



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Friday, December 7, 2018

Board of Visitors Room, Blow Hall

PPFA Members - ✓ = Present

1. Armstrong, Suzie ✓
2. Austin, Marra
3. Campbell, Darlene
4. Conner, Karen ✓
5. Davis, Tamekka
6. Fasanella, Terence ✓
7. Ferree, Jacquelyn ✓
8. Fredrick, Patricia ✓
9. Lawrence, April ✓
10. Lueker, Mary ✓
11. Massey, Grace
12. Maurer, Mariellynn ✓
13. Morales, David ✓
14. Murphy, Michael ✓
15. Powell, Kathleen ✓
16. Rose, Robert ✓
17. Shimp-Bowerman, Jennifer ✓
18. Summs, Julie
19. Tomlinson, Carol
20. Wheelless, Joseph ✓
21. White, Shannon ✓

Guests Present: Mark Patterson, University Ombuds; Jennifer Fox, Staff Assembly; Taylor Locks, Res Life; Abby Houser, Admin & Finance; Kristin Fagan, Admin & Finance

I. Call to Order - Welcome/introductions

Joe called the meeting to order at 8.15am.

II. Agenda: Reviewed and approved

Agenda approved with no changes.

III. Welcome and Introductions

IV. Minutes: Review and approve November meeting minutes

Minutes approved with no changes.

V. Presentation: Jennifer Fox, Staff Assembly

- a. **BOV Update:** Recent topics such as Amazon's recent announcement, expanding STEM at W&M, changes to Faculty Handbook, Capital projects (Landrum Hall particularly), crisis management plan, tuition increases, and strategic planning were highlighted.

VI. Committee Reports

- a. Executive – Chair Julie Summs, Update provided by Joe Wheelless
 - i. Planning for January committee retreat
 - ii. Committee Chairs please submit announcements for agenda a few days in advance to be included on meeting agenda
 - iii. Reminder, no January PFFA Meeting, next meeting is February
- b. Academic – Chair Michael Murphy
 - i. Met with John Poma to discuss difference between Professional & Professional Faculty (definitions obtained)
- c. Administrative – Chairs Jennifer Shimp-Bowerman & Jackie Ferree
 - i. Tuition Waiver Policy – Cindi Fellows is working on this so committee will follow up with her before beginning work
 - ii. Supplemental Pay Policy – new policy coming from HR
 - iii. Climate Survey – 78% total participation rate representing an increase from 3 years ago; 80% staff response rate; Babs and Ron taking lead on summarizing data for distribution following John Poma's departure
- d. Communication – Chairs Trici Fredrick & Terry Fassanella
 - i. Pop Up Banner being created; applying for grant from Auxiliary Services Licensing to fund this
- e. Membership – Chair Mariellynn Maurer
 - i. Dec 16 PPF Basketball Outing (up to 4 comp tickets per PPF); advance offer only; last day to request tickets is Dec 13
 - ii. Stocking Stuffers deadline was Dec 6; Employee Food Drive deadline coming up Dec 14
 - iii. Election Calendar set and located in Teams
- f. Professional Development – Chair Karen Conner
 - i. Received feedback from Jennifer Fox and the staff Assembly regarding the Training and Professional Development Needs Assessment. The PFFA PD Committee met on Tuesday and discussed it. They've invited Jennifer Fox and a few of her colleagues to attend the PD committee meeting scheduled on Jan 29 to finalize the changes needed to launch the survey.

VII. Old Business/New Business

- a. **Performance Evaluation Revision Discussion – Jennifer Shimp-Bowerman**
 - i. Met again with John Poma regarding how to describe performance (not people) in 3 areas – Distinguished, Achieving, Not Meeting Expectations
 - ii. Core Competencies are being discontinued
 - iii. Currently no plan to decouple this from merit increases
 - iv. Still being considered for implementation this performance cycle
 - v. Training regarding new model is being considered

- b. Provost Search – Jennifer Shimp-Bowerman**
 - i. PPFA group met with search consultant company; common theme was to balance moving forward while maintaining who W&M is; necessary leadership and management skills, vision, and communication styles discussed; search seems like it will follow similar style to the recent Presidential Search; website exists and you can submit feedback for a limited time
- c. Employee Resource Fair – Joe Wheelless**
 - i. Tuesday, Jan 8 in Sadler Center – open to all employees (close to 40 vendors so far)
 - ii. PPF is invited to exhibit – everyone is encouraged to think about talking points for recruitment in general for next semester
- d. Final Draft FAQ's on PPF – Joe Wheelless**
 - i. Ready for posting online
- e. Upcoming Events for 2018/2019 – Trici Fredrick**
 - i. Upcoming Happy Hours will be announced (quarterly event)

VIII. Open Discussion

- a. What should the future PPFA should look like?
 - i. Concerns voiced that we've had little facetime with President Rowe (who has already been introduced to the Staff Assembly).
 - ii. If we want to be change agents, we should be building a relationship with the President and the new Provost.
 - iii. Set up a meeting with Michael Halleran to discuss our interactions with him and what he might suggest as being helpful so we can better serve and work with the new Provost.
- b. Are there opportunities to engage with the Faculty Assembly in the way that we've engaged with the Staff Assembly?

IX. Upcoming PPFA Meetings:

All held @ 8.15am at BOV Room, Blow Hall unless otherwise noted

Friday, February 1

Friday, March 1

Friday, April 5

Friday, May 3

Thursday, June 6 @ 3.30pm VIMS

Meeting adjourned at 9:18am.

Respectfully submitted,

Mariellynn Maurer, Secretary, December 13, 2018

COMMIT TO KINDNESS



Making Greater Williamsburg A Kind Community
LEAD Class of 2019

FOCUS

Williamsburg, James City County, York County

**Community Leaders, Businesses
Non-Profits, Schools
Law Enforcement, Faith Community**

Where Does Your Business Fit In?

February 10-16 | *Random Acts of Kindness Week*

February 17 | National Random Acts of Kindness Day

February 18-March 2 | *Kindness Through Learning: K-12 Public and Private Schools*

March 6-April 18 | *Kindness Through Sacrifice: 40-Day Lent Challenge*

March 10-16 | *Kindness Through Healing: Healthcare Industry*

March 17-23 | *Kindness Through Planning: Higher Education*

March 24-30 | *Kindness Through Hospitality: Breweries, Restaurants, Hotels*

March 31-April 6 | *Kindness Through Faith: Religious Organizations*

April 7-13 | *Kindness Through Service: Non-Profits and Volunteers*

April 14-20 | *Kindness Through Leadership: Government & Civic Groups*

April 21-27 | *Kindness To The Environment: Earth Day Celebration*

April 28-May 17 | *Kindness Through Honor: Veterans & Military Families*

May 18 | *WMBGkind Culminating Event: Miles of Kindness*

It's Simple:



Attend Community-wide Kindness events

Participate in Kindness challenges

Promote the hashtag #WMBGkind

Like us on Facebook, Instagram & Twitter

Share your own Acts of Kindness

Post about acts you have witnessed or received

Display #WMBGkind promotional materials

in your business or organization

Consider sponsoring a specific event

First...

Attend the Commit to Kindness Kickoff

February 1, 3pm at Legacy Hall



With Our Mistress of Ceremonies

Barbara Hamm Lee, Host of WHRO's *Another View*

Featuring

Tom Tait – Former Mayor of Anaheim, CA – City of Kindness

Steven Kast – President & CEO of United Way of the Virginia Peninsula