



WILLIAM & MARY
**PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY**

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

July 15, 2019

Board of Visitors Room, Blow Hall

PPFA Members - x = Present

1. Armstrong, Suzie x
2. Austin, Marra x
3. Conner, Karen
4. Davis, Tamekka
5. Hummel, Julie x
6. Ferree, Jacquelyn x
7. Fredrick, Patricia x
8. Frey, Jonathan x
9. Lawrence, April
10. Locks, Taylor x
11. Lueker, Mary x
12. Maurer, Mariellynn x
13. Morales, David
14. Murphy, Michael
15. Palacios, Melissa x
16. Powell, Kathleen x
17. Rose, Robert
18. Smith, Sarah x
19. Summs, Julie x
20. Tomlinson, Carol
21. Wheelless, Joseph x
22. White, Shannon x

Guests Present: Adam Barger, University E-Learning Initiatives

- I. Call to Order**
Joe called the meeting to order at 8.30am.
- II. Agenda: Reviewed and approved**
Agenda approved with no changes.
- III. Welcome and Introductions**
- IV. Minutes: Review and approve June meeting minutes**
Minutes approved with no changes.
- V. Looking forward in 2019-2020 term**
 - a. New Human Resource Officer starting in August
 - b. New Provost has started
 - c. Vision of Priority



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- Constituent engagement
 - How to bring back information to our own units
 - How to communicate information to other units not represented
- Collaboration and cooperation with Staff Assembly
 - Joe met with current Staff Assembly President and reviewed what we're working on and what they're working on (in effort to identify synergies)
 - As employee assemblies, we are most closely aligned with Staff Assembly
 - Meet with other assembly leaders early on to work together on initiatives that effect all involved are approached jointly from the beginning of the process
 - Idea to deepen relationship with Faculty Assembly as there are PPF's who are also instructional and identify with this assembly and there may be additional synergies
 - Keep the time frame short between the time that we talk about an idea and there's a call to action
 - Standing meetings with VP of Finance & Administration, Provost, Human Resources
 - Should these meetings be attended by both Staff Assembly President and PPFA President
 - Have specific problem solving rules
 - Example: speak with a common voice on common issues that are solution based (as opposed to advocacy based) such as parking needs, climate survey, etc.
- Exemplify the need for employee associations
 - Being able to explain why different voices are important
- Internal Assembly Operations
 - Positive experience for all PPFA members

VI. Old Business

a. Proposed Constitution amendment discussion and vote

- i. Wording of proposed amendment revised to change the word "terms" to "year" in Section 3, sentence 1.
- ii. Provisionally approved by vote, next steps will be to begin moving through the process of review (30 days so constituents can review and then vote on this amendment) and potential adoption by Provost and potentially BOV.



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- iii. New action item: review PPFA Bylaws and Constitution to correctly reflect mentions of William & Mary put forth by the university and ad-hoc committee to be chaired by new Operations Chair

VII. New Business

a. 2019-2020 Meeting Schedule discussion

- i. Consider a later morning meeting time (8.30am or later) and not on a Friday morning (perhaps Thursdays would be a better date).
- ii. Consider adding in some type of virtual attendance option (Zoom, etc.)
- iii. In an effort to make PPFA more visible, move the meeting locations monthly around campus to make the meetings more accessible to constituents (Swem, Morton, School of Business, VIMS, etc.).
- iv. No PPFA Meetings planned for August 2019 or January 2020

b. Officer Elections (quorum in place)

- i. Nominations from the Floor
 - 1. Secretary: Trici Fredrick and Shannon White added to ballot
- ii. Nomination Withdrawals
 - 1. Assembly Operations Chair: Julie Hummel withdrawn from ballot
- iii. Election Results
 - 1. President Elect: Mariellynn Maurer
 - 2. Operations Chair: Trici Fredrick
 - 3. Secretary: Shannon White

c. Committee Preferences

- i. Executive – Chair Joe Wheelless
 - 1. Committee preferences have been submitted to Joe and he will, together with the Executive Committee, assign committees before August and alert all PPFA members.
 - 2. All committees should plan to meet during August in advance of the September meeting.
 - 3. Committees are:
 - a. Academic
 - b. Administrative
 - c. Communication
 - d. Membership
 - e. Professional Development

Meeting adjourned at 9:27am.

*Respectfully submitted,
Mariellynn Maurer, Secretary, July 18, 2019*