

**Professionals and Professional Faculty Assembly  
MEETING MINUTES**

Thursday, September 4, 8:15-9:45a.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. Fasanella, 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, Formerr 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?

Work/life – Health & Wellness, care and prevention. Benefits other than salary.

Performance Mgmt – "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 1<sup>st</sup> 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.