



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Friday, March 1, 2019

Board of Visitors Room, Blow Hall

PPFA Members - x = Present

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

Guests Present:

I. Call to Order - Welcome/introductions

Julie called the meeting to order at 8.18am.

II. Agenda: Reviewed and approved

Agenda approved with no changes.

III. Welcome and Introductions

Guests: Babs Bengtson, Human Resources
 Ron Starzman, Human Resources
 Mane Pada, Human Resources

Minutes: Review and approve February meeting minutes

Minutes approved with no changes.

IV. HR Presentation: Babs Bengtson, Mane Pada & Ron Starzman, Human Resources

- Presentation of Climate Survey Results Overview (76% response rate);
Discussion will follow after the results are actually released
- Performance Review Season Process & Procedure Overview

V. Committee Reports

- a. Executive – Chair Julie Summs
 - i. Staff Assembly General Meeting is open to anyone who wishes to attend on March 7 at 2.30pm in Chesapeake A&B
- b. Academic – Chair Michael Murphy
 - i. Report submitted in advance to PPFA Members
- c. Administrative – Chairs Jennifer Shimp-Bowerman & Jackie Ferree
 - i. API (Assume Positive Intent) Campaign
 - ii. Climate Survey Results – on hold
 - iii. Tuition Waiver Policy has been renamed to Educational Assistance Policy
 - iv. HR Director search is underway
 - v. DHRM released a Civility Policy in January
- d. Communication – Chairs Trici Fredrick & Terry Fassanella
 - i. Report submitted in advance to PPFA Members
- e. Membership – Chair Mariellynn Maurer
 - i. Report submitted in advance to PPFA Members
- f. Professional Development – Chair Karen Conner
 - i. Report submitted in advance to PPFA Members

VI. Old Business/New Business

- a. **Review of Website, Trici Fredrick**
 - i. New website was well received by the assembly; if you think of any other ideas for it, email Trici or Marra
 - ii. Headshots available at General Meeting
- b. **Election Update, Mariellynn Maurer**
 - i. Call for Nominations opens Mar 11-24; think about possible nominees and talk to colleagues to promote
 - ii. Please be mindful of currently under-represented areas of PPFA as you share so that we can increase diversity on the PPFA
- c. **Assume Positive Intent Campaign, Jackie Ferree**
 - i. Campaign has been presented to Staff Assembly; still planning to meet with Faculty and Student Assemblies

- ii. Campaign continues to evolve; idea is to break down this current campaign into smaller, more manageable pieces and multiple themes within it

d. Commit to Kindness Initiative, Julie Summs

- i. Kindness week (Mar 17-23) campaign has themes each day

VII. Upcoming PPFA Meetings:

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

Wednesday, March 20 @ 8.30am General Meeting, Commonwealth Auditorium

Tuesday, April 2 *NOTE NEW DATE*

Friday, May 3

Thursday, June 6 @ 3.30pm VIMS

Meeting adjourned at 9:07am.

Respectfully submitted,

Mariellynn Maurer, Secretary, March 11, 2019