



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Professionals and Professional Faculty Assembly (PPFA) -- Meeting Minutes

Wednesday, February 1, 2017

Blow Memorial Hall, Board of Visitors Room

PPFA Members - √ = Present

1. Armstrong, Suzie √
2. Bailey, Emily √
3. Campbell, Darlene √
4. Davis, Tamekka √
5. Fassanella, Terence √
6. Franks, Melissa
7. Hawthorne, Peel √
8. Massey, Grace √
9. McFarland, Natasha √
10. Medvene-Collins, Jesse
11. Molineux, Mary √
12. Osborne, Dorothy √
13. Palmer, April
14. Sekula, Jennifer √
15. Shimp-Bowerman,
Jennifer
16. Sinclair, Tina √
17. Summs, Julie √
18. Tomlinson, Carol √
19. Varnell, Lyle √

Guest PPFs: Gregg Shipp, Facilities Management

I. Call to Order

Peel Hawthorne called the meeting to order at 8:15 am.

II. Agenda Review and Approval.

The agenda was reviewed and approved.

III. Minutes

The minutes from the December 2016 PPFA meeting were approved.

IV. Committee Updates

a. Membership Committee

Peel announced that Chiquita Griffin had resigned from the PPFA due to scheduling conflicts. With her departure and David Corlett's, there are two additional seats to fill in the next election. Natasha McFarland reported that the Committee had met and discussed possible outreach events to raise awareness and interest in PPFA membership. Mary Molineux reported that she was working with IT to generate a current list of PPFs to update the web site. She has requested that she receive an update on a monthly basis so it is kept up to date.

b. Academic Issues

No updates.

c. Administrative Issues

No updates. Meeting pending regarding sick leave reporting (see below.)

d. Communications Committee

Dot Osborne continues to seek news stories about PPFs to feature on the web site. Tamekka Davis said she had discussed several story ideas with Babs Bengtson and would send them to Dot.

e. Professional Development Committee

No updates.

V. New Business/Old Business

a. Sick Leave Reporting for Professionals

Jennifer Sekula reported that John Poma made an email announcement on January 5, 2017 that PPFs in the ORP would need to begin reporting sick leave as of January 10, 2017. This meant that employees (about 92% of PPFs) who were operating on an honor system would have to record sick time in their time sheets for up to ten days and then have to use annual leave. PPFs in the VRS system (about 8% of PPFs) have a total of 40 hours additional personal leave before they would need to use annual leave. Jennifer raised concerns about the short notice of this policy and inequity in the two systems. John Poma had also promised at a previous meeting that he would alert the PPFA to major policy changes and did not follow that procedure on this occasion. It was noted that the policy as announced via email was different than what is still posted on the web site.

Peel asked for volunteers to participate in a small group meeting to address these concerns, including the Administrative Issues Committee. Additional volunteers included Dot and Natasha. The group will discuss strategies to address Human Resources on this topic, including a meeting with John Poma and/or an open letter.

b. Virginia Government Employment Association Newsletter

Mary had shared in advance of the meeting a recent email from this group related to high turnover among state employees. She suggested that Human Resources

might be asked for staff turnover rates specifically for William & Mary for future review and discussion by the PPFA.

c. Planning for General Membership Satellite meetings

There was some discussion about reconsidering the structure of the annual meetings to return to a large forum, featuring John Poma as the speaker on the topic of upcoming changes to PPFs policies.

VIII. Next PPFA Meeting:

The next meeting will be on Wednesday, March 1, 2017 at 8:15 a.m.

IX. Adjournment

Peel adjourned the meeting at 9:25 am.

*Respectfully submitted,
Suzie Armstrong, Secretary
2/14/2017*