



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Thursday, June 7, 2018

Board of Visitors Room, Blow Hall

PPFA Members - √ = Present

1. Campbell, Darlene
2. Cole, Steven
3. Conner, Karen √
4. Davis, Tamekka √
5. Fassanella, Terence √
6. Franks, Melissa
7. Ferree, Jacquelyn √
8. Fredrick, Patricia √
9. Lawrence, April
10. Massey, Grace
11. Maurer, Mariellynn √
12. McFarland, Natasha
13. Morales, David √
14. Murphy, Michael
15. Osborne, Dorothy √
16. Palmer, April
17. Shimp-Bowerman, Jennifer √
18. Summs, Julie √
19. Varnell, Lyle √
20. Wheelless, Joseph √

I. **Call to order - Welcome/introductions**

Terry called the meeting to order at 3:36 pm.

Guests/New Members: Shannon White, Carol Tomlinson, Susi Armstrong, Mara Austin, Troy Tuckey, Becky Parsons, Mary Leuker,

II. **Minutes Reviewed and approved**

III. **Agenda: Reviewed and approved**

IV. **Guests from Human Resources**

(Mane Pada)

Cornerstone presentation.

Provided general overview and then more specifics regarding WM usage of the system. WM has purchased two of the four possible modules - Performance Management Module and Learning Management System. Provided brief navigation training for the system. All training you register for in Cornerstone is reflected on your training transcript, but you can add external training (conferences, etc.) to the training transcript. There is a Featured Training tab - Babs Bergstrom decides what goes on the Featured Training tab.

Performance Management – the Evaluation and Performance Plan went out at the same time this year. Self-evaluations should be done by 6/15. Plan and Evaluation must be completed by July 20. University Values section will be integrated into other sections next year. New feature – you can add co-planner to the plan and/or evaluation. You can add the co-planner yourself. You can add new goals to an employee through out the year by going to your profile.

Ratings – culture change for WM new rating system. A rating of 3 is good – solid performer. Ratings of 4 and 5 should be exceptions, not the rule.

Development Support Fund Report - For FY 18 – As of Jun 4, 2018 - 22K disbursed; 3K still being processed.

For FY 19, Committee will experiment with 2-3 application periods per year. The application periods will include a period to apply for retroactive funds. Working on getting the word out about application process and dates. Web site coming soon. People can apply as individual or as a team.

V. Old & New Business:

- a. Social events – Amber Ox meeting had more attendance. Look at dates for next year.
- b. Planning Steering Meeting updates – This meeting was a President Reveley initiative – will it still continue? At last meeting data from Strategic Planning Dashboard was shared. Also shared the goals for creating inclusive environments.
- c. Bylaw and Constitution Revision updates – all were passed. PPFa account created. New Operations Chair position will handle finances out of this account.
- d. President Reveley Thank You statement – send to him before June 30.
- e. Dr. Rowe Transition Document – started. Should send to her in July/August.
- f. Survey/Feedback/Assessment – 20 folks responded. Data will be used to guide meeting structure, locations, goals, officer selection, etc.

VI. Committee Updates

- a. Membership – we have new members
- b. Administrative – Committee met –inviting John Poma back to committee meeting to make sure activities of committee are not against rules, laws, etc. Determined that the University has already made some decisions to align evaluations of Staff and PPF. Committee would like to be a part of the decision making as things move forward. The committee thinks the two groups should potentially be merged together. Grouping is just a label that makes people feel valued. Will look

into how long the PPF group has existed. The history of how and why the PPF group came into existence is unknown to most assembly members. They will also look at what other universities are doing. The merger of the two groups should be a discussion topic for a meeting next year.

- c. Academic – no report
- d. Communications – Terry has been updating the website and will continue to do so.
- e. Professional Development – report regarding the PD fund given earlier by Mane. Committee is also finishing up needs assessment.

VII. Change of Leadership - Terry handed the gavel over to Julie.

VIII. Social - York River Oyster Company

Meeting adjourned at 4:55 pm.

*Respectfully submitted,
Dorothy Osborne, Secretary, June 8, 2018*