



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Thursday, October 13, 2016

Room 221 Kaplan Arena

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 PPF: Steve Cole (Athletics)

- I. Call to order.** Hawthorne called the meeting to order at 8:20am.
- II. Agenda review and approval.** Hawthorne noted that she had added one item to the first agenda sent out -- Employee Discrimination, Harassment, and Retaliation Grievance/Complaint Procedure/Panel.
- III. Minutes. ACTION:** due to a lack of a quorum, review and approval of the PPFA's September minutes will be made at the November meeting.
- IV. Employee Discrimination, Harassment, and Retaliation Grievance/Complaint Procedure/Panel.**

- Hawthorne reviewed the email from Provost Michael Halleran that seeks staff willing to serve on grievance/complaint panels as needed. Deadline for names is October 17.
- Fassanella reported on a proposal that members of the Administrative Issues Committee drafted a few years ago; it would potentially improve and simplify having PPFA members serve as a pool for such panels.

ACTIONS:

(1) the proposal will be routed to the current Administrative Issues Committee to review;

(2) Hawthorne will talk with Compliance Director Kiersten Boyce about the panel and options for populating it;

(3) to provide names now for the Provost, Hawthorne will send in these names: Terry Fassanella, Melissa Franks, Darlene Campbell, and Peel Hawthorne.

V. Committee Updates/Goals

a. Administrative Issues, Chair: Julie Summs

Emily Bailey, Mary Molineux, Jennifer Shimp-Bowerman, Tina Sinclair, Lyle Varnell

In Summs' absence, Molineux reported on Administrative Issues goals:

1. Merit Increases post-restructuring (market analyses every 3 years?)
2. Grievance Policy -- review
3. Revised Employee Classification Policy -- review
4. Revised Compensation Policy -- review
5. Performance Evaluation Form (clarification of ratings and scoring)
6. Revised Hours of Work (new FLSA policies)
7. Opportunity for the PPFA to be included at earlier stage of policy reviews
8. Meeting with Human Resources director John Poma, scheduled for October 24, 2016, at 4:00pm, in the Bridges Conference Room.

b. Academic Issues, Chair: Darlene Campbell

Jennifer Sekula, David Corlett, Dot Osborne

Campbell reported: although no meetings yet, PPFA discussed possible goals:

1. ideas from PPFs who teach academic classes. **ACTION: Molineux will send Campbell the latest PF list from Human Resources so that she can identify names.**
2. academic issues tied to the curriculum, registrar, academic advising, etc.
3. review of the tuition waiver policy to see if any clarifications are needed (for example, at what point can new hires use the policy)
4. assess success of the tuition waiver policy: **ACTION: Campbell will contact Meriann Reid who collects this data for W&M's SCHEV report.**

c. Membership, Chair: Natasha McFarland

Melissa Franks, Julie Summs, Mane Pada, Terrence Fassanella

In McFarland's absence, Fassanella reported on goals:

1. List of new PPFs for the PPFA's webpage: updating frequency and process.
ACTION: Membership & Communications Committees will discuss in order to coordinate overlapping efforts.
2. PPFA meeting attendance policy.
3. Whether to hold an election if the number of candidates equal vacancies.
4. Orientations for new PPFA members.
5. Future social events for PPFs?

Hawthorne noted the difficulty in finding PPFA meeting times convenient for all members. **ACTION: she will send a confirmation for PPFA members of the remaining 2016 meetings; PPFA can reconsider other options at a future meeting.**

Campbell asked about ways to welcome new PPFs to the College. Ideas included:

- include a PPFA introduction at HR's professionals' benefits session.
- work with the Employee Network Committee about pairing new PPFs with current PPFs
- schedule PPF social events twice a year

ACTION: Please send other ideas to McFarland or Fassanella.

d. Communications, Chair: Dot Osborne

Suzie Armstrong, Mary Molineux, Lyle Varnell

In Osborne's absence, Hawthorne reviewed a list of goals provided by Osborne:

1. PPFs in the News: efforts to uncover and write more stories about PPFs has had some success, with a couple of new stories.
2. W&M Events Calendar: all scheduled PPFA meetings have been posted.
3. PPFA brochure: has been updated. **ACTION:** check to see if Human Resources needs new edition and copies for new W&M employee orientations.
4. PPFA website updated.
5. Announcements of PPFA meetings: Armstrong, as PPFA secretary, will post on wmdigest.

e. Professional Development, Chair: Tamekka Davis

Jesse Medvene-Collins, Melissa Franks, Tina Sinclair, Carol Tomlinson, Grace Massey

Davis reported on the success of the first annual \$25,000 Professional Development Fund:

- 62 applications (half and half operational/classified staff and PPF staff)
- total requests for \$72,000
- 28 grant requests were funded
- after those staff who received grants have completed their professional development projects, each will complete a form and then will report on the results at a general campus meeting.
- the Professional Development Committee plans to ask for \$100,000 for FY2018.

Other Professional Development Committee goals:

1. create a resource webpage for W&M staff's professional development opportunities, including online training such as Lynda.com, workshops, etc. To help develop this webpage, an employee needs assessment will be made.
2. help Human Resources design an institute for "how to be a more effective manager"; this would complement the effective supervisor institute that's been offered the past couple of years.

VI. Climate Survey: the question of whether the PPFA should request more information about the October 2015 employee climate survey was raised. Human Resources' John Poma has discussed results with some departments, and Facilities has had race relations training.
ACTION: the Administrative Issues Committee will discuss.

VII. New Business

- a. Affinity groups – meeting with the Rector
Hawthorne mentioned that when campus employee/affinity groups met with Rector Todd Stottlemeyer on October 5, she'd suggested the possibility of staff being allowed to use their 16 annual hours of community service leave for professional development. Or another option is to request that all staff be provided with a certain number of professional development hours. **ACTION: the Professional Development Committee will investigate options.**
- b. Reminder of the FLSA training sessions: supervisors October 18; employees November 3; makeup November 14. Details about FLSA at <http://www.wm.edu/offices/hr/flsa/index.php>
- c. Merit increases for FY2017: Hawthorne mentioned the recent email from W&M President Taylor Reveley regarding a 3% merit pool, with increases occurring on December 10, 2016. Some of the merit pool dollars may have to be used to cover salary increases related to FLSA.

VIII. Next PPFA Meeting:

- Thursday, November 3, 2016, 8:15 AM, Board of Visitors Board Room, Blow Hall.
- November speaker is Amy Sebring, W&M's Chief Financial Officer.
ACTION: send questions for Sebring to Hawthorne prior to the November 3 meeting.

IX. Adjournment: Hawthorne adjourned the meeting at 9:35am.

*Respectfully submitted,
Mary Molineux (for Secretary Suzie Armstrong)
10/13/2016*