



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

**MEETING MINUTES**  
 Friday, March 6, 2020 | 8:30-9:45am  
 Miller Hall Room 1088  
 Submitted by Shannon H. White

**Meeting Attendance**

**PPFA Members - *x* denotes member was present**

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

**Guests Present:** Christopher Lee (HR) and David LaPlante (Fire Safety)

- I. **Call to order** by Joe Wheelless, at 8:35 am
- II. **Agenda:** Review and approve (Motion made by Jackie Ferree & seconded by Trici Fredrick, motion approved)
- III. **Welcome and introductions**
- IV. **Minutes:** Review and approve January minutes, attached in March Meeting Packet. (Motion made by Trici Fredrick and seconded by Mariellyn Maurer, Motion Approved with no changes.)
- V. **Committee Reports and Other Updates**

**Executive Committee (Joe Wheelless)**

- Budget – Branding Grant for our banner has been provided to the computer
- Joe is working on Agenda for General Body meeting set for March 10<sup>th</sup>, 2020 and in Commonwealth Auditorium (during Spring Break)
- Communication committee has been putting out the notifications of the meeting



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**Membership Committee** (Mariellyn Maurer)

- The committee is reaching out to Departments that are not currently represented
- Time commitment is biggest question of those nominated (have 7 nominations and 4 self-nominated thus far).
- Ballot will go out March 25 (Calendar in Teams)
- Membership files (election tasks) Sign up to announcements
- Discussion: We have 9 seats available (this has not been advertised)
  - Breakdown: eight 3-year term seats and one 2-year term seat
  - UNLESS we want to truly use this election to even out the 7-7-7 rotation and then it could be seven 3-year term seats, one 2-year term seat, and one 1-year term seat
- Members present suggested this be the approach taken and there is already a process in place in the by-laws for this to occur.

*See Minutes packet for full report/minutes of the committee*

**Administration Committee** (Jackie Ferree)

- No meeting – Have been working with DMV to Go (spots were gone in 7 minutes).
- Sent confirmation to all of the people registered making use
- VIMS wants to have a future date at their campus, for have to guarantee 70 spots

**Academic Committee** (Joe Wheelless)

- Upcoming Emergence Brown Bag Workshop: Digital Story Maps in the Curriculum, Feb 5 at 12-1pm in the Ford Classroom to be presented by Shannon White of the Center for Geospatial Analysis
- March planned Emergence Brown Bag will be around the topic of Digital Scholarship
- March 18, 2020 12-1, Ford Classroom
  - Carrie Cooper, Dean of the Libraries
  - Mark Hoefer - Studio for Teaching & Learning Innovation
- April's planned Emergence event Brown Bag is planned to be about Data, Data Science, Business Analytics, Future of Analytics (Denis Manos has agreed to Moderate). The committee is working to put this one together.

*See Minutes packet for full report/minutes of the committee*

**Communication Committee** (Melissa Palacios)

VI. Mapped out the upcoming communications for the following:



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- b. General meeting
- c. Constitution & Bylaws comments
- d. DMV 2 GO Bus event

#### **Professional Development Committee** (April Lawrence)

- Met 2 times since last meeting
- PD examine current offerings
- Looking for a pool of experts beyond Man
- External scan of other VA schools to see how they approach their professional development, considering how we cultivate a community
- Lynda.com is now LinkedIn Learning
- Don't forget Professional DEve fund taking applications through March 13)

*See Minutes packet for full report/minutes of the committee*

#### **University Strategic Planning Update** (Mariellyn Maurer)

- Next meeting of planning committee and cabinet is next week (March)
- Framing assumptions presented at this past week's meeting
  - Want feedback for framing assumptions
- If you still have thoughts on White Papers (or call and share with Mariellyn any thoughts if you are weary of submitting a comment)
- Silos – Discussion - what does it mean, are they vertical? Horizontal? More than that?
- Input from members of the Assembly:
  - Livestreaming glad to have the livestream during the small groups– zoom session online folks could have responded as a “team”
  - Is staff voice being heard, reference back to climate survey
  - Time for meetings related to strategic meetings is not convenient for staff and others
  - Long time frame of meetings 90 minutes (streaming preferred to be able to get other work done) – importance of work & value is understood
  - Small group tablework fatigue and number
    - There are other ways of doing this (brainstorm of 1 hour “fair” where solicit feedback
  - Language matters, is it accessible to all (i.e. White Papers)
  - Number of students attending is so low, how, where are we getting feedback
  - Do not assume people not attending, do not care.
  - Announcements of future sessions seem like short notice, folks aren't going to Strategic Planning website every day, Digest notifications are roughly 2 days out. Even if one-pagers were sent to Department heads for distribution
  - The feedback form is not obvious that it is anonymous, so for many people they may not
  - Can meetings and smaller group meetings take place for feedback that are more like the environmental scan, where it's not university leadership but maybe other members of the



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team. There aren't new folks showing up to bigger/longer meetings. How can we get the voice that isn't being heard.

- More information about Strategic Planning can be found at: <http://wm.edu/strategicplanning>

## VII. Old Business

### Constitution and By-Law Review Committee:

- i. Feedback has been positive from Administration
- ii. One change made by Joe to adjust new titling that recently occurred in Administrative Leadership to include Chief Operating Officer
- iii. Feedback form created by Mara for the open period of comments
- iv. April Meeting we will as an assembly vote on final approval.

## VIII. New Business

### DMV 2 Go Bus

- b. Need help with the coordination the day of the event and people moving through the process
- c. Also asking what else we could be doing that is like the DMV bus?
- d. Teams – sign up for 1-hour slot for March 17<sup>th</sup> date to assist

### General Membership

- Meeting begins at 8:30am on Tuesday, March 10, 2020 in Sadler Center Commonwealth Auditorium
- i. Chris Lee will provide HR updates
- e. Sam Jones will provide Capital Projects updates
- f. Livestreaming requires captioning, due to cost to the Assembly we will not be livestreaming, but will post a link to the recording after it is completed.

## IX. Adjourn (motion to adjourn, Jackie Ferree, and passed. Adjourned at 9:37 am)

### **Future Meeting Dates:**

March 10: General Body Meeting, Commonwealth Auditorium Sadler Center  
April 3: Location TBD  
May 1: Location TBD  
June 4: VIMS