Professionals and Professional Faculty Assembly
MEETING MINUTES
Thursday, September 4, 8:15-9:45 a.m.
Board Room, Blow Hall

1. Armstrong, Suzie √
2. Baker, Cinnamon √
3. Bengtson, Babs √
4. Campbell, Darlene √
5. Cartwright, Grace √
6. Costello, Carla √
7. Crispino, Matthew absent
8. Fassanella, Terence
9. Gatling, Sharron √
10. Hawthorne, Peel √
11. Leatherwood, Claire √
12. McBeth, Elaine absent
13. Morse, Linda √
14. Noffsinger, Jay √
15. Pada, Maria Elena √
16. Sekula, Jennifer √
17. Summs, Julie √
18. Tomlinson, Carol √
19. Trichler, David √
20. Varnell, Lyle √
21. Zagursky, Erin √

I. Call to order
The meeting was called to order at 8:45 a.m.

II. Welcome to our new member
Cinnamon Baker was welcomed as a new member of the PPFA

III. Agenda: Review and solicit new items

IV. Minutes: Review and approve previous meeting minutes
Minutes from August 2014 were reviewed and approved

V. John Poma, Associate VP for Human Resources
John began by telling us some of his background: WM alum, Former Employment lawyer – Fortune 500 in Richmond – Labor/employment law. MBA @W&M. Moved into human resources. Coal industry > health care. Connected to W&M for 32 yrs. – wanted to be a part
John’s Vision for Human Resources at W&M:
W&M not listed as one of top colleges to work for. Wants HR policies to help change that.
Most important role is who we are and what we are doing.
...only by attracting great people will you accomplish great deeds.. (Colin Powell)
Poma, “People quit people before people quit jobs” Treatment, respect...focus on people
makes a place a great place to work. We need to:
  Restructure
  Rethink
  Realign
There needs to be a significant update to our business processes. HR has 3.5 vacant positions
currently. Workflow is greatest need. Inefficiencies plague HR....wants to increase electronic
workflows – decreasing keying will free up time to provide more support and training.

Beginning on or around Oct 14  HR is implementing an HR Liaison Academy
This academy will help in distinguishing exempt vs non-exempt, classifying employees etc.

What else do we need from HR?
Performance Mgmnt – “performance management = pay increase”– it’s really more than that –
it’s helping others develop skills
Employee Orientation – research shows that employees tend to make up their minds about
staying with employer w/in 1st 90 days.
A Mentor program is often a successful approach.
Make employee feel wanted, valued.
30-60-90 day 180 review with supervisor. Check in with them to see if they have received what
they need.
Exit interviews can be very useful – Sharron Gatling has a bank of interview
questions/templates for exit interviews

VI: HENRY BROADDUS - Business Innovation Management

In 13 years has not known of a cross campus instrument to access our efficiencies
Initiative has 9 project areas in various phases for example:
  Procurement – facilities (Greg Johnson est. 1/4m in savings already)
  Finding the best value.  EG: latex gloves 60% difference in prices
  Systems processes challenge to promote the best value (eg: power purchasing through
campus, state institutions, etc)
  Events – almost every department has someone who handles events

There is a survey coming out for all employees and you have a 2 week window to complete.
Focus on last year of % of time used on various tasks.

Timeline:
Several levels of research ongoing simultaneously and sequentially
Going into 2015 – Censeo feedback –
Long term process – no sooner than 2017 FY

Sharron: Job cuts are still a concern in response to Innovation – the messaging needs to include reassurance that we are not looking to cut staff. HB: Personnel reduction has not been a focus or intent of re-evaluation organizational design. But in all honesty, I can’t say that it won’t happen anywhere. It just depends on what we find. The results could show we don’t have enough people to do what we do. It could also result in realignment in order to reduce redundancy of tasks.

VII: Updates/New Business
By-Laws Update – Jennifer Sekula
   Current Amendment procedure is very time consuming and cumbersome- this is especially concerning for small changes New proposals eliminates one series of two votes by PPFA and two Provost approvals. Provost liked the new language, it also aligns us more closely with other Assemblies.

   Formally proposed new language for amendment:
   Voted unanimously to approve

VIII: Next PPFA Meeting: October 4 Board Room

IX: Adjournment
Meeting was adjourned at 9:49 a.m.