



# WILLIAM & MARY

CHARTERED 1693

## PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Friday, October 5, 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:

1. Louis Hubert, IT
2. Jennifer Fox, Staff Assembly President

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

Julie called the meeting to order at 8.20am.

#### **II. Agenda: Reviewed and approved**

Agenda approved with one addition to Old Business regarding Climate Survey

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

Minutes approved with no changes.

#### **IV. Presentation: Jennifer Fox, Update on BOV Meeting**

- a. BOV has been restructured. Athletic & Student Affairs is now the Committee on Student Experience. Committee on Innovation has also been added as an ad hoc committee (includes all Assemblies and Senior Leadership) which will really look at W&M's academic model versus its resource model.
- b. More time in committee meetings because there are now less committees. Full reports coming out in minutes from the meeting.
- c. Increases in FY20 Operational Staff 2% increase planned and 2% merit increase planned for Classified Staff. Nothing allocated from Richmond for Faculty and Professional Faculty.
- d. Resolutions passed related to put new University President in place operationally and financially.
- e. Goal to maintain scholarships and increase scholarships for students, but conversation is still happening as to how this will happen due to new metric evaluation system.
- f. Construction Updates:
  - i. Landrum Hall still under construction.
  - ii. West Plant construction ongoing (must be complete before the Arts Quarter construction can complete because that's their power source).
  - iii. Lemon Project is going well.
  - iv. VIMS renovations moving forward.

**V. Presentation: Louis Hubert, IT on Microsoft Teams**

- a. Easiest way to access is to log in to your email (Office 365) and click the waffle.
- b. Desktop version available for download (not supported on Safari). And also an app that can be downloaded on your phone.
- c. Chat function (anyone on campus and group chat with up to 20 people) including audio and video chat functions. You can save and/or bookmark portions of a chat to make it easier to reference later.
- d. Settings can be updated. Privacy allows you to decide who can break through your Do Not Disturb setting. Notifications can be changed per your preference.
- e. Collaboration/Project Management capabilities via a created group. Must contact IT to create a group (cannot create independently) via online "Group Creation Request" and you must designate an owner. Then you can invite group members.
- f. **PPFA – Assembly** is our team. We have the following channels to focus conversations:
  - i. General
  - ii. Administrative
  - iii. Communications
  - iv. Executive Committee
  - v. Membership
  - vi. Professional Development
- g. Within the channels are a "Meet Now" function under Conversations Tab using Skype for Business. Future features will allow recording.
  - i. Only the last 4 people who spoke are available in the meeting screen.
  - ii. Screen sharing is possible.
- h. On the Files Tab within the channel you can save and work on documents and/or presentations that will be housed there permanently. You can also view Box files

from this tab. You cannot edit your Box files from Teams, only view. Go to Box to edit.

- i. The Staff Notebook within the channel is a OneNote application with a manager function that can see all member notebooks, but members cannot see each other's notebook.
- j. There are additional apps available that can be added if we wish such as To Do Lists and Polling.
- k. Teams is connected to your own calendar but not shared calendars. Scheduling Assistant and Next Available Meeting Time functions for groups is a function within Teams. Teams also has an out of office message function.
- l. There are connectors that bring data into Teams if you'd like to add RSS feeds, Bots, etc. There is a T-Bot that will give you updates of Teams as well.
- m. There are recurring trainings in Jones 203 for the rest of the month of October on Wednesdays at 2.30pm and you can sign up in Cornerstone.

## **VI. Committee Reports**

- a. Executive – Chair Julie Summs
  - i. Professional Development has been requested to increase to \$50,000 for this year. If we had filled all requests for FY19, it would have been \$120,000.
  - ii. Hurricane Florence caused Exec Committee not to meet in September.
- b. Academic – Chair Michael Murphy
  - i. Brainstormed topics they thought would be important for group to learn/hear/know about and update on one each month:
    - 1. Difference between PPF (Professionals vs. Professional Faculty)
    - 2. Non-Credit Courses, CEU's - what does Continuing Ed mean for Professionals?
    - 3. Christopher Wren Association is now part of W&M – impact?
    - 4. New curriculums introduced
    - 5. What do Faculty Chairs think is important for PPF to know
    - 6. What Faculty research is going on for general awareness within the PPF
    - 7. Online Programs – what's happening here? It's growing
    - 8. Different teaching methodologies and the potential for a new Center for Teaching and Learning in Swem Library
  - ii. Suggestion to include the Faculty Assembly in conversation with PPFA in a similar way to the conversation we have with Staff Assembly.
- c. Administrative – Chairs Jennifer Shimp-Bowerman & Jackie Ferree
  - i. Several new members have joined.
  - ii. Task Force update regarding the 5 Point Evaluation Scale that currently exists
    - 1. Original idea was to go from 5 to 4 but now looking more at a non-numerical scale that is more based upon Under Performing, Developing, Meets Expectations, Exceeds Expectation categories.
      - a. Committee would like to hear this group's feedback on this topic.
    - 2. Discussion about how this would couple with merit increases.

3. Supplemental Pay and Tuition Waiver Policies discussed along with the financial impacts of each.
- d. Communication – Chairs Trici Fredrick & Terry Fassanella
  - i. Facebook Page: WM PPF’s
  - ii. Marra updating the website. Please email headshot to Marra so photos can be included.
  - iii. In The News section is available for PPF’s. Please forward news to Trici.
- e. Membership – Chair Mariellynn Maurer
  - i. Next Meeting is Oct 17 at Corner House.
  - ii. Discussions in progress with Athletics for possible Football, Basketball, and Baseball games as outings for PPF.
  - iii. Election Calendar Draft for review at the next committee meeting.
- f. Professional Development – Chair Karen Conner
  - i. Survey Draft prepared that focuses on Technology, Occupational/At Work Development, Personal Growth, and Health & Wellness areas. Survey also asks to rank on delivery method of training, their position level at W&M, and their area of expertise if interested in offering instructional training. Survey will be released after the Climate Survey takes place.
  - ii. Karen will upload the draft to our Teams folder for review and feedback.

**VII. Old Business/New Business**

**a. Food Drive – Trici Fredrick**

- i. The Food Bank is experiencing shortages due to the number of grocery stores that have closed in the area recently. A Food Drive is underway through Nov 1 with boxes located across campus. Notices have posted on Digest and PPF ListServ. Special thanks to Erin Zagursky for spearheading.

**b. FAQ’s on PPF – Joe Wheelless**

- i. These are still being compiled.

**c. Upcoming Events for 2018/2019 – Trici Fredrick**

- i. Reminder about the current Food Drive. Thank you to those who brought donations today.

**d. Climate Survey – Julie Summs**

- i. Released planned for Oct 22 and closing planned for Nov 22.

**VIII. Upcoming PPFA Meetings:**

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

Friday, November 2

Friday, December 7

Friday, February 1

Friday, March 1

Friday, April 5

Friday, May 3

Thursday, June 6 @ 3.30pm VIMS

Meeting adjourned at 9:30am.

*Respectfully submitted,*

*Mariellynn Maurer, Secretary, October 18, 2018*