



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Meeting Minutes – July 26, 2018

Cohen Career Center 1st Floor Classroom

PPFA Members - √ = Present

1. Armstrong, Suzie √
2. Austin, Marra √
3. Campbell, Darlene
4. Conner, Karen √
5. Davis, Tamekka
6. Fassanella, Terry √
7. Ferree, Jacquelyn
8. Fredrick, Trici √
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

- I. Julie called the meeting to order at 8:16am. Quick introduction of Assembly members.
- II. July meeting agenda was reviewed. Agenda was approved by Assembly.
- III. June meeting minutes was reviewed. One proposed change to include name of a guest from VIMS who was present at meeting. The person was added and the minutes were approved with the amendment.
- IV. Elections for 2018-2019 officers:

Each of the candidates (in attendance) spoke a few words to the Assembly about their interest in the elected position(s). Assembly members voted via a paper ballot. Those not in attendance at the meeting submitted an absentee ballot to Julie.



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Results:

- President-Elect/ Vice-President: Joe Wheeless
- Secretary: Mariellynn Maurer
- Operations Chair: Trici Fredrick

V. Meeting Dates for 2018/2019

- PPFA meetings – First Friday of every month, excluding August and January. The June 2019 meeting is TBD, but will be held on the VIMS campus.

<u>2018 Dates</u>	<u>2019 Dates</u>
September 7 th	February 1 st
October 5 th	March 1 st
November 2 nd	April 5 th
December 7 th	May 3 rd

- Executive Meetings & Executive Meeting Retreat

More information coming from Julie on that, but the retreat will be in August. Once all of the committee chairs are selected the Executive Meetings can be planned.

- General Meeting (held in Spring of 2019)
- Consider doing together with Staff Assembly?
 - Pros: Easier on guest speakers. Shared planning and logistics. Similar issues.
 - Cons: We may have some similar needs/interests, but we are two different committees for a reason. Need to find common issues between both groups. Need to be careful about not extending the length of the meeting.

VI. Committees:

Administrative: Very active group. Discusses policy and procedures, especially with HR. (Leave share, competences, etc.)

Chairs: Jennifer and Jackie / Other members: Carol, Mary, Mariellynn, Robert

Academic: Doesn't have to always discuss problems. It can be an initiative that W&M is exploring, or changing.

Chair: Mike / Other members: Robert



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Communications: Manage website, general meeting postings, be in lockstep with committee chairs for events.

Chair: TBD / Other members: Trici, Marra, Suzie

Membership: Manage Elections, keep track of attendance. Social events?

Chair: Mariellynn/ Other members: Trici, Jennifer

Professional Development:

Chair: Karen / Other members: Marra, Kathleen

VII. Old and New Business:

- There are currently 20 members on the PPFA. Is there a need to conduct mid-year elections? The person would fill the vacant seat/term with 2 years left. Quorum would be 10 people (out of the 20 voting members) → Decision to wait on holding elections.
- Social Events:
 - Athletic games (Football – October 6th), Basketball, Baseball
 - 10 Year anniversary in September – Do something together with game and anniversary?
- Transition Document for Dr. Rowe:
 - Introduction to who we are and what we have done. Include past assembly leadership, chairs, officers, accomplishments. (Send out to Assembly).

VIII. Committee Updates:

Administrative:

- Met last week with John Poma.
- Talked about leadership program with potential tax implications, and revisions to the competencies.
- Executive order on leave – 8 weeks of leave for mothers and fathers.
- John's recommendations:
 - Performance evaluations
 - Supervisor training
 - Policies search waiver
 - Compensation structure
 - Concept of promotions and job families



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- Staff Climate Survey going out this fall. Last survey had a 75% response rate.
- Question from Carol about Evaluation deadlines in Cornerstone. Applying for an exception?
- Assessment moved from 2 year to 3 year increment.

Professional Development Support Fund:

- Deadline is tomorrow (July 27, 2018)

Meeting adjourn @ 9:12am

Meeting minutes taken and submitted by Terry Fassanella