



# WILLIAM & MARY

CHARTERED 1693

## PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Wednesday, September 6, 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. Wheeless, Joseph √

#### **I. Call to order - Welcome/introductions**

Terry called the meeting to order at 8:18 am.

PPF guests in attendance: Tina Sinclair and Sarah Smith

#### **II. Agenda: Review and approve**

#### **III. Minutes: Review and approve JULY meeting minutes**

Approved with no changes

#### **IV. Guests:**

- Babs Bengtson, Director of Training & Development  
Training updates – Babs spoke about a new, leadership, year long series called Lessons in Leadership. Speakers for the Spark series are to be determined.  
Other training news: Communications and Team building - *Crucial*

*Accountability; Healthy Eating Series; and many options that are free from DHRM. New training for Microsoft Excel – partnership with TNCC; Zoom; Cornerstone. Compass Consulting doing project planning, strategic planning, etc. No current plans to make any of the on campus trainings online, but there are online courses in lynda.com. There is a calendar of training events in Cornerstone.*

PD Fund – PPF/Staff professional Development fund was refunded for 25K this year. Committee has not met yet. For staff who receive funds this year, HR will host presentation sessions so that we can hear about how the funds were used and the impact they made. For FY 17, we had almost \$10,000 left over. May 5<sup>th</sup> was deadline but some folks attended training in June after the fiscal year closed. Will consider using the VIMS model for the coming year and allow folks to apply for funds for training that has already been completed. This change could allow funds to cover the cost of summer conference travel. The committee will discuss this option. The goal is to use all of the PD fund budget so that we can continue to receive it.

- Ron Starzman, Director of Employee Relations

Ron has been on the job for four months, and is looking for feedback and wants to maintain a dialog PFA. He defined employee relations as equipping staff to do their jobs. His goal is to foster a positive work environment that allow staff to improve job performance. One ongoing project is finding ways to better equip managers to do their jobs. He is creating a comprehensive hiring guide, and wants to assist hiring managers in assessing talent.

Wants to improve communication. Currently HR relies on the WM Digest for communication. HR understands that we have employees that are not on computers all day, and that these employees may miss important messages. HR is taking a look at what they are communicating, how that communication is being made, and if message is being understood.

Suggestion was made to make better use of the HR liaison list. Particularly for new and important changes, the HR liaisons can disseminate to staff in their areas. Also, the HR Liaisons can provide a personal touch to the employees in their areas, which can improve morale and trust. It was also suggest to set up a Box folder or some other file sharing option for HR Liaisons.

Suggestion was made for more offerings of new supervisor training, as much of it is OJT currently. One session was offered in May.

Employee climate survey should be disseminated in Fall 2018 since it is on a three year cycle. It was suggested that the PFA would like to receive the feedback from the survey. It was noted that there has been no real, campus-wide follow up on the climate surveys in the past.

## V. **New Business**

### i. Proposed Family and Medical Leave Act Policy

It was noted that the proposed is quite complicated and much longer than similar policies at peer institutions. It was suggested that there needs to be a FAQ page to accompany the policy to assist supervisors in navigating it. While the policy is designed to protect employees that need to take leave, there are challenges that go along with the execution of the policy.

The Administrative Issues committee will craft a statement on behalf of the PPFA concerning the policy.

**VI. Committee Updates**

- i. Administrative Issues – Currently working with HR on the leave share policy and suggesting some changes to make it more accessible to people; Also looking at the wording and categories used by the evaluation in Cornerstone. HR indicated that they are open to suggestions and are currently working on some revisions.
- ii. Academic Issues – no update
- iii. Membership – no update
- iv. Communications – no update
- v. Professional Development- no update

**VII. Updates/Old Business:**

- i. Presidential Search Committee- listening sessions; met with individuals; more updates to come.

**VIII. Next PPFA Meeting: Next PPFA Meeting: Wednesday, October 4th 2017 @ 8:15 AM BOV room, Blow Hall**

Meeting adjourned 9:18 am.

*Respectfully submitted,*

*Dorothy Osborne, Communications Chair, September 7, 2017*