



# WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

**Minutes: Thursday, July 7, 2016**

**8:15 – 9:30 AM**

**Board of Visitors Room, Blow Memorial Hall**

**PPFA Members - ✓ Present**

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

**I. Call to Order**

Peel Hawthorne called the meeting to order. Members went around the room and introduced themselves. Peel welcomed the new members.

**II. Review of the Minutes**

The June 2016 minutes were reviewed, edited and approved.

**III. New Business**

- Onboarding/Orientation of New Members: Peel let members know that all PPFA meeting minutes and other background documents are available in Box. New members

can also review background information on the PPFA on the W&M web site. New members are asked to share a photo to include on the PPFA web pages. The PPFA will take a group photo and individual head shots as necessary at an upcoming meeting.

- 2015-2016 Accomplishments: Peel provided a summary of the PPFA's initiatives in 2015-2016, namely helping to revise the PPF Performance Evaluation process and obtaining institutional funding for a new Professional Development Fund.
- 2016-2017 Peel asked that committees meet within the next month to discuss their goals for 2016-2017.
- Officer Nominations: Peel asked members to consider the possibility of serving as the Vice President/President Elect for this year. Lyle Varnell noted that the Vice President would serve as PPFA President in 2017-2018, a year in which it would be the PPFA's turn to attend all BOV meetings and participate as a VIP in Charter Day and Commencement Activities. It was agreed that the meeting's minutes should encourage all PPFA members to consider this possibility and to alert Peel if they are interested. In addition, Suzie Armstrong agreed to serve another year as PPFA Secretary.
- PPFA Web Site Updates: Peel said that a suggestion has been made by the Office of Compliance that a note be added to the link to the PPFA Handbook (<http://www.wm.edu/sites/proffaculty/policies/ppfhandbook/index.php>) to clarify that the Handbook was assembled by the PPFA and has not been formally approved. While this did not require a formal vote, the members at the meeting agreed to add the following text to the page, "*Note this is an informal collection of W&M policies compiled by the Professionals and Professional Faculty Assembly for the convenience of PPFs.*" **COMPLETED.**

#### **IV. Committee Reports, Appointment of Chairs and New Members**

- **Administrative Issues Committee:** Darlene Campbell described the work of the committee and noted that the Grievance Policy will be the next item on the committee's agenda to review and potentially propose changes. Julie Summs volunteered to serve as chair. Members present who agreed to serve on the committee were: Emily Bailey, Mary Molineux, Jennifer Shimp-Bowerman, Tina Sinclair, Lyle Varnell
- **Academic Issues:** Peel said that this committee's work addresses the concerns of PPFs who work in academic areas. Its work has been on hold due to the implementation of the COLL curriculum and the absence of a Dean of Undergraduate Studies. Darlene Campbell offered to chair it due to her work with Arts & Sciences. David Corlett, Jennifer Sekula also volunteered to serve on the committee.
- **Membership:** Terry Fassanella described committee's focus on elections, ensuring participation on the PPFA. Terry agreed to reach out Natasha McFarland to see if she would be interested in serving as chair. Melissa Franks and Julie Summs also volunteered to serve on this committee. Terry mentioned that Mane Pada has offered to remain involved in this committee, even though she is not currently serving on the

Assembly.

- **Communications:** Dot Osborne described maintaining the web site and the list serv of PPFA members. This committee is also active in promoting participation in PPFA annual meetings and elections. Dot agreed to continue to serve as chair. Suzie Armstrong and Mary Molineux volunteered to serve as a members as well.
- **Professional Development:** Peel noted that the committee will be administering the implementation of the Professional Development Fund awarded by last year's budgeting process. Babs Bengtson is leading this work in her role within Human Resources, even though she no longer serves on the Assembly. Tamekka Davis mentioned that she was already working with Babs on this project. Tamekka was then asked by meeting participants to serve as chair of this committee for the PPFA. In addition, Jesse Medvene-Collins, Melissa Franks, Tina Sinclair, Carol Tomlinson, Grace Massey all volunteered to serve on this committee.

#### **V. Updates/Old Business**

- Performance Evaluation Process: Mary and other PPFA members have received some feedback about the new Performance Planning Policy/Evaluation Process, particularly the fact that it was launched quickly, retrospectively to the past performance year. In response, Human Resources gave PPFs the option of using last year's form and timing was made flexible. Other concerns were around the rating system, with the expectation that only 20% of PPFs would be rated at a 4 or 5. Mary noted there is a conflict between the new process and the compensation policy, which only allows Cost of Living Adjustments for people who receive a 4 or 5.

#### **VI. Announcements**

- Darlene mentioned that all operational staff need to have their job descriptions entered into PeopleAdmin in preparation for their annual reviews in Fall 2016.
- Tina mentioned the work of the Employee Network which is being developed to help W&M employees in crisis. Peel asked that she share more information about the program at the next PPFA meeting.

#### **VII. Next PPFA Meeting**

The next PPFA meeting will be on Wednesday, August 3, 2016 at 8:15 a.m. in the Board of Visitors Room in Blow Memorial Hall.

**NOTE: The August 3<sup>rd</sup> meeting was cancelled on August 2<sup>nd</sup> due to anticipated absences.**