



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Wednesday, December 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. Wheelless, Joseph √

I. Call to order - Welcome/introductions

Terry called the meeting to order at 8:20 am.

PPF guests in attendance: Tina Sinclair

II. Agenda: Review and approve

III. Minutes: Review and approve November meeting minutes

Approved

IV. Guest Speaker: None

VI. Committee Reports

Terry encouraged committees to meet regularly.

- a. Administrative Issues – Meeting monthly. John Poma came to last meeting. Will come to every other meeting to keep PPFA in the loop with HR projects and plans. Discussed some of the larger projects coming. College is planning to go to 26 pays. Health insurance and health care will not come out of 26 pays; it will come out of 24. This means the net pay will drop per paycheck. This change will negatively affect the lowest paid workers. HR still planning to go ahead with 26 pays despite the issue it creates for staff who may be living pay check to pay check. HR is also looking at Cornerstone modifications. HR is creating a representative campus committee to look at Cornerstone for potential changes. Issue was discovered - Goals roll from Performance plan to Performance plan but not to the review. HR will work with Cornerstone for programming changes to move data appropriately. HR is also looking at a new rating scale for performance plans. Another big project for 2018 is upgrade to Banner 9, which is for all modules in Banner and is a college-wide project.
- b. Academic Affairs – email meeting only. Will meet to define Professional and Professional Faculty categories and make sure HR understands the difference. HR currently lumping all staff together. PPF Handbook doesn't cover interactions with students like the faculty handbook does. Nothing about amorous relationships. Was suggested that we check with Kristin Boyce about this issue and the College's policy for all staff.
- c. Membership – Committee will meet in spring to prepare for elections. Working on language to change bi-laws for term assignment for newly elected members. Will provide at next meeting for assembly to consider.
- d. Communications – Nothing to report. No meetings.
- e. Professional Development – Nothing to report. Meeting in January.

VII. Old/New Business

- a. PPFA Happy Hour – Nov 7 Culture Café 5pm happy hour starts.
- b. Ombuds Search Update – Mark Patterson was selected and begins January 4th. We will ask him to be a guest speaker down the road. Terry will send him a welcome with info about PPFA.
- c. Planning Steering Committee – Rector meeting with PPFA and Staff Assembly presidents. Discussing forward planning for WM, to include things such as budget, employment, etc. Rector Listening to concerns of the assemblies. Issue was brought up for Terry to mention to the Rector concerning increasing student population and not increasing staff.
- d. Holiday Food Drive – Sandy Wilms coordinating for employees and Salvation Army. What does PPFA want to do? Money goes further than food. PPF Assembly to provide a donation? Ask Sandy if we can make a monetary donation.
- e. Board of Visitors Meeting Update– Mid November meeting. The resources they provided are on the website – facts, figures, etc. One Tribe One Day April 10th. Charter Day is next BoV meeting in February 2018. Presidential Search update - The plan is to have the search wrapped up by Charter Day

- f. PPF basketball event in January 13 at 4 pm against Towson – free tickets and voucher for concessions- could use a wristband. It was suggested that we could advertise meeting elsewhere to socialize after the game. PPFA will assist with handing out wristbands at the game. Mariellynn will take the lead on the Tribe Responses RSVP form and communication regarding the event.
- g. General PPF Meeting – need to begin planning this meeting. Do we want one meeting, or multiple meetings across campus? We should consider a separate committee to plan the general meeting. Last year 140 people watched the live stream of the general meeting.
- h. Announcements:
 - i. WM dining services Farmer's market Dec 11, 2017 11am to 2pm on Sadler Terrace.
 - ii. Unity Luncheon today 11am – 1pm

VIII. Other

- a. Next PPFA Meeting:
 - i. Wednesday, February 1st @ 8:15 AM BOV room, Blow Hall (either Mane or Henry to be guest speaker.)

Meeting adjourned at 9:26 am.

*Respectfully submitted,
Dorothy Osborne, PPFA Secretary, December 7, 2017*