

Professionals and Professional Faculty Assembly
MEETING MINUTES
Wednesday, November 5, 2014. 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 *absent*
6. Costello, Carla ✓
7. Crispino, Matthew ✓
8. Fasanella, Terence ✓
9. Gatling, Sharron ✓
10. Hawthorne, Peel ✓
11. Leatherwood, Claire ✓
12. McBeth, Elaine ✓
13. Morse, Linda ✓
14. Noffsinger, Jay ✓
15. Pada, Maria Elena ✓
16. Sekula, Jennifer ✓
17. Summs, Julie ✓
18. Tomlinson, Carol ✓
19. Trichler, David *absent*
20. Varnell, Lyle ✓
21. Zagursky, Erin ✓

- I. Call to order
- II. Agenda: Review and solicit new items – UPDATE on Family Leave
- III. Minutes: Review and approve previous meeting minutes. APPROVED
 - October 2014
- IV. Updates/New Business
 - By-Laws Update Bylaws Amendment: No comments on new Article V. Unanimously APPROVED – will now be submitted to Provost.
 - Committee Updates
 - Linda Morse – Academic Committee
 - Continue to monitor class offerings – seats available in morning.
 - Always reviewing the curriculum and schedules
 - Administrative Issues Committee
 - Performance Planning & Evaluation – document close to completion will run past Provost and John Poma

- Met with Kiersten re Grievance Policy. Needs updating. Terry and Lyle will lead a review of the policy.
 - Kiersten suggested that we work with Performance Review, Raises/merit transparency. What was the rationale for the decisions affecting the employee? May address in the future – Committee cannot do so now – perhaps Staff Assembly should take this up now. Federal policies will be enforced – evaluations have not been consistently done.
 - “15% rumor” Mary M. reviewed policy in 2005 document. A hiring official can receive a waiver for the 15% raise. Unclear if applies PPFs. Will follow up with HR
 - PPF Family Leave – Women’s Network pretty far along - met with Provost.
- Tailgate and Football Game
 - 37 RSVPS -GO TRIBE!
 - General Meeting
 - Propose a January Meeting. Babs, Mane, Erin and Carla will put together an agenda/speakers etc.

V. Nicholas Bell, President, Staff Assembly njbelle@wm.edu

- a. Staff liaison to BOV
 - i. Met with the Rector who is very interested in Staff and PPFA – mostly Health and Wellness and Professional Development
 - ii. Continuing the W&M Promise through programming
 - iii. Advancement Goals
 1. Fac/Staff campaigns
 - iv. Admin and Grounds – lots of new construction project
 - v. Budget Cuts – W&M somewhat shielded b/c of the small percentage of funding we receive from the state. Hiring Freeze E&G funded positions – 4 months of vacancy from Oct 20th or the date your open position was paid out. Do not anticipate another cut.
 - vi. Nick will send a report to Carla
- b. Staff Assembly: Catching up – young organization. Nov 14 Business meeting to articulate Goals and Objectives.
 - i. Transparency and communication
 - ii. Employee H&W and Professional Development
 - iii. “Class structure”
 - iv. Collect Data
- c. Met with PPFA, Women’s Network, other groups on campus to observe how they work and see where we can collaborate on issues.
- d. Accepting nominations this week for Assembly – 9 openings. Will send nomination email to Carla. Lack of communication amongst operational and classified. When HACE was disbanded, members weren’t clear on what replaced it.

- i. Babs mentioned that Tuition Waiver was a good example of how we can work together/benefit one another.
- e. Suggestions for data:
 - i. Mary: Performance Planning Survey was done by PPFA a couple of years ago – suggested that and climate survey
 - ii. Distinction of Operation and Classified – why did they choose Classified?

- VI.** Update on Staff Meeting with Rector (Claire) – felt that Rector was engaged/taking notes. Felt positive that concerns were heard. This is an annual event that the Rector meets with various groups – Women’s Network, WM Equality, PPFA, etc.
- a. Concerns of Health and Wellness of staff and students
 - b. Professional Development – Rector wants to make it a regular part of employee experience
 - c. Gender issues on campus/Pay/Leave Policy/Same sex benefits
 - d. OCR – sexual assault, harassment, campus climate. Fac and students.
 - e. Ethnic and racial issues on campus
 - f. Censeo – communication to relieve anxiety related to job retention. Must be clear messaging about use of survey results to make it less threatening. It might lead to reassignment of some areas. Some angst about what model we are seeking. It will take months to sift through data and consider recommendations.

- VII.** Photos

Adjournment

Next meeting December 3, 2014