

Staff Assembly
The College of William and Mary

Meeting Minutes

Tuesday, January 13, 2015

Blow Hall – 332

- 1) President brought the meeting to order.
- 2) Roll Call (attached) was conducted by Mr. Zoll.
- 3) President administered the Oath of Office to new Senators.
- 4) The Assembly approved the Minutes for the December 10, 2014 meeting viva voce.
- 5) President introduced guest speaker, Sam Jones, Senior Vice President for Finance and Administration.

Mr. Jones spoke on the history of William & Mary before addressing his role change back to the Senior Vice President for Finance and Administration, a position which he previously held for a five-year period. Mr. Jones reassured the staff that this change would have little to no impact on the day-to-day tasks of staff. Mr. Jones opened the floor up for questions.

Mr. Bristow expressed concern with the Censeo survey and asked if it will lead to a reduced workforce. Mr. Jones responded that staff should not be worried about their jobs. Through the William & Mary promise, the BOV is looking for administrative efficiencies and possibly some reorganization. So far the studies have looked at Energy, Procurement, and Organizational Structure (a look at spans and layers to see if there is room for layer reduction). This was the primary purpose for the time survey that was given to employees. In most cases we need more people. One possible change is looking at “specialist” positions to support units.

Mrs. Givens brought up the six month hiring freeze and stated that it was very difficult for cleaning staff to service existing buildings with fewer individuals. Mr. Jones stated that several options were considered to offset the roughly \$2 million in operating costs and the hiring freeze was selected rather than elimination of positions.

Mrs. Elliott asked for clarification on the specialist support position and how that would affect current support staff. Mr. Jones responded by stating that Staff should not worry about their positions and that changes are not being made to reduce staff.

- 6) President’s Remarks: Where the Assembly is today. We have moved from an organization that was reacting to what was happening on campus to a more proactive group. Last semester we focused on organization building. This semester we will take a strategic direction.

President issued a reminder that it is the responsibility of all Staff Assembly Senators to speak to colleagues about the Assembly and represent them through service.

President provided a budget update stating that he has received principal support for funding and that the Staff Assembly would become the first staff entity to gain State funding.

Additional announcements were that future meetings will be held in the BOV Board Room, Executive Board and committee position vacancies were announced, and the term of the Executive Board will expire on April 30th. The floor was opened up for questions.

Mrs. Elliott asked if the President received a date when funding would be received. A date was not provided.

Mrs. Gualtney asked if the timing of meetings could be changed due to scheduling conflicts. The President stated that there is no good time for everyone, but he is open to suggestions on times.

Mrs. Givens stated that she would be unable to meet after May due to work responsibilities.

7) Committee Reports:

- a: Staff & Community Relations – Welcomed new members Mr. Bristow and Mrs. Beker.
- b: Activities & Events: – Penny Mayton has accepted the position of committee Chair.
- c: Elections & Nominations : None
- d: Constitution & By-Laws: Mr. Zoll welcomed new member Nancy Orr, introduced Vice Chair Jennifer Fox and self to the Assembly. Summarized committee efforts regarding changes to the Constitution and Bylaws document (pending), identification of committee objectives in support of the Staff Assembly's strategic goals, and efforts to fund the Assembly.
- e: Policies & Issues: None

8) Discussion of Proposed Telecommuting Policy (Mrs. Layman and Mrs. Elliott)

Mrs. Layman stated that she spoke with staff about the policy. Some did not know about the policy and others thought telecommuting agreements were informal agreements. Mrs. Layman stated that she was unaware if all staff know about the policy. Mrs. Layman proposed the following questions about the policy: Do we have a say in who is eligible? Who should decide eligibility? Should there be a written agreement? How often should it be renewed? Mrs. Layman also stated that the proposed policy nearly matches word-for-word the VADHRM policy on telecommuting. The topic was opened up for discussion.

Mr. Bristow stated that he finds that those who telecommute are often not available when he has tried to reach them.

Mrs. Kleinsorge asked if there was a process to address being denied by a supervisor and asked that a better definition of the term "not a replacement for childcare" be provided as some employees with older children may be home working while their child is normally home.

Mr. Zoll asked for protection for employees that do not telecommute, stating that their jobs (leave, coverage, etc.) should not be impacted by the department's decision to allow another employee to telecommute.

Mrs. Wilkerson stated an issue with time and leave, where due to job demands, overtime compensation may not be provided although there is an expectation for staff to resolve issues while off the clock. Regarding this comment, Mr. Bristow stated there are inconsistencies between "on call" policies.

Mrs. Beker asked if someone is already telecommuting, do they need to renew or are they grandfathered in under their existing agreement?

Mrs. Hankins had concerns about confidentiality and asked for clarification of what information may be taken off campus.

Mrs. Vance asked if there is a requirement for the employee to state where the work will be conducted, particularly if out of state, due to tax implications.

9) New Issues or Concerns:

Mrs. Baldwin stated that one of her co-workers wanted to attend the Staff Assembly meeting, but was told that the current session was not a general meeting and was discouraged from attending. President stated that there is not sufficient time for general questions during Staff Assembly business meetings, but employees should come and observe.

Mrs. Kleinsorge asked if we will be receiving the results of the Tobacco Free Workplace survey. President did not know, but agreed that results should be circulated and stated that he would submit a request for the results.

10) Mrs. Orr moved to convene as a committee of the whole for discussion of the Staff Assembly strategic plan. Mrs. Kleinsorge seconded the motion.

11) Mr. Strawn motioned to reconvene as Staff Assembly. Mrs. Orr seconded the motion.

12) Meeting adjourned.

Submitted by:

David Zoll, Chair Constitution and Bylaws Committee