



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

MEETING MINUTES
 June 25, 2020, 10-11am
 This meeting was held via Zoom Webconference

PPFA Members - *x denotes member was present*

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

Present: 77 persons were present on the Zoom web call.

- I. **Call to order** by Joe Wheelless 10:00 am
- II. Approval of Agenda and Minutes: motion by Julie Hummel, voted on and passed.
- III. Updates from Joe & Mariellyn
 - a. Black Lives Matter - Discussion included:
 - President Rowe’s call to action (found at <https://www.wm.edu/news/announcements/2020/from-acknowledgement-to-action.php>);
 - Fair & Impartial Policing on Campus --Fair & Impartial includes not just students but faculty and staff as well;
 - Values in Action includes a 3-year pilot for faculty hiring practices;
 - Equity in Communication for staff -ensuring employees are supported in their work connection needs
 - President’s cabinet will have implicit biased training
 - b. BOV Action – Temporary Personnel Actions approval description went out to all assemblies and all community members on campus. Statement can be found at: <https://www.wm.edu/news/stories/2020/wm-board-approves-personnel-contingency-options.php>
 This authorizes President Rowe to take actions, if necessary, because W&M didn’t have a policy for furloughs and/or salary decreases. This action is limited to Fiscal Year 2021 (FY21). The Faculty, Staff & PPFA assemblies are working together to help create a permanent policy. William & Mary’s core learning mission will be preserved. If necessary, the university will look at temporary actions first (furloughs & salary reductions), not permanent ones (layoffs). Senior leadership would be the first ones impacted by these types of actions. In university-wide actions,



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the university will seek to protect the lowest paid employees (e.g. those making less than \$50K annually), to the extent possible and temporary actions will not exceed 20% of a person's salary. Joe suggested each member consider their own personal budget for this coming year with respect to a possible cut of as much as 20% and start planning rather than wait for this type of action to be prepared in advance, and hope for the best that we don't see this. Remember, 75% of the university budget is from student tuition and fees.

Definitions:

- A *furlough* is a temporary leave from work without pay. It can be granted intermittently (e.g., one day per week or month) or for a period of time over consecutive weeks or months. During a furlough, employees retain some benefits, most notably health and life insurance.
 - A *temporary salary reduction* is a reduction in pay for a specified time period.
- c. COVID-19 Response and The Path Forward
- PPFA is represented on the Path Forward Squads
 - The Path Forward plans are found at: https://www.wm.edu/about/administration/emergency/current_issues/coronavirus/index.php
 - Joe and/or Mariellyn are in regular weekly meetings with Senior Leadership as well as both Faculty & Staff assembly.
 - Joe is representing PPFA on the COVID-19 Implementation team and will continue to represent PPFA as Past President on that team.

IV. Q&A with Joe and Mariellyn

- a. Joe and Mariellyn responded to a number of pre-submitted questions during this part of the meeting.
- b. What are the circumstances that this type of action (furlough or salary decrease) would be used, is it only after we know what the budget picture looks like in August or before that time?
- Furloughs and salary decreases would be considered after the budget is known.
- c. I understand the why's of the need to add furlough and salary decreases as an option. Will this become a more standard operating procedure or be operationalized in the governing documents for the future of W&M (and to account for the possibility of other large scale disruptive forces that may impact the university - war, depression, global pandemics)?
- This will become a standard operating procedure in the future. This is a task that is being worked on to be in place to enable the university leadership to have it as a part of the tools in their toolbox, rather than a requirement of BOV action.
- d. What are the instructional plans to make up for the additional week of instruction needed? Are these up to individual faculty members? If Saturdays and nights are included, what support services are expected to be available during these times?
- Could be that administrative offices are closed, similar to Labor Day. It is difficult to know when the support will be needed as the instructors have flexibility of how that time will be made up.



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- e. How are departments looking at identity development (discussion, behaviors, etc.) for staff and students for the upcoming year in relation to the context of the schools history and demographics?
- Many departments have published statements, there are many efforts at W&M to recognize the history of the university such as the Lemon Project, the Hearth art installation and more. This will be an on-going conversation over this year.
- f. Would W&M consider creating a resource for employees such as UVA's Return To Grounds webpage and FAQs (<https://hr.virginia.edu/covid-19/return-grounds>).
- W&M leadership is working hard to provide information as decisions are made. UVA and VCU have medical schools which means staff to create the types of materials that you may be seeing. The leadership, including taskforces and committees are working hard to provide more and more information as we are moving forward. Keep checking the Path Forward website and reading your email.
- g. Would W&M consider allowing parents of minor children flexibility to continue teleworking August 3 - Labor Day? There are few summer camp/daycare options available. If Williamsburg's K-12 schools continue virtual learning after Labor Day, would W&M consider allowing parents of minor children flexibility to continue teleworking?
- Yes, this is one of President Rowe's emphases, supervisors & employees should work closely to find acceptable solutions (i.e. telework, adjusted/flex hours, etc). Consult HR as needed. There should be more guidance coming out after July 31. Make sure to read the work modes and schedules section of the Path Forward Website. Telework is being emphasized to the extent it is possible.
- h. Additional questions and answers from the Zoom call:
- A question was asked about unemployment benefits if furloughed? – There are Virginia Unemployment rules/regulations that must be followed. Virginia Employment Commission (VEC) makes the sole determination on unemployment. Furloughs that are long are “generally” eligible, but short ones it depends on the circumstances. Short one day, two day sorts of things probably would not meet the threshold (these are examples not policy or practice at W&M).
 - Length of furloughs? Could be one day a week, could be many different things.
 - Any discussion of early retirement packages? Some discussions, all options are on the table, but known to what level. All tools will not be used at the same level to get to a balanced budget.
 - Would a 20% salary cut be for the whole year? Permission is granted for the FY21. If it was to be permanent, we should expect layoffs.
 - Performance evaluations in the fall, will they be tied to salary reductions? That is not a consideration of furloughs or salary reductions. Those actions would be university-wide.
 - Will employees be able to access the Coronavirus Family First act through Dec 31? Federal leave expires at the end of December. W&M complies with these federal guidelines/regulations. Make sure to bring your supervisor and HR in on any conversation or need of the use of this leave.



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- V. Recognition of Outgoing members
The following members were recognized for their service to PPFA as they have completed their current term:
- Karen Connor**, *School of Business*
 - Jackie Ferree**, *School of Business*
 - Trici Fredrick**, *Assembly Operations, Student Unions*
 - April Lawrence**, *School of Education*
 - David Morales**, *University Libraries*
 - Mike Murphy**, *Information Technology*
 - Julie Summs**, *Past-President, Economic Development*
- VI. PPFA Transition
- a. Joe Wheelless will transition to the Past President role. This is a non-voting, ex-officio position.
 - b. Mariellyn Maurer will transition in as President in July.
 - c. July meeting will include officer elections, these include:
 - President-elect/Vice-President will be the Board of Visitors (BOV) a representative for Staff and PFF Assemblies in 2021-22 year (FY22). The BOV role alternate years between Staff Assembly and PPFA. Staff Assembly chair will be the BOV representative for both assemblies in the 2020-21 year (FY21)
 - Assembly Operations
 - Secretary
 - d. Voting members of the Assembly should be on the look out for 2 surveys: one on serving on committees/serving as committee chairs, the other is for nominations of officer positions (can be self nominated)
- VII. Adjourn at 10:59am

Future Meeting Dates: TBA (will be held via Zoom)