



# WILLIAM & MARY

CHARTERED 1693

## PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Thursday, March 1, 18

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. Morales, David
14. Murphy, Michael √
15. Osborne, Dorothy √
16. Palmer, April
17. Shimp-Bowerman, Jennifer √
18. Summs, Julie √
19. Varnell, Lyle √
20. Wheelless, Joseph √

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

Terry called the meeting to order at 8:16 am.

PPF guests in attendance: Tina Sinclair, Sharon Mikanowicz, and Adam Barger.

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

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

Approved with no changes

#### **IV. Old Business & Updates**

- a. BOV updates – Terry has additional information and documentation he can provide to any assembly members that are interested. Discussion of some new programs in Arts & Sciences. Suggested that Dennis Manos come to speak to us

about changes. We can look at opportunities to collaborate and help meet students' needs.

- b. 2018 General Meeting – Last year was May 4. It was determined that May could be a little late. Proposed date, Thursday March 29 2018 meeting. 1-3 pm in Blow 201 was suggested. After discussion the time was changed to 9-10:30 am. Will look into the Alumni house as a potential space. We have requested the live stream feed for the meeting.  
Potential speakers suggested included Mane Pada and or Babs from Human Resources, Jeff Brancheau from Facilities, someone from IT, Amy Sebring/Sam Jones for a budget update, and possibility President Reveley. It was suggested that we limit the time for each speaker, and monitor the time during the session. The sub-committee will confirm speakers and create the PowerPoint presentation. Terry requested that members please provide any accomplishments, things we are working on, etc. to him. It was suggested that the VIMS PPFC could hold a session with refreshments and watch the live feed as a group so that they could be included, but not have to make the trip to Williamsburg.
- c. Terry is continuing the process of creating a local account for the PPFA and has met with Sam Jones. Sam is working on getting the PPFA money for nametags, table cloth, banner, live stream cost, etc. Funds are for branding and marketing, not for food and prizes. During his meeting with Sam, Sam indicated a continued interest in combining the PPFA and Staff Assembly. The suggestion was made during our meeting that assembly members conduct some listening sessions to find out from PPF's what issues they have and what they want the assembly to work on. It was determined that it is in the PPFA's best interest to collaborate with the Staff Assembly through our committee structure when appropriate, rather than to combine the two assemblies. The new President has only been at institutions that have one assembly. The PPFA needs to be clear about why we have two assemblies and demonstrate what advantages they bring to WM.

## **V. New Business**

- a. Thoughts from president-elect, Dr. Katherine Rowe - How can the PPFA assist the transition for Dr. Rowe? The PPFA needs to solidify our platform so that we can meet with Dr. Rowe during the second half of the year to demonstrate issues that we took up and illustrate our accomplishments. We need to advocate for PPF needs, while avoiding complaining sessions. The PPFA should create an engagement framework of how do we want to engage with her during her first year. It was suggested that it would be useful to have an additional meeting to work on this engagement plan. This plan could be discussed at the general meeting as well. The PPFA needs to provide the new president with information that tells her who we are, our plans for coming year, how many of us there are on campus, and how we differ from other staff. This effort can also help re-brand the PPFA to the PPF community at large. It was suggested that we create a new Welcome Packet for PPFs and send it out from the assembly. We could send out an email from PPFA President and then have an assembly member meet with new PPF's. It was suggested that it would be good for the Membership Committee to highlight departments that do not have representation and reach out to them.

**b. Committee Reports**

- i. Administrative – The committee has some new members from outside assembly. Upcoming plans include meeting with the new president and providing her with an update. Trying to include issues outside of the scope of human resources. Looking at the alcohol policy.
- ii. Academic - Nothing to report. Looking into new engineering program. Denis Manos or someone else affiliated with the new program could be a potential speaker at the April meeting.
- iii. Membership- No representation on the assembly from the Law School Assembly members should start considering leadership roles for next year. We will have an additional position of Treasurer to fill.
- iv. Communications – no update
- v. Professional Development – no update

**VI. Next PPFA Meeting: Next PPFA Meeting: Thursday, April 5 @ 8:15 AM BOV room, Blow Hall**

Meeting adjourned 9:29 am.

*Respectfully submitted,  
Dorothy Osborne, Secretary, March 1, 2018*