



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Minutes: Thursday, April 7th 2016

8:30 – 9:45 a.m.

Board of Visitors Board Room—Blow Hall

1. Armstrong, Suziev
2. Bengtson, Babs v
3. Campbell, Darlene v
4. Cartwright, Grace v
5. Corlett, David v
6. Fassanella, Terence v
7. Gatling, Sharron
8. Hawthorne, Peel v
10. McFarland, Natasha v
11. McBeth, Elaine
13. Osborne, Dorothy v
14. Palmer, April
15. Sekula, Jennifer v
16. Sinclair, Tina v
17. Smith, Carlton
18. Summs, Julie v
19. Thompson, Richard v
20. Tomlinson, Carol v
21. Varnell, Lyle v

Guests: Mary Molineaux

John Poma

Sarah Nuss - VIMS

I. Call to order

Guest Presentation: John Poma, Chief Human Resources Officer

- **Very appreciative of PPFA's work on Performance Evaluation – very helpful in the development of a new performance management process.**

This spring will launch a new Performance Management Process – revamped forms. An online system will be launched next spring for PPF’s. With the approval of HR, some PPF evaluators on different cycles may be able to use it sooner. Online form will include some descriptors and language prompts to help evaluators. Operational review with this system will start in fall.

- **Achievement of Goals more detailed**
- **Will create a better dashboard for merit raise decisions.**
- **Will allow a bit more time to get evals in this year.**

The new performance management process is a culture shift for the College. The Climate survey was helpful in shaping the process. There was a perceived lack of “Fairness,” this system should make the process clearer.

John comes at this from a developmental mindset. He does not believe in a forced bell curve. There is no quota on each rating.

Rating Scale has been changed: 1-5 with new descriptions: (see attached)

- 1. Under Performer**
- 2. Developing Performer**
- 3. Solid Performer – most employees should/would be a 3.**
- 4. Advanced Performer – top 15% Critical to performance of unit**
- 5. Exceptional Performer – top 5% Transformational change/influence on dept.**

- **The goal development piece - we’ll be implementing a Learning Management system that will help with training and set competencies, vast improvement over the decentralized system that we have know. Will link to Lynda.com. Roll out Fall 2016.**
- **VRS system – ORP Update:
ORP is available to Professionals and Faculty – not Operational employees**

TIAA/Cref was going to be dropped ICMA was then added/didn’t replace TIAA.

A working Investment committee has been exploring the benefits of opting out of the VRS ORP. If we opt out, the committee is taking on the fiduciary responsibilities for the College of William & Mary. The

committee is of the unanimous opinion of opting out of VRS in order to offer more choices to W&M employees – gives ability to manage our own plans – like UVA, George Mason and VCU and other schools. Should make it simpler, give us more flexibility and lower fees for all.

Fidelity/TIAA-Cref/ICMA - the current offerings for professionals and Faculty.

Most businesses have ONE record keeper. TIAA-Cref could be our sole record keeper. The lineup would include a broad mix of funds, only some of which would be TIAA-CREF funds. However, if a fund is not offered on the TIAA platform, an individual can access any fund through a self-directed brokerage account option. . Many advantages. Fidelity would be still be available for brokerage account.

II. Agenda: Review and approval

**III. Minutes: Review and approve February meeting minutes (Sent March 17th)
APPROVED**

IV. Updates/Old Business:

PPFA General Meetings recap— perceptions, emerging issues, new initiatives

- 17 of 20 “new” PPF’s showed up. This is more that participants in recent years. Good engagement/discussions

- General Staff Assembly Meeting brief - Lyle attended -Collaboration invited

V. Committee Updates

Administrative Issues – performance review. New HR proposal used a lot of our language and suggestions. Great job!! Thanks to all who worked on this!!

Academic Issues. No report, however, an issue came up during the coffee chats that will need to be addressed regarding the Tuition Waiver Policy.

Membership – 2 nominees so far – need to reach out and encourage folks to nominate themselves or others! RECRUIT new members!

Communications. Thank you, Dot for the brochures and meeting notices!

Professional Development – won’t hear anything from Provost until after BOV

VI. New Business

- W&M Employee Network proposal
 - Lyle invites PPFA member to volunteer for representation of PPFA
 - Tina Sinclair volunteered/ Julie Summs will be back up
- Onboarding opportunities/strategy
- Future PPFA guests/speakers – please give suggestions to Lyle
- Alternative meeting times and locations
 - Is there any objection to moving meetings to 9 AM – will that help?
 - May 4 (Wed) 9 AM – 10:15
 - June 1 VIMS at 3:30 – invite New Members, Social afterwards
 - LETS MAKE THIS HAPPEN!!
 - Please make this a priority
 - Invite Henry Broaddus??
- Lyle attended Strategic Planning Committee
- Climate Survey - Lyle affinity Affinity Groups meeting. Not a big gender difference in responses. Being analyzed

VII. Next PPFA Meeting: We May 4th 9AM – 10:15AM. BOV room. NOTE TIME CHANGE!!

JUNE 1 meeting will be AT VIMS at 3:30 with a riverfront social afterwards – new members will be invited to attend! Please make this a priority and put it on your calendar!