

**William & Mary Staff Assembly
General Meeting Minutes
Monday, November 5, 2018**

The November 2018 meeting was held on in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 2:05 p.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 3:36 p.m. The following was discussed:

<p>Approval of the Minutes</p>	<p>October 2018 minutes with no edits were approved per motion by Larry Jackson and seconded Colleen Lynch.</p>
<p>Guest Speaker Graham Henshaw, Executive Director of Entrepreneurship Center & Clinical Lecturer, Mason School of Business</p> <p>Phone: (757) 221-2949 Email: graham.henshaw@mason.wm.edu https://millercenter.mason.wm.edu/</p>	<ul style="list-style-type: none"> • The Alan B. Miller Entrepreneurship Center exists to educate, inspire, and support students in developing the skills and mindset of an entrepreneur. • Henshaw led staff assembly in Marshmallow Tower Challenge; groups built a free standing tower made of only spaghetti, string, tape, and a marshmallow. Four teams of 3 to erect a free standing structure to support the weight of the marshmallow. • Assembly learned MBA recent graduates typically fail the activity because they forget basic and the marshmallow is inconsequential. Kids usually succeed because they create multiple models within the time limits and check fundamental; prototyping. • Henshaw engaged the Assembly on the resources at the Entrepreneurship Center. There are weekly events to discuss opportunities and problems such as Rocket Pitch. See website. • Assembly had conversation with Henshaw regarding 1. Identifying ways to be on the same page as the BOV. 2. Gaining more buy in, areas for collaboration and opportunities for discovery. Butler suggested connecting more with Staff in-person and having opportunities to mingle. Luers suggested having our own listening tour. Childs suggested having “office hours” to increase

	<p>visibility. Newby suggested having visitors at Assembly meeting to sign in and receive follow up emails with thanks yous, upcoming events/opportunities and etc.</p>
<p>President's report</p>	<p>Jennifer Fox reporting.</p> <p><u>Performance Planning Task Force</u> The final meeting of the task force was on December 4.</p> <p><u>Monthly Meeting with Sam Jones</u> Sam has confirmed that a search is underway for hiring an interim Chief Human Resources Officer to replace John Poma. No name has been decided yet. Sam has also requested that the presidents of all the assemblies serve on the search committee for the new Chief Human Resources Officer. I have accepted the invitation on behalf of Staff Assembly.</p> <p><u>Employee Appreciation Committee</u> The committee has sent invitations to vendors and campus partners to register for a table. I have volunteered Staff Assembly to table at the event. Thus far, 34 vendors have responded. The President's Office has made a late request that we invite the mayor of Williamsburg, which the committee will do. Formal invitations to staff will be sent by John Poma the first week of December.</p> <p><u>Provost Search Committee</u> The search committee hosted 2 consultants from the search firm, Isaacson, Miller on November 28-29. 7 members of Staff Assembly met privately with the consultants to share the staff perspective on what qualities and characteristics we would like to see in the next Provost. The search committee is tasked with having finalists recommended to the President and BOV by February 2019. The search will remain confidential though members of the community are encouraged to stay involved by contacting committee members and providing input online.</p> <p><u>Board of Visitors Meeting</u> <i>The BOV met November 14-16, 2018. Board members spent most of the day on Thursday, November 15 at Richard Bland College, which greatly</i></p>

shortened the length of committee meetings held at W&M. I did not attend meetings at Richard Bland. Notes from committee and full board meetings are as follows:

- **Academic Affairs – BOV Room**

The committee discussed significant emphasis on wellness in addition to teaching and scholarship. Recognize improvement efforts to increase diversity and inclusion. Provost reported on expanding STEM (allocation of high-demand degree funding in data science), changes to Faculty Handbook pertaining to amorous relationships, consideration of conduct to tenure process to the extent that it is relevant, and the impact that Amazon’s recent announcement may have on universities in VA. Ginger spoke about the first amendment ad hoc committee. Admissions reported that Early Decision 1 numbers are down, but not surprising. They expect that overall Early Decision yield between 1 and 2 will be up from last year. Pam Eddy reported via Zoom from CA on her women at work studies.

- **Committee on Institutional Advancement – Blow Hall 201**

Moved into closed session immediately.

- **Student Experience – Blow Hall 201**

Committee focused more on student affairs because the focus was on athletics at their last meeting.

The committee listened to a report from the Cohen Career Center, which boasted of high satisfaction ratings from students and strong connections made with employers to help students network. Recommendation was made by a committee member that the Career Center survey those students and employers who choose NOT to use the center. The Career Center recognizes the importance of Amazon becoming a major employer of W&M graduates once the headquarters is established in northern Virginia.

The committee then listened to a report from the Integrated Wellness Center. Trends seen in the last 3 months show an increase in health promotion that is leading to more visits from students. Group wellness classes have grown by 57% because they are free for students. The center is able to see more students because of efficiency improvements made by being in the same building as related departments. Debunked the perception that students have to wait more than 30 days for an appointment in the Counseling Center, but they recognize they need to do another round of campaigning to make sure students understand the facts. The Wellness Center has also seen an influx of faculty/staff asking for similar programming. They are looking into addressing this request. Committee also suggested reaching out to faculty and staff to become partners in promoting wellness.

- **Administration, Buildings, Grounds – BOV Room**

Building Officials report – no concerns, ADA ramp on South side of Wren has been approved and is underway; Griffin plaza is done.

Dr. Wells reported on the progress of 4 active capital projects. The Committee passed resolutions for demolition at Gloucester Point and on the Easter Shore. Sam Jones reported briefly on capital projects at W&M. Landrum is still lagging but the plan is for students to move in after exams and before the start of spring semester. The college is also providing rebates to students and giving them priority housing in the next lottery.

The committee then considered and passed a resolution to approve the Crises Management Plan, which lays out processes the College has to respond to for various types of situations; some of the plan is

required by the state and can't be changed; updated every 4 years.

The committee passed a second resolution to rename the Tribe Field Hockey Center as recognition for the generosity of a parent's donation.

Mr. Payne recognized concerns for accessibility on campus brought up by a student. Particularly when it rains, the drainage system is not very effective. Sam Jones confirmed that an improvement project is already underway.

- **Committee of Financial Affairs**

Tuition Increase – because of the promise in-state students on campus don't necessarily care about tuition increase announcements because it doesn't affect them. As a result, only about 4 people showed up to the tuition increase open forum. BOV has announced its range of potential increase and ultimately decided on 5.4% (1.31% annually over a 4-year period which is lower than average inflation rates). Another public comment session will be in the Spring for fees and other budgetary items.

W&M needs to make investments in STEM. Reducing the tuition from its highest possible is a way for us to ensure that we are going to meet student need and reduce the size of extraordinarily large classes.

Amy Sebring provided a report on unaudited financial statements for FY18. The audited reports will be available to the BOV in the spring.

- **Ad Hoc Committee on Strategic Planning – BOV Room**

Reviewed the dashboard of trends for the last 5 years. The committee then went into closed session to discuss long-term strategy.

Partnerships with other Assemblies

Staff Assembly will again partner with PPFA and Faculty Assembly for the holiday food drive and stocking stuffer program this December. The holiday food drive will benefit staff in need at W&M.

<u>Committee Reports</u>	
Policies & Issues	No report.
Constitution & Bylaws	Committee to meet after Thanksgiving and will discuss bylaws for clarity and changes.
Communications	No report.
Elections and Nominations	No report.
Activities & Events	We just finished collecting cans for the food bank. We want to thank Procurement for helping collect more cans thanks to a raffle during our meeting on Tuesday, October 30, 2018. We are getting ready to start our holiday collection as soon as we have a meeting, with PPFA to collect cans and supplies for our employees. Thank you, Venus Spencer, Chair of Activities & Events
General Discussion	<ol style="list-style-type: none"> 1. Employee Resource Expo will be January hosted by Employee Appreciation Committee. Save the Dates will be sent out. 2. General Meeting: Kudos given to Abbey Childs and Ghana Smith for coordinating. Overall feedback was good. 3. Spring General meeting to take place in March during Spring Break with President and Provost. Jennifer Fox and Arielle Newby to coordinate with President and Provost's offices.

Staff Assembly Attendance and Voting Record

Date of Meeting: Monday, November 5, 2018

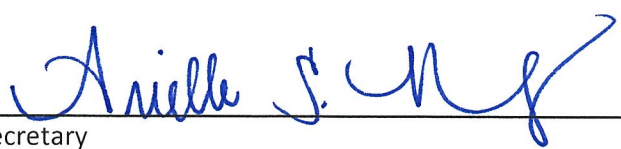
Secretary: Arielle S. Newby

NAME	ATTENDANCE	VOTE 1	VOTE 2	VOTE 3	VOTE 4
MS. DAISY BRAXTON					
MS. LATRYCE BUTLER	✓				
MR. KHALIL CELESTINE					
MS. ABBEY CHILDS	✓				
MR. ADAM FERGUSON	✓				
MS. LYNNE FORS					
MS. JENNIFER FOX	✓				
MS. CHARMAINE GORDON-WILSON					
MS. SHELLEY HACKWORTH	✓				
MR. CHARLES (LARRY) JACKSON	✓				
MR. CHRIS KATELLA	✓				
MS. CHRISINA LUERS	✓				
MS. COLLEEN LYNCH	✓				
MS. GLORIA MCINTYRE					
MS. ARIELLE NEWBY	✓				
MS. DEIRDRE RICHARDS					
MS. CLAUDIA SMITH	✓				
MS. GHANA SMITH	✓				
MS. VENUS SPENCER	✓				
MS. AMY SPENCER-WESTERKAMP	✓				
MS. CRYSTAL TAYLOR					

21 Members/3 Vacancies

11 Members Needed for Quorum

By signing below, I certify this document to be a true record of the attendance and voting at the aforementioned meeting of the Staff Assembly.



 Secretary