



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Minutes: Wednesday, May 4, 2016

9:00 AM - 10:30 AM

Board of Visitors Board Room—Blow Hall

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

Guests: Mary Molineaux
Van Dobson

I. Call to order

Guest Presentation: Van Dobson—Associate Vice President for Facilities Mgt.

300 members of Facilities team – mostly Operational/Classified. About a dozen PPFs. Charged with creating and maintaining and improving the physical environment of W&M (see attachment: Mission/Vision/Values statement)

Ongoing Initiatives:

- Implementation of a new work order system
- Recognition program
- Centralization of Admin Functions

- Customer Feedback
- Quality control process (Housekeeping/maintenance)
- Asset and space management – central tracking and numbering
 - system (Tim Russell)
- Facilities planning/strengthening relationships with code review, inspectors

Sustainability – Van is on Committee. Partner with the Green Fee projects. Mostly surrounds lighting, energy controls, economic savings (E.g., Ice maker/ice provides cooling during day.) W&M spends approx. 7 Million per year on energy. Lighting retrofits. Higher standards for new construction: LEED

Current/upcoming Projects

Tyler – delivery in Fall

ISC3 - finish in Fall - Millington demo before Xmas-

Lodges – demo this summer. Site for Integrated Wellness Center

Arts: Music Bldg

PBK

Museum

Landrum Hall

West Utility Plant – next to Adair in gravel lot.

ISC4 – start building in 2019

Morton will continue to be used for various programs. (Swing space)

Parking Study – we have enough space, but not where we want it. Consolidation of Storage/construction area of W&M Hall lot. –fenced-in area.

II. Agenda: Review and approval

III. Minutes: Review and approve April meeting minutes APPROVED

IV. Updates/Old Business:

Mane Pada received the Aceto Award

Performance Planning Policy updates (post-comment period) – Bengtson:
Provost and John met Monday.

- Will keep policy as written re peer to peer (vs supervisor) review
- Verbage changes. Demonstrates vs embraces
- Policy cannot be too limiting b/c we cannot anticipate every situation
- Policy now says that supervisor writes the develop plan with input from employee, but ultimately the supervisor sets the goals and expectations.
- 3 day review was changed to 1 day
- Research Scientists at VIMS – VIMS can adjust the process.

V. Committee Updates

Administrative Issues – performance review essentially complete. Great job!!
Thanks to all who worked on this!!

Will need to review the Grievance Policy in the near future

Compensation Policy:

Mary Molineaux – brought up concerns of cost of living increases vs merit. The system is now based only on merit.

Academic Issues. – Topics to consider in the future: What handbook to people follow? Faculty vs PPPF Faculty don't have a PD – come under the Provost. PPF's under HR. Those who are 50/50 are confused. Different Eval, different merit system. Benefits are different.

HR/Provost combination??

Academic Advising/DOS office

Scheduling of classes

Invite affected PPF's

Membership – 9 nominees to fill 8 positions. Voting– ends on May 20th. On webpage.

5 rotating off

3 vacancies (with Rich)

Email all PPF's with link to vote.

Communications – Dot posted Mane's Award on PPF website

Professional Development – (Bengtson)

Received \$25k in funding (asked for \$100k)

Has had new (non Assembly) members volunteer for committee

Needs Staff (Operational and Classified people) to serve on Professional

Development Review committee -- Please recruit staff CONTACT BABS

April Palmer, Grace Massey

VI. New Business

Onboarding opportunities/strategy: Combine outgoing and incoming member lunch.

Green to Gold fund – Calandra Lakes – possible speaker for future.

VII. Next PPFA Meeting:

NOTE TIME AND LOCATION CHANGE!!

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