



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Professionals and Professional Faculty Assembly (PPFA) -- Meeting Minutes Friday, November 2, 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. Fassanella, 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: Sarah Smith, Athletics

- I. Call to Order - Welcome/introductions**
Julie called the meeting to order at 8.20am.

- II. Agenda: Reviewed and approved**
Agenda approved with no changes.

- III. Welcome and Introductions**

- IV. Minutes: Review and approve October meeting minutes**
Minutes approved with changes to Section IV C.

V. Presentation: No Invited Guest Presentation

VI. Committee Reports

- a. Executive – Chair Julie Summs
 - i. Starting in December, Committee Updates will be submitted in advance of the meeting in writing.
 - ii. Updates from Rector’s Meeting were given.
- b. Academic – Chair Michael Murphy
 - i. Disabilities Working Group (chaired by Kirsten Boyce) convened last year. At the end, there were 9 recommendations with a focus on 3 primary. Here are the current updates from this group:
 1. Accessibility Working Group – a standing committee now
 2. Accessibility will be focused on when renovations happen
 3. Signage across campus will improve to better identify locations for users
- c. Administrative – Chairs Jennifer Shimp-Bowerman & Jackie Ferree
 - i. Deep Dive Group Brainstorming Activity – information gleaned from brainstorming related to Performance Evaluation will be shared with John Poma prior to his departure (he has indicated he’d like to finish this project before leaving W&M). Brainstorming related to:
 1. How Should Performance Rating Scale Be Structured
 2. How to Successfully Roll Out (to avoid change further fatigue)
 - ii. Tuition Waiver Policy discussion with John Poma – suggested using the Climate Survey to better assess appetite
 - iii. Supplemental Pay Policy – consistently applied and qualification descriptions (a project that the Tiger Team is working on also)
 - iv. Discussion regarding U Levels – compensation structure investigation (UVA and others)
- d. Communication – Chairs Trici Fredrick & Terry Fassanella
 - i. Send PPFA In the News to Trici
 - ii. Submit headshot to Marra if you have not done so already
- e. Membership – Chair Mariellynn Maurer
 - i. Next Meeting is Monday, Nov 19 at 4pm at Corner House if anyone would like to join in. Our major topic of discussion is the election term rotation and how to best work to balance that out so we don’t have a mass exodus of Assembly members at the end of the 2019 term.
 - ii. Athletics has offered a basketball game for PPF’s on Sunday, Dec 16 at 4pm. Setup would be similar to last year. Interest assessed to move forward with planning.
 - iii. Service to the W&M and the Community
 1. PPF volunteers to serve as ushers for Charter Day (inauguration of Katherine Rowe) on Feb 8. If interested, please contact Mariellynn who is coordinating with Steve Tewksbury.
 2. 16 Hours of Community Service – we can partner with Mane Pada on this to encourage participation in a project (for example, Day of Caring). More information to come in future meetings.
 - iv. Tentative 2019 Election Calendar is in the Membership folder in Teams if you’d like to review it.

- f. Professional Development – Chair Karen Conner
 - i. Needs Assessment is completed and has been sent to Jennifer Fox to review with the Staff Assembly to make it as inclusive as possible.
 - ii. Plans to send out in January (after Climate Survey is completed).

VII. Old Business/New Business

a. Climate Survey – Julie Summs

- i. Current Live Stats were shared by Jennifer Shimp-Bowerman. Overall, 42% of people have completed the survey campus wide. Goal is 100% participation.

b. Food Drive – Trici Fredrick

- i. \$235 raised online; VIMS box will be picked up and brought to campus; a total of 6 large boxes of food were donated (verified by Erin Zagursky Nov 8)

c. Draft FAQ's on PPF – Joe Wheelless

- i. Copies distributed for review; submit feedback to Joe; continued review will take place via Teams between now and the December PPFA meeting; final draft ready for December meeting

d. Upcoming Events for 2018/2019 – Trici Fredrick

- i. PPF(A) Happy Hour (Please bring a friend who's a PPF) on Thursday, Nov 29 at Amber Ox (5.15/5.30pm). Interest assessed for making this a quarterly event to introduce more PPF's to the Assembly.

VIII. Upcoming PPFA Meetings:

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

Friday, December 7

Friday, February 1

Friday, March 1

Friday, April 5

Friday, May 3

Thursday, June 6 @ 3.30pm VIMS

Meeting adjourned at 9:28am.

Respectfully submitted,

Mariellynn Maurer, Secretary, November 2, 2018