



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

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

Friday, September 7, 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. Wheeless, Joseph ✓
21. White, Shannon ✓

Guests Present:

1. Ruth Erb
2. Jayne Barnard
3. Val Cushman
4. Becky Parsons

I. Call to Order - Welcome/introductions

Julie called the meeting to order at 8.15am.

II. Agenda: Reviewed and approved

III. Minutes: Review and approve July meeting minutes

Minutes approved with no changes.

IV. Presentation: 100 Years of Women at W&M

- a. Jayne Barnard presented the calendar of events for the anniversary year, addressed exhibitions across campus, and spoke to the support of student initiatives for the anniversary.
- b. Val Cushman presented information on Women's Weekend September 21-23. Also spoke to creation of \$4 million endowment for future initiatives by end of FY19.

V. Committee Reports

2018 goals for committees shared along with applicable updates:

- a. Executive – Chair Julie Summs
 - i. To continue to improve internal operations
 - ii. To continue to improve communication to constituents
 - iii. To build relationships between PPF's and between PPF's and other Assemblies
- b. Academic – Chair Michael Murphy
 - i. To be knowledgeable about what's happening on the academic side and know the consequences/ramifications of issues
- c. Administrative – Chairs Jennifer Shimp-Bowerman & Jackie Ferree
 - i. To provide information and feedback to HR regarding tuition waiver policy, campus climate survey, and performance evaluation policy.
- d. Communication – Chairs Trici Fredrick & Terry Fassanella
 - i. Increase communication
 - ii. Incorporate possible integration of other non-electronic media
- e. Membership – Chair Mariellynn Maurer
 - i. Increase awareness about PPF and promote member engagement
 - ii. Have a successful election year with additional advance planning
 - iii. Continue social events to promote membership and networking
- f. Professional Development – Chair Karen Conner
 - i. Complete needs assessment and launch
 - 1. Mane Pada serving as a part of the committee; needs assessment proposed to go out with climate survey and, if not, postpone to beginning of year to avoid survey fatigue

VI. Old Business/New Business

- a. Microsoft Teams – Mike Murphy presented concept of Microsoft Teams and possible uses for PPF. Idea received well and thought to be a great tool for committee work. October meeting will include a primer about Microsoft Teams. PPF members should bring laptops or another device to meeting in order to participate in presentation. Invitation to join the team will go out, please accept.
- b. Climate Survey – Julie Summs and Jennifer Fox met with John Poma to review and offer feedback. Feedback offered by PPF and that offered by Staff Assembly did not greatly overlap. Goal is greater than 78% participation. Survey launches in October. Are there any quick wins/low hanging fruit that we can identify to be included in this? Administrative Committee tasked with identifying possibilities and sharing to Julie but all PPF is encouraged to submit feedback to Julie or Administrative Committee for inclusion.

- c. FAQ's on PPF – Joe Wheelless presented information on a prototype idea to create a FAQ sheet for PPF's. Membership tasked with submitting questions to Joe, Executive Committee is also working on this. We want people to know who we are and what our function is so that we can put that information out on a more unified front. As this is a year of transition, our goal is to help people get back to our values and know who we are. This information can also be shared with President Rowe in an effort to help her know we're here to help on the front side of initiatives prior to release of information. Our goal is not to compete with anyone else but simply to support the initiatives and help champion the initiative and answer questions. PPFA strives to be proactive rather than reactive.
- d. Proposed Events for 2018/2019 – Trici Fredrick
- i. List of potential events shared with PPFA that include social and functional purposes. Also discussed ideas for the 10 Year Anniversary as a series of email PPF/PPFA milestones and fun facts that could go out regularly throughout the year to remind PPF's of what they're a part of. Event & Meeting List includes:
 - Football Game
 - Basketball Game
 - Baseball Game
 - Happy Hour Social for PPF and PPFA
 - PPFA Orientation
 - Holiday Food Drive (for W&M Employees)
 - United Way Day of Volunteering
 - General Meeting
 - Election of New Members Timeline
 - Joint Meeting with Staff Assembly
 - Professional Development Fund Deadlines
 - Spring Food Drive (for community)
 - PPFA Meetings
- e. Performance Evaluation Rating Scale Feedback and Timing of Performance Evaluations – Jackie Ferree and Jennifer Shimp-Bowerman spoke to John Poma's working group addressing performance evaluation rating scale. Committee is charged with exploring other examples of rating scales from other institutions and organizations. List of technical issues with Cornerstone presented.
- Considerations for policy/procedure:
- i. Mandatory self-evaluation
 - ii. Changing format of evaluation based on the competency section
 - iii. Bring together performance planning and evaluation into one step instead of two
 - iv. Timing of evaluation (changed in 2018 to May only and done at the same time as staff evaluations formerly done in October annually)
 - v. Soliciting ideas for rating scale
 1. Concerns raised – When Lyle was president of PPFA, there was a committee in the past that spent much time on reviewing the scale. Committee met with the Provost and shared and provost recognized that W&M shouldn't be based around a "C". Is John Poma taking this into consideration? Is HR making decisions and

looking for support or are they really looking to constituency groups for input? Should we bring that information back up and share with John Poma for review? Do we even want a rating scale or should it be a narrative? John Poma stressed that any changes that we put forth for review would not take effect until May 2020 cycle at the earliest.

2. Concern raised – What is the purpose of the evaluation? Is it to report to DHRM? Is it to allocate merit? Is it to truly develop the employees? What does Senior Leadership say is the purpose of the evaluation? What are other universities and companies doing? Might knowing the answers to these questions help guide us in what the evaluation should look like?
 3. What does Faculty evaluation look like? (differs across departments, by committee, by chair) Scored in 3 areas (teaching, research, etc.). Does it drive merit raises? (yes) When is it conducted? (time frames vary) Are there ideas that could convey?
- vi. PPFA members are encouraged to submit feedback to Administrative Committee for inclusion. Darlene was the chair when PPFA delved into this in the past and will forward notes to Jackie and Jennifer to present to John Poma.

VII. Upcoming PPFA Meetings:

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

Friday, October 5

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 and 2018 photo was taken.

Respectfully submitted,

Mariellynn Maurer, Secretary, September 7, 2018