Seconded by John Dixon
* Approved by quorum via Teams Chat

**Chris Lee, Chief Human Resources Officer**

* Arielle Newby welcome Chris Lee and thanked him for being our special guest
  + Addressed 2018 Climate Survey; parking big issue for all
  + Market study done on compensation
  + Letter coming out soon to all staff with total compensation, including benefits
  + Announcement coming out in next few weeks regarding volunteer benefits
  + Also coming soon is Pay Administration Manual with major health insurance benefit
  + Nothing to report on Civility & Citizenship to date
  + Received positive feedback on check-in conversations process; have not forgotten about 360 evaluations; continuing to consider
  + Supervisor’s Forum meets monthly
  + Manager’s Forum meets every other month; discusses policy matters
  + Next climate survey in Spring 2022
  + The Ombuds position will be filled by three people who will work together and incorporate university values; all Assemblies were supportive of this plan
  + Lynn Smith is Staff Assembly liaison to Ombuds
  + Jennifer Fox (former Staff Assembly member) was liaison to survey committee
  + Shout out to Marc Kelly and Policies & Issues Committee for initiative on diverse interview panels
  + Systematic and forthright actions are being taken for any violation of Healthy Together
    - People are being held accountable
    - Incidents need to be reported
    - Warning or two, then action
    - Very diligent because this is so important to keeping students on campus
    - Responsibility of all to stay safe
    - All rules are still on website
    - Remember to participate in the training; will not be in good standing with W&M if training not completed, which means NO
      * Pay raises
      * Promotions
      * Sabbaticals
      * Awards
    - President Rowe has completed training and expects all others to do so as well
* There will be a fair, systematic and transparent way to provide merit increases, as able, through the check-in conversation process

**President’s Report, Arielle Newby**

* Listen to BOV executive committee meeting; includes athletics update and update from President Rowe; full BOV meets at end of February
* Provide feedback on planned pause via e-mail to Staff Assembly
* Duke Award nominations are open
* Remember to take care of yourself and take one day at a time; spring semester will be as taxing as fall and will be longer
* Please sign up for the W&M&you app

**Vice President’s Report, Robin Hollenbeck**

* COVID
  + Shared COVID quick reference information
  + Register with Virginia Department of Health website for vaccine; get on all possible lists
  + CVS, Walgreens and Walmart have been approved to give vaccine
  + Continue to wear masks, social-distance and wash hands thoroughly now and after being vaccinated
  + COVID 19 dashboard continues to be updated
  + Report positive COVID tests
  + Go to primary care physician if you have symptoms
  + Report violations of W&M policies
  + At will testing has returned
  + Remember to do Cornerstone Healthy Together training by February 10
* Robin Hollenbeck and Arielle Newby are members of Cabinet Plus and continue to meet regularly with W&M leadership but are no longer on COVID Response Team, which has been reduced in size

**Social Media, Lynn Smith, Chair**

* Jeremy Condron left W&M in late January
* Anything to be posted should be sent to Lynn Smith via e-mail

**Activities & Events Committee, Kelly Sataraka, Chair**

* February 16 will be joint meeting with Communications Committee
* Working with Nina Earl on food drive; all are welcome to participate
* Allyship is in place of Water Cooler on February 17

**Elections & Nominations, Salley Rowe, Chair**

* Please plan to attend one of the upcoming SA Interest meetings; senators needed to share their experiences;
  + March 10; 2-3pm; hosted by Robin Hollenbeck – Personal meeting ID 633 820 0465; Passcode 1693
  + March 12; 10-11am; hosted by Kelly Sataraka – <https://cwm.zoom.us/j/5655110874>
  + March 17; 2-3pm; Water Cooler - <https://cwm.zoom.us/meeting/register/tJAtceCuqTIpE9TzYRQDURJW8eHyS0WlflWU>
* Dates to Remember:
  + Senator Nomination form will be open March 1-March 19. [Click Here to Nominate yourself or a colleague](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwmsas.qualtrics.com%2Fjfe%2Fform%2FSV_9WDfPQ8cPZLreU6&data=04%7C01%7Cscword%40wm.edu%7Ccbee0c5b9ca24a84db7808d8dd9f1916%7Cb93cbc3e661d40588693a897b924b8d7%7C0%7C0%7C637503022684131132%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Ry3tdN0l1tpA2ZPfou6ll66U6LkXHfe4RBPr9ZrVa70%3D&reserved=0).
  + Please check the [2020-201 Assembly Rooster](https://wm1693.app.box.com/folder/117935601216) to see if you are up for re-election this term
  + Staff Assembly Senator Election will run March 25- April 2
  + Staff Assembly officer election will occur on May 12

**Communications, John Dixon, Chair**

* February 16 is next meeting with Activities & Events Committee; open to all
* Reminder that you do not need to be a Staff Assembly Senator to serve on a committee

**Miscellaneous**

* Chrystal Taylor reported that professional development is still on pause due to lack of funds; no word on when this will be lifted
* Bonnie Mahar indicated that faculty, staff and students may now park in any faculty/staff or student space with a permit (does not include service, reserved or ADA)
* Short term parking options are the same as they were in the fall; day passes or the app
* Sharon Turnage did not have any updates from parking appeals subcommittee; mostly giving warnings; not many citations
* Arielle Newby reminded everyone to attend the Allyship session/Water Cooler; will be 90 minutes to allow time for discussion

**Meeting adjourned at 11:15am**

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