



# WILLIAM & MARY

CHARTERED 1693

## PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Thursday, November 3, 2016

Blow Memorial Hall, Board of Visitors Room

PPFA Members - √ = Present

1. Armstrong, Suzie √
2. Bailey, Emily √
3. Campbell, Darlene √
4. Davis, Tamekka √
5. Corlett, David √
6. Fassanella, 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 √

Guest PPFs: Steve Cole (Athletics), Van Dobson (Facilities)

#### **I. Call to Order**

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

#### **II. Agenda Review and Approval.**

#### **III. Minutes**

The minutes from the PPFA meetings on September and October were approved.

#### **IV. Committee Updates**

##### **a. Administrative Issues**

Julie Summs reported on a recent meeting the Committee had with John Poma to discuss the PPFA's priorities for the year and possible areas for collaboration with Human Resources. The Committee described its priorities and John expressed his support for them. He asked the PPFA to help Human Resources by educating PPFs on policies and communicating with him when there is misinformation or concern about policies around campus. The Committee also asked for early access to drafts of new or revised policies. John also mentioned that he is interested in better coordinating wellness resources (mental health, emergency) for staff and in providing a list of such resources on the W&M web site. Peel and Julie asked that if PPFA members have specific topics they want to address with John that they prepare questions for the December meeting.

##### **b. Academic Issues**

No updates.

##### **c. Membership Committee**

Natasha McFarland reported that the committee will reconvene soon to discuss issues to include the attendance policy, new member orientation and social events. She does not anticipate changing policies related to the election of new members this year, e.g. modifying the process if the number of candidates is the same as the number of open seats.

##### **d. Communications Committee**

Dot Osborne stated that she is in the process of obtaining and posting pictures of new PPFA members on the PPF web pages. The Committee has also been discussing how to share more stories of PPFs' impact across campus. Dot asked PPFA members to send her any story ideas or relevant W&M News stories.

##### **e. Professional Development Committee**

Tamekka Davis reported that per conversation with Babs Bentgson, opportunities for professional development training available on Lynda.com will be integrated with a new Learning Management System before the end of the calendar year after the implementation of the new performance management system is complete. Supervisors will be able to see and review any professional development opportunities in which an employee has participated: online training, Women's Network events, etc.

In addition, April Palmer volunteered to serve on the Professional Development Committee

#### **V. Old Business**

##### **a. Grievance Policy Committee**

Peel confirmed that several PPFA members' bios were submitted to the Provost for consideration to participate in the Grievance Policy Committee. Terry Fassanella

reported that he received notification from Greg Henderson that Terry has been added to the Committee. Terry will plan to report back to the PPFA about any opportunities for further involvement in this process.

**VI. Guest Speaker: Amy Sebring, W&M's Chief Financial Officer:** Amy started at W&M in January 2016 having previously worked at VCU and in state government. She provided overview of W&M's budget, including overall revenue breakdowns and the impact of the William & Mary Promise. She gave a summary of the recent state budget shortfall and General Assembly actions related to higher education funding. The major areas that report to Amy are Financial Reporting, Accounts Payable, Bursar's Office, Payroll, Travel and Disbursements, Tax and Compliance, and Procurement. Amy mentioned she is in the process of updating policies and welcomes feedback and suggestions on process improvements. She offered to make the slides from her presentation available to the PPFA.

**VII. Next PPFA Meeting:**  
Thursday, December 7, 2016, 8:15 AM  
Blow Memorial Hall, Board of Visitors Room

Tentative guest speakers will be: John Poma (Human Resources) and Chon Glover (Diversity and Community Initiatives).

**VIII. Adjournment**  
Peel adjourned the meeting at 9:40am.

*Respectfully submitted,  
Suzie Armstrong, Secretary  
11/18/2016*