



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

MEETING MINUTES

Friday, November 1, 2019

Kaplan Arena, Room 245

PPFA Members - *x denotes member was present*

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



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Guests Present: Ghana Smith from Staff Assembly; Kate Newell from Campus Ministries Food Pantry

I. Call to order 8:30am, Joe Wheeless

II. Agenda: Review and approve.

Minutes: Review and approve July minutes (attached) Motion by Mary Leuker; Trici Fredrick second; motion passed with Friendly Amendment to the minutes to acknowledge Trici was *not* present at October meeting to correct minutes.

III. Special Guest

- a. Wesley Campus Ministry at William & Mary
Kate Newell, Student leader in Wesley Campus Ministry
- Food Pantry on campus is a confidential food access program for W&M the campus community. This includes Students, Staff, and Faculty. So far this year, used by at least 30 students and 15 faculty staff
 - Open hours for the Food pantry are: Monday's 1-3pm; Thursday's 4:30-6:30 pm and Saturdays 1-3 pm
 - Volunteer needs:
 - i. stocking the shelves; help with inventory needed when donations come in (which can be variable)
 - ii. Food drives
 - iii. Discussions of how to stay open over breaks. Would need community member assistance during school breaks. Breaks are a higher need, when campus is closed there is a need for the Pantry (no access to individual food)
 - Drop off food donations – Wesley Campus Ministry, next to Methodist church on Jamestown Raod. Open all hours of the day. Students living in house know where donations should go. Also there is an Office manager there in the morning until roughly 4pm
 - Web presence: Office of Sustainability, <https://www.wm.edu/offices/sustainability/initiatives/foodinsecurity/index.php>
 - Question regarding monetary donations - Can make out checks to Wesley Campus Ministry and designate the Food Pantry as the intended donation.

IV. Welcome and introductions

VI. Committee Reports and Other Updates

(attachments on PFFA website: <https://www.wm.edu/sites/proffaculty/meetings/index.php>)

- a. **Executive Committee** (Joe Wheeless reported)



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- Meeting of Executive Committee upcoming
- Before School Starts in January there will be a retreat of the Executive committee
- Guests Jan 31 – Strategic Planning Meeting (Provost & Jeremy Martin)

b. Membership Committee (Mariellyn Maurer reported)

- Upcoming Elections
 - Nominations will be open between February 24 to March 6, 2020
 - Committee working for better communication about the process to nominated persons
 - April 6-24, 2020 will be voting period (must stay open for 15 working days)
- Talked about Social outings and proposed some dates and events for the consideration of the members:
- Tagline discussion for PPFA (Staff Assembly tag line is "Your partner at work")
- Email suggested taglines to Mariellyn Maurer mdmaurer@wm.edu Banner needed for January Employee Fair (will coordinate with Communication Committee)
- See meeting agenda attachments for full details of the schedule, the committee is requesting any suggested changes
- Upcoming Service Opportunity: Tuesday November 9th from 12-1 in the York Room of Sadler: Making Bags out donated W&M t-shirts, No RSVP required.

c. Administration Committee (David Morales Reported)

- David reported that they met in person last meeting but also included Zoom capability, which turned out well.
- Talked about Climate Survey Task Force with Babs B. from Human Resources (Jackie will be on the taskforce)
- Communication with Christopher Lee, will be inviting him to committee meeting in January
- Soft Launch of Culture Change – This is built from Presume Positivity & Culture and Compassion Campaign. Last year, W&M found there were several campaigns that had similar goals and needed to be combined into one larger campaign.
- Discussed a need to know what PPFA are members are involved with across University Initiatives and how do we bring those larger discussions back to the PPFA group. This committee is thinking about how to incorporate this type of reporting back to the group when larger committee work is of interest to the entire PPFA.
- The committee is designating folks to strategic planning process to report back.
- They also brainstormed how to bring to campus larger opportunities, such as Real ID to assist employees on the job.

d. Academic Committee (Michael Murphy)

- a. Held a Drone Brown Bag as part of the Emergence series. Shannon reported this has led to a small subgroup of folks who are interested in helping a Risk Management group formulate guidelines for the campus.



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- b. There is an upcoming MakerSpace brownbag on November 8 at 12:00 in the Ford Classroom of Swem. RSVP at <http://forms.wm.edu/23046> Committee members have asked all PPFA members to help disseminate information about the upcoming “Emergence” Brownbag on MakerSpace
- e. Communication Committee** (Melissa Palacios)
- PPFA Facebook Page – discussion of use or discontinue. It was decided to table and connect other social media, such as Instagram to it. Set goal to “relaunch” around the time membership nominations are open (Feb 2020)
 - Look out for email from Joe for new PPFA Group photo
 - Flyer needed for Employee Expo in January 2020 which will be developed by Communication Committee
 - Need photos to be shared on the PPFA Social Media send photos to Melissa Palacios (mkpala@wm.edu)
 - Send headshots for the website if you haven’t done so, to Marra Austin (maaustin@wm.edu)
- f. Professional Development** (Tamekka Davis)
- The committee identified the top 3 areas for professional development to pursue:
 - i. Leadership Training
 - ii. Benefits Training
 - iii. Facilitating Productive & Effective Meetings
- g. University Strategic Planning Update** (Joe Wheelless & Mariellyn Maurer)
- Upcoming November Open Forum: focus on the Summer options (examples: full on third semester, summer experience at least one time, summer classes increase) Pilot size for this coming summer would be about 25 students
 - 3 Subcommittees: Teaching and Learning, Innovation, Flourishing and Engagement – the groups are forming and looking at the status of where they are and then reaching out to students, faculty, staff, professionals
 - Online Form on the Strategic Plan – being read by Jeremy Martin the President’s office and the Provost

VII. Old Business

- a. Constitution and By-Law Review Committee
Will be meeting next week, anyone interested in participating contact Trici Fredrick. Or if you have suggested changes, such as to membership timeline, please send them to Trici. (trici@wm.edu)

VIII. New Business:



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- a. Priorities for PPFA (Joe Wheelless) - We will revisit this as an online forum for feedback.
- b. Other Announcements
 - Julie Summs reported that there is a Local Spotlight in the Community 15 under 50 – Earl Granger from W&M. It was suggested that next year, it would be good to have nominees from this committee to this Community Highlight.

IX. Adjourn Motion from Trici Fredrick, Mary Leuker, seconded at 9:45am Motion to adjourned passed unanimously.

Attachments to Meeting Agenda included:

Draft October 2019 Minutes

Committee Reports from:

Professional Development Committee; Membership Committee; Administrative Committee;
Communications Committee; Academic Committee

Action Items for All PPFA Members from the Minutes

- Membership committee requested feedback from members on proposed schedule of Spring 2020 elections as proposed in the Meeting attachments. Email Mariellyn Maurer. (mdmaurer@wm.edu)
- Email suggested taglines to Mariellyn Maurer Banner needed for January Employee Fair
- Upcoming Service Opportunity: Tuesday November 9th from 12-1 in the York Room of Sadler: Making Bags out donated W&M t-shirts, No RSVP required.
- Help disseminate information about the upcoming “Emergence” Brownbag on MakerSpaces on campus. There is an upcoming MakerSpace brownbag on November 8at 12:00 in the Ford Classroom of Swem. RSVP at <http://forms.wm.edu/23046>
- Need photos to be shared on the PPFA Social Media send photos to Melissa Palacios (mkpala@wm.edu)
- Send headshots for the website if you haven’t done so, to Marra Austin (maaustin@wm.edu)
- If you have PPFA Bylaws change suggestions send them to Trici Fredrick (trici@wm.edu)

Future Meeting Dates:

December 6: Swem Library Cox Classroom (Guest: Samantha Huge- Athletics) **Note: this is a change of location from the Ford Classroom to the Cox Classroom**

January 31: Location TBD (Guests: Peggy Agouris and Jeremy Martin)

March 6: Location TBD

April 3: Location TBD

May 1: Location TBD