

**William & Mary Staff Assembly
General Meeting Minutes
Monday, October 8, 2018**

The October 2018 meeting was held on in the BOV Room. The meeting was called to order by Jennifer Fox, Staff Assembly President, at 2:00 p.m. Arielle Newby conducted roll call and the quorum was established. See attendance sheet. Meeting adjourned at 3:33 p.m. The following was discussed:

Approval of the Minutes	<p>Quorum was met. August 2018 minutes with no edits approved per motion by Lynne Fors and seconded by Chris Katella.</p> <p>September 2018 minutes approved with no edits per motion by Chris Katella and Christina Luers.</p>
President's report	<p>Jennifer Fox reporting.</p> <ul style="list-style-type: none"> • Met with Sam Jones and John Poma and • Attended September BOV meeting. BOV to reduce number of committees. 2020 Budget will include 2% increase for operational staff and merit increase to classified staff. • Mass communication email was sent to 1,200 staff members bringing greetings and updates from the Staff Assembly. • Next meeting to be held on November 5th at 2:00 PM with Graham Henshaw from the Mason School of Business. • An assessment survey is needed to assess training needs; will include PPFA, Operational, and Classified Employees. Will be given in the spring as not to conflict with Climate Survey.
<u>Committee Reports</u>	
Policies & Issues	<p>Lynne Fors reporting. No update on Civic Action Plan.</p>

Constitution & Bylaws	<p>Amy Spencer- Westerkamp reporting. Updated bylaws sent. Feedback available in Box.</p> <p>Amendments were approved per motion by Colleen Lynch and seconded by Venus Spencer. Amendments to go to November BOV meeting for final approval.</p>
Communications	<p>No updates. Khalil given access to SA FaceBook account.</p>
Elections and Nominations	<p>Secretary and Treasure position are up for election. LaTryce Butler has been nominated for Treasurer. Arielle Newby is eligible for reelection for Secretary. Send nominations to elections committee.</p>
Activities & Events	<p>Venus Spencer reporting. 15 people attended Wellness Walk in September. Pictures were added to Facebook. Student and PPFA assemblies will be placing boxes out for food bank.</p>
General Discussion	<ol style="list-style-type: none"> 1. Employee Appreciation lunch will be held Monday, October 15th. Greeters needed; handout gifts 2. Employee Resource Expo to potentially be held in January. Expo will showcase benefits and campus resources 3. Performance Evaluations- Crystal Taylor and Jennifer Fox will meet with John Poma as decisions still need to be made re: universal language and expectation. There needs to be a midterm review. 4. No updated for Parking Committee 5. Professional Development Fund- LaTryce Butler to speak with Babs re: application updates. 6. Communications Ad Hoc Committee- Per Abbey Childs, committee met twice to find ways to identify communication issues; turn over stats; address issues with computer literacy and trainings; and the need for campus partnerships.

	<p>7. Fall General Meeting to be organized with Sam Jones as a featured speaker. Christina Luers, Ghana Smith and Abbey Childs will coordinate.</p> <p>8. Sarah Smith has stepped down from the assembly. She is now Professional Staff.</p>
<p>Dialogue with Student Assembly Members</p> <p>Brendan Boylan, Student Assembly President</p> <p>Hailey Ramsey, Secretary of Health and Safety</p> <p>James Kunder, Secretary of College Policy and Student Rights</p> <p>The cabinet meets on Sunday nights at 6pm in the BOV Room (same room we meet in). If you plan on attending any of the Student Assembly meetings, please give Brendan a heads-up so he can be sure to introduce you to the cabinet.</p> <p>The Student Assembly website also contains good information about their cabinet structure and committee initiatives if you want to learn more. Contact information for members was sent via email and has been removed from minutes due to FERPA.</p>	<p>The following was discussed:</p> <ol style="list-style-type: none"> 1. Brendan shared that the Student Assembly is institutionally strong; identifies student needs and has a budget of \$700,000 from student fees. Assembly is working to be more efficient with money to help students. 2. Hailey, per her position, has been working to solve issues with the counseling center to: debunk rumors; alleviate difficulty getting appointments and scheduling base on urgency; resolve issues with no long term counseling and referring students to off campus centers. Currently, Counseling Center takes months to get an appointment and some students need options on campus for longer term treatment to avoid using insurance alerting family members. 3. James shared responsibilities with creating more online textbooks and resources to cut costs to students; editing protest policy to create more open forums for dialogue. <p><u>Fox</u>- How do students communicate issues? <u>Brendan</u>- Delegates are given issues from students and town hall meetings.</p> <p><u>Claudia Smith</u>- Share success stories <u>Brendan</u>- Connecting students w/lower socioeconomics to academic resources; passed bill to subsidize expenses and coordinated with registrar and bursar; subsidize flu shots, transportation during breaks, STI checks, and "Steer Clear" gives free rides to prevent drunk driving.</p>

	<p><u>Ferguson</u>- What is the overall impression of staff vs faculty? Do students understand? Students do not understand the real difference between faculty and staff, other than professors and senior administrators. There is no real interaction except for dining areas.</p> <p>Collaboration between Staff and Student Assembly is encouraged and agreed upon between the two assemblies. Staff assembly members explained rolls of staff, differences among staff members and concern/issues concerning staff. Invitation to attend student assembly meetings given by Brendan.</p>
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