



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Thursday, February 1, 2018

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 8:15 am.

PPF guests in attendance: Tina Sinclair, Carol McVaugh

II. Call to order - Welcome!

III. February Agenda: Review and approve

IV. Review and approve December meeting minutes

V. Meet our new Ombudsman, Mark Patterson!

Mark provided an overview of the Ombudsman office, its purpose and mission, and how it assists employees. He discussed the reporting structure for the office. Confidentiality always maintained except in cases of immediate harm to self or others. The office can serve as a resource for conflict management and dispute. He is using the Twitter feed to send out tips and tricks. Office is located in the Hornsby House. Twitter handle – ombudswm.

VI. Guest Speaker: Henry Broaddus

Henry spoke about the Business Innovation initiative – this project impacts culture change, improvement process, and ways to save dollars. The goal is to get to 5 million dollars in savings and revenues by 2020. WM is on track to meet the goal. Henry provided examples to savings, revenue and facilitation that have been completed, and others that are ongoing. WM2026 – plan for the future. The financial model is public; while the organizational model is private. These models create a push and pull here to overcome while keeping WM the same kind of institution.

VII. Old Business & Updates

- a. Follow up on Dec/Jan social events- Happy hour and basketball event. We can schedule another one. Seats claimed were 140, but not sure how many were redeemed. Not many people picked up cups and wristband. Could do a baseball game this spring – team up with staff assembly. Staff support for Tribe baseball.
- b. Creating PPFA local account - working on creating one or PPFA. Might need treasurer position, or give duties to an existing position. Would need policy for approving expenditures, etc. Could use account for “marketing”, name tags, food, etc. The account would not be dues funded. We would collect funds through donations. Terry will begin process this spring. We are modeling our account after the staff assembly local account.

VIII. New Business

- a. BOV visit – next week- Charter Day. Terry will attend on behalf of PPFA.
- b. Committee Reports
 - i. Administrative Issues – Looking at researching outside assembly for assistance since so many people are moving off at the end of the year, and would be good pipeline for assembly. Babs to attend a meeting. Want to collaborate well with HR. And will coordinate with Staff assembly on some work as well. Projects - Leave share, supervisor training, evaluation competencies in Cornerstone.
 - ii. Academic Issues – haven’t met. Will get together after assembly meeting.
 - iii. Membership – reviewed the terms. Looking at turn over in 2020 without balancing. Asked for volunteers to shorten terms to balance. We received more responses than we needed. We need to update assembly

members' terms online. We should update article 9 to help with balancing issue moving forward. The committee has a draft of some verbiage to help maintain the balance between terms. Will discuss at next meeting. Also looking at when folks are elected to positions and possibly a 4th person to hold a leadership role. Will begin recruiting for next year shortly.

- iv. Communications – have not met – will try to set up a time for meeting with Mary to learn how to update the list on the web.
- v. Professional Development – How to identify folks to get word out about professional development opportunities. Want to partner with Mane and Babs, and perhaps invite them to a meeting. Possible topic for professional development - How to use Zoom for meetings.

IX. Other

- a. Upcoming PPFA Meetings:
 - i. Thursday, March 1st @ 8:15 AM BOV Room, Blow Hall Possible speaker for March – Babs and/or Mane. Terry will reach out
 - ii. Thursday, April 5th @ 8:15 AM BOV Room, Blow Hall
 - iii. Thursday, May 3rd @ 8:15 AM BOV Room, Blow Hall
 - iv. Thursday, June 7th @ 3:30 PM (Location TBD. Plan for VIMS)
- b. Need to discuss general meeting plans at the next meeting
- c. Mary's last meeting – We will miss her service and leadership in the PPFA.

X. Next PPFA Meeting: Next PPFA Meeting: Thursday, March 1, 2018@ 8:15 AM BOV room, Blow Hall

Meeting adjourned 9:34am.

Respectfully submitted, February 19, 2018