



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Wednesday, November 1, 2017

Board of Visitors Room, Blow Hall

PPFA Members - √ = Present

1. Campbell, Darlene √
2. Cole, Steven √
3. Conner, Karen √
4. Davis, Tamekka √
5. Fassanella, Terence √
6. Franks, Melissa
7. Ferree, Jacquelyn √
8. Fredrick, Patricia √
9. Lawrence, April √
10. Massey, Grace √
11. Maurer, Mariellynn √
12. McFarland, Natasha
13. Molineux, Mary √
14. Morales, David
15. Murphy, Michael √
16. Osborne, Dorothy √
17. Palmer, April √
18. Shimp-Bowerman, Jennifer
19. Summs, Julie √
20. Varnell, Lyle √
21. Wheelless, Joseph √

I. Call to order - Welcome/introductions

Terry called the meeting to order at 8:21 am.

PPF guests in attendance: Tina Sinclair

II. Agenda: Review and approve

III. Minutes: Review and approve October meeting minutes

Approved with date change

IV. Guest Speaker: John Poma, Chief Human Resource Officer

OPTIONAL RETIREMENT PLAN, 403B AND CASH MATCH CHANGES

John spoke about the transition from the old plan to new ORP, 403B, and cash match, which goes into effect at the end of the year. He indicated that attendance at town halls was okay but not overwhelming. Change is effective 12/31/17 – WM takes over financial management of the ORP plan. Plan is still under same code provisions – who is eligible, etc. But the College can now control which fund choices are available. The plan will provide better choices and more choices for investment. The changes in the investment line up impact TIAA more. Within Fidelity, there is only one fund change. There will also be a new ORP website. Employees can now select funds from both TIAA and Fidelity. TIAA is lead record keeper. Captrust is the College's financial advisor and is also advising other VA intuitions with the ORP plans. The financial advisor looks at the market and makes suggestions for changes to the plan. Employees can also invest in other funds with the self-directed brokerage option, however, WM gets discount on fees if the employee selects funds from TIAA and Fidelity. TIAA and Fidelity can now serve as a personal financial advisor to anyone who holds an account with them. We did not have this investment advice benefit before. Next steps – a mailing to eligible participants will go out in December.

403B /cash match – moving forward, options will mirror the recommended line up. No balances will change as of this move. Balances will be frozen. No more contributions to that fund. New contributions will have to go into newly selected funds. As of January 16, new contributions go into the new plan. Employees can move balances, but are not required to. More town hall meetings are planned for January across campus. Jan 5th will be a campus-wide meeting. In the weeks following, HR will meet with specific departments/schools. All dates will be published on the HR website.

John answered a question regarding employees who change job classifications - If an employee moves from an operational to a PPF position, the employee can elect to participate in ORP. However, Fidelity is not open to new folks unless they choose the self-directed brokerage option. TIAA is only option for new folks.

The upcoming changes do not affect 457 or other VRS plans.

FAMILY MEDICAL LEAVE ACT

HR is finishing up tweaks to the policy. John would like any PPF feedback ASAP, as the policy is about to go live. Previously there was no mention of the FMLA policy on web. Now HR has added FAQ's about the law, and is now drafting the policy itself. The College has expanded parental leave -when there are two WM employees, both employees can now get 120 days each, just not in the same semester if they are in the same department. The policy is compliance driven and has legal implications. For this reason, there needs to be detail in the policy. The FAQ's are easier to understand than the policy. A *serious health condition* is defined by the law, and pregnancy is defined as a serious health condition and is covered by policy. Employees should apply for FMLA as soon as they know that they have an issue that would qualify them for FMLA.

I9 CLEARANCE ISSUE

Timely completion of the I9 is a compliance issue. Audits are focusing on universities and illegal immigration. I9 compliance rules are being enforced more often. The audit looks at cumulative errors, and the College can be fined for them. Based on our errors, we were in highest tiered penalty bracket. Moving forward - employees, including students, cannot begin work until the part 2 of I9 is completed. WM is going to be more restrictive than the federal guidelines. The form can be completed 60 days in advance of the first day of work. HR is looking into options to maybe an option to verify remotely. The biggest issue is student employment. We need to communicate this issue to faculty - Students cannot work without I9 on file and should not be allowed to begin work without it. Fair Labor Standards Act requires that we pay if folks work. The two policies are somewhat in conflict - we can't refuse to pay if the student began working and the I9 is not complete. It was suggested that the employment offer letter should indicate that the employee cannot begin work without the I9 being completed.

EMPLOYEE CLEARANCE

Audit finding for lack of employee clearance - HR is creating electronic process for the employee to initiate. The biggest issue with this audit finding was for hourly and adjunct employees. These classifications are often not terminated because the department thinks they will return the following semester, but they do not return.

OVERTIME AND PAY PERIODS

Issue with Overtime - the rate changes based on the 24 pay period model. WM has signed a soft agreement with Ellucian for a June 2018 implementation to change the model to a 26 pay period to remedy the overtime issue. With 26 pays there will be 2 extra pays. The first pay check in July will be lower. Because of VRS, we have to take benefits out over 24 pays. That means that 2 checks will have no benefit deductions. Currently overtime crosses pay periods. Bi-weekly pays will allow overtime to always be within same week. Concern is that supervisors have to approve time more often since other employee categories will not move to this model. George Mason made this move to 26 pays already. HR feels the change will marginally affect supervisors for time approval. HR is open to feedback on whether or not PPF should also move to 26 pays. All faculty have moved to 24 pays. Suggested that PPF do a survey to find out how folks feel about the shift. This shift, however, is not a done deal. John is not sure it will happen this year. We should know if the change will happen by January.

PERFORMANCE REVIEWS

The review cycle will now be uniform for operational, classified and PPF in the spring. Fall 2017 is optional interim review for operational staff. Classified employees have to be reviewed in the fall 2017, and then again in the spring of 2018 as part of the transition to the new spring review cycle. Fall reviews for classified employees will be due in three weeks. Merit Pay increase dates will dictate the due dates for spring reviews.

V. Guest Speaker, Jennifer Fox, Staff Assembly President

HOLIDAY FOOD DRIVE

The Staff Assembly is working on a holiday food drive and wants to team up with the PPFA. Last year the drive collected donations of money and provided those donations to

the Peninsula Food Bank. Venus Spencer is heading up food drive for Staff Assembly. It was mentioned that Sandy Wilms from the President's Office collects donations for WM staff who might need assistance during the holidays.

AFFINITY GROUP/DIVERSITY HOLIDAY LUNCHEON

Destiny Elliott is the point of contact for the luncheon. Terry will forward information about the luncheon to the assembly.

VI. Committee Reports

- a. Administrative Issues – John Poma will come to some of their meetings to help advise them as they look at issues/policies; they are looking for ways to work with Staff Assembly where policies overlap.
- b. Academic Affairs – Would like to better define professional and professional faculty more clearly
- c. Membership – Looking at solutions for the term issue in the bi-laws when we loose folks mid year – looking for balance of how to get back to a regular rotation; they are considering a PPF outing idea – maybe a free Basketball game in January, with perhaps a voucher for food at the game. It was suggested that we identify what our goal is for the outing – is it a social event only, or is there a specific goal in mind outside of the social aspect.
- d. Communications – No report
- e. Professional Development – more PPFs applied for funds than staff. This funding is now a line item for annual funding. Looking at having computers set up for staff to use to apply for funds next year.

VII. Old/New Business

- a. PPFA Happy Hour – did not discuss
- b. Presidential Search Update – will email
- c. Ombuds Search Update – will email
- d. Rector Meeting - will email
- e. Planning Steering Committee - will email

VIII. Other

- a. Next PPFA Meeting:
 - i. Wednesday, December 6th @ 8:15 AM BOV room, Blow Hall
(Guest will be Henry Broaddus)

Meeting adjourned 9:39am.

*Respectfully submitted,
Dorothy Osborne, PPFA Secretary, November 1, 2017*