# William & Mary Staff Assembly

# Meeting Minutes

# Wednesday, March 10, 2021

The March 10, 2021 Staff Assembly meeting was held via Zoom. The meeting was called to order by Arielle Newby, Staff Assembly President, at 10:03am. 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 February 10 Minutes**

* Motion to approve brought forth by Robin Hollenbeck
* Seconded by Kelly Sataraka
* Approved by quorum via Zoom chat

**President’s Report, Arielle Newby**

* BOV Meeting
  + Tuition decision deferred until April
  + Highlights given from BOV Committee on Financial Affairs meeting
  + Naming/renaming buildings
    - Principles to guide
    - Two already renamed
    - Students very vocal
* Recognized dedicated staff working hard and performing new tasks; working in different capacities due to COVID
* Spring will continue to be more busy than fall; longer semester
* Strategic planning commencing this semester with Phase 3
* Pace yourself; do not allow yourself to get overwhelmed
* Try to streamline processes
* SA, FA and PPFA asked supervisors to do pulse checks of employees to support wellness

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

* COVID Vaccine Updates
  + Form coming out in Banner Self Service to update vaccine status; be sure to fill out
  + 500 vaccines were given on campus last week
  + W&M is partnering with other clinics going forward
  + May be contacted by W&M or Virginia Department of Health regarding vaccine
  + Be sure to register via VDH website
  + Moderna vaccine is what is being given right now so still two shots; not sure if/when we will get supply of one-dose Johnson & Johnson vaccine
  + W&M still following CDC guidelines
  + Even if vaccinated, continue to wear masks and socially distance
  + Will look into whether or not PHEL/sick leave may be taken for recovery from COVID vaccine side effects

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

* March 16 will be next joint meeting with Communications Committee
* Working with Nina Earl on food drive; all are welcome to participate
* Also working with Nina on fundraising events, including Bingo, etc.

**Elections & Nominations, Tami Rudnicky**

* 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

**Policies & Issues, Marc Kelly, Chair**

* Working on leave share policy as well as telework guidelines for when conditions on campus are different from telework location (inclement weather, power outage, etc.)
* Human Resources very open to creating a bereavement policy, which is begin drafted to, hopefully, come out soon
* Search Advocate initiative
  + 24 volunteers willing to serve on interview panels to provide diversity
  + training is complete
  + working on resources
  + HR casting a wider net when recruiting to W&M
* No end date known for current telework agreements
* Next P&I meeting is on Wednesday, March 17

**Miscellaneous**

* Next Staff Assembly meeting will be Wednesday, April 14, with special guest Jeremy Martin, Interim Athletics Director
* Finance Overview meetings will take place on Monday, April 12, at 3pm and 7pm
* Thanks from Arielle Newby to Allyship Panel and all for supporting this endeavor; please watch if you have not already done so
* Sonya Worden asked all to sign up for and participate in the W&M&you app
* Reminder from Bill Horacio to take the Climate Action Survey
* Question asked about when teleworking may end; unknown right now; depends on vaccine; may differ by department

**Meeting adjourned at 10:45am**

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