



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

MEETING AGENDA

THURSDAY, Sept 8, 2016

8:15 AM – 9:30 AM

BOV meeting room, Blow Hall

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 √

I. Call to order

Peel Hawthorne called the meeting to order.

II. Agenda: Review and approve

III. Minutes: Review and approve JULY meeting minutes

The June 2016 minutes were reviewed, edited and approved.

- a. Professional Development Update – There were 21 applications so the committee believes that all of them will be funded. If there is money left, the committee anticipates opening it back up in the springtime. The goal is to have the money be supplemental to money from other sources.
- b. Mary moved to accept the amended minutes – Grace seconded. All members voted in favor.

IV. Updates/Old Business:

- a. BOX access updated – invitations to all new members have been sent.
- b. Website updates completed – Dot made changes as soon as the last meeting was completed.
- c. Officers update: Terrence has accepted the role of VP
- d. Midyear Performance Planning/Goal setting – Just a quick check in to see how this is going.

V. Committee Updates/Goals

- i. Administrative Issues, Chair: Julie Summs
 - 1. Emily Bailey, Mary Molineux, Jennifer Shimp-Bowerman, Tina Sinclair, Lyle Varnell
 - a. No meetings have been scheduled.
- ii. Academic Issues, Chair: Darlene Campbell
 - 1. Jennifer Sekula, Dorothy Smith Osbourne, Peel Hawthorne
 - a. No meetings scheduled.
- iii. Membership, Chair: Natasha McFarland
 - 1. Melissa Franks, Julie Summs, Mane Pada, Terrence
 - a. No meetings scheduled, but plan on scheduling soon.
- iv. Communications, Chair: Dot Osborne
 - a. Suzie Armstrong, Mary Molineux, Lyle Varnell
 - b. Meeting today.
- v. Professional Development, Chair: Tamekka Davis
 - a. Jesse Medvene-Collins, Melissa Franks, Tina Sinclair, and Carol Tomlinson, Grace Massey

VI. New Business

- i. Employee Network – Tina Sinclair
 - 1. Employee Network Steering Committee – John Poma's philosophy is that people don't leave jobs, they leave the people. So we have a group of individuals of 10-15 people split across operational and professionals that have formed a committee led by John to determine ways to retain really good people. The group is working with Creative Services to create an affinity page. The group has split into two tracks.
 - a. On-boarding new employees – How we help individuals assimilate to Williamsburg and to the University. Studies show that employees form their first impressions within the first 180 days. Create a mentor group. Provide services to trailing spouses. Social opportunities for new employees and their families to meet each other.
 - b. Retaining employees – Lynn told a story of an individual of coming to her office that was going to harm themselves – They can't go to Counseling Center as that is for students and can't go to EAP unless they have the money for the co-pay. We also have employees that can't afford food so can we get Dining Services involved. The goal is to provide emergency services to those in need. One outcome is to

create a CARE database similar to that available to students.

ii. Speakers: ideas for upcoming meetings:

1. Janice Zeman – new Dean of UG Studies.
2. John Poma – Compensation Analysis
3. Provost
4. Amy Sebring – It might be nice to have her here when we have a finalized report of Professional Development
5. Procurement – they just launched a new website and have gone around to talk to individuals about how to procure things for the lowest cost (David Zoll and Marra Austin)
6. Calandra Waters Lake – Sustainability
7. Joint meeting with Staff Assembly
8. Sandra Prior – Environmental Health and Safety
9. Sam Jones – Master Plan

iii. Office of Diversity & Inclusion -

1. Lunch and Learn – Sept. 19. 12-1:30 Professional Development Series
<https://www.wm.edu/offices/diversity/programsandservices/lunchlearn/index.php>
2. Symposium – October 22
<https://www.wm.edu/offices/diversity/announcements/inaugural-diversity-symposium.php>

iv. Reschedule location for next meeting – We are not meeting in Blow Hall, but rather in William & Mary Hall in Room 221

VII. Committee work session.

**We split into committees and utilized the remaining time to work on goals.
Committee Chairs were asked to report on Committee goals at next meeting**

VIII. Next PPFA Meeting: Wed, Oct 5, 2016, 8:15 AM. W&M Hall Rm 221. Enter down stairs at Northeast corner nr Compton Road/Ukrops Way. Arena floor level.

*Submitted by Jennifer Shimp-Bowerman (for secretary Suzi Armstrong)
10.13.16*