Friday, October 4, 2019
MEETING AGENDA: 8:30-9:45am
Cohen Career Center Presentation Room

I.	Call to order	8:30am

- II. Agenda: Review and approve
- III. Welcome and introductions
- IV. Minutes: Review and approve July minutes (attached)
- V. Special Guest
 - a. Dr. Christopher Lee, Chief Human Resource Officer
- VI. Committee Reports and Other Updates (see handout for details)
 - a. Executive Committee
 - b. Membership Committee
 - c. Administration Committee
 - d. Academic Committee
 - e. Communication Committee
 - f. Professional Development Committee
 - g. University Strategic Planning Update
- VII. Old Business
 - a. Constitution and By-Law Review Committee
- VIII. New Business:
 - a. Professional Development Committee Presentation
 - b. BOV Report
- IX. Adjourn

Attachments: Draft June 2019 Minutes

Committee Reports from August

Future Meeting Dates:

November 1: Kaplan Arena Room 245

December 6: Swem Library Ford Classroom



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. Wheeless, 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



- 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.



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.).
 - 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
 - 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

- Executive Chair Joe Wheeless
 - 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



Committee Reports from August 2019

Note: these reports were to be shared at the September 6 meeting that was canceled due to university closure.

Professional Development Committee

Scheduled Meeting Dates for Professional Development Committee:

(PPFA Scheduled Meeting October 4th) September 24th

(PPFA Scheduled Meeting November 1st) October 29th

(PPFA Scheduled Meeting December 6th) November 26th

(PPFA Scheduled Meeting January 31st) December 17th due to the holiday-we can determine if we want to keep the same schedule for Spring at this meeting.

Communication Method:

We will communicate through Teams, but will also set up a Box account for documents.

Our goals/priorities for the year are the following:

- 1. Analyze the professional development needs assessment;
- 2. Communicate the findings of the assessment;
- 3. Perform a gap analysis of survey results and what is offered via W&M;
- 4. Work with HR to identify professional development trainings; and
- 5. Share/create an awareness of professional development funding through HR

We do not have an agenda time for the September 6th meeting as we will be working on the above goals and need to start with #1! And, we held our first meeting on Tuesday, August 20th at 10:00 am.

Administration Committee

The Administrative Committee met on Friday, August 23 we have determined our monthly meetings will be on Thursday's the week prior to our standing PPFA meetings. We will use both Zoom and in person for our sessions so we can increase participation and attendance (calendar invitations to follow).

Our three early initiatives are as follows:

 We will work closely with the new CHRO to better understand his vision and approach to the climate survey results – based on his feedback we will work in tandem with his central HR team to develop practical recommendations and options to improve scores.

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- We will also work with the new CHRO on new initiatives where we can partner and serve as both communication and change agents.
- We will work on the soft launch on the culture campaign (aka Assume Positive Intent) in conjunction with the Kindness and Compassion team.
- We will send participants from the Administrative Committee to all listening and open forums for the strategic planning process. In addition, we will partner with the PPFA representative serving on the strategic planning process to disseminate information and provide feedback to/from our constituents – ensuring their voices are heard.

Our initiatives came to fruition based on our desire to align with whole university thinking concepts while having initiatives that are "uniquely" ours to further illustrate how we provide value to our broader PPFA community.

Academic Committee

The academic committee met today and we established our meeting schedule and priorities for the year.

Meeting Schedule: 2 Mondays prior to the Friday PPFA meeting. 1pm in Miller Hall (exact rooms TBA) Sept 23, Oct 21, Nov 25, Jan 20, Feb 24, Mar 23, April 20, May 25

Broad topics of interest:

- MakerSpaces
- eSports
- Computer and technology needs for modeling, GIS, games
- AWS / Azure needs for students, faculty

Committee Priorities

- Develop a framework to share academic information across campus
- Focus groups, surveys, round tables
- Intended audience? (PPFA or All of campus)
- Need a title / umbrella to describe all these resources
- Emergent resources / technologies / ideas
- Infographic to describe all of these things
- Establish a PPFA Faculty assembly liaison
- Highlight informal education (outside the classroom)
- Student groups
- Centers
- Not associated with particular course
- Much of this is run by PPFs



International engagements

Membership Committee

Fall Meeting Schedule (all at 10am at Corner House Conference Room unless otherwise noted below):

- August 13, 2019
- September 16, 2019
- October 21, 2019
- November 18, 2019
- December 16, 2019
- Ideally, we meet the 3rd Monday of each month but this will be revisited for the Spring based on class schedules for those who are teaching.

Priorities:

- Increase awareness about PPFA and promote member engagement through advocacy and attendance at meetings
- Have a successful election year with continued advance planning
- Continue to promote membership and networking through social, service, and learning opportunities

Other Notes:

- Reviewed 2019's Election Calendar and goals reviewed the big initiative we took on last year to even out the election rotation (7-7-7)
- 2020 Election Calendar Draft is in Teams for review
- Goal: Create a "welcome letter" of some kind to go out to all new PPF's upon hire and an annual reminder to them that we're here for them
- Goal: send out intermittent messages during the election steps so candidates know where we are in the process and don't assume that they just didn't get elected because the process does take some time
- Brainstormed social and service outing opportunities for upcoming year
- Check the Membership channel of Teams to see meeting agendas and notes this is our primary communication tool (Notes for agendas and timelines, Files for additional documents)

Communication Committee

Establish a regular meeting schedule based on the work the committee identifies Decisions:

- Monthly meeting
- Meeting will take place in the week following the PPFA meeting

Establish your preferred communication method (in person meeting, zoom meeting, etc.)



Decisions:

- Default will be Zoom meetings
- If there is a reason to meet face-to-face (like in advance of a big event) we'll have an inperson meeting

Establish 3-5 priorities for the year

Decisions:

- Establish PPFA identity and increase visibility
 - Get logo lock-up from UW&D
 - Send monthly emails to all PPFs at W&M
 - o Incorporate PPF pages into other W&M pages to drive traffic to PPFA website
 - Actively maintain social media account(s)
- Bolster social media presence
 - o Increase postings on Facebook
 - Work to increase following on Facebook
 - Explore creation of a private Linked-In group for PPF's at W&M
 - o Explore ways to use Linked-In as a professional tool for PPFs
- Update and maintain website
 - Make changes for new term
 - o Make updates to be in compliance with new branding guidelines
 - Maintain throughout year
- Provide communication support for other PPF committees and collaborate for events/trainings
 - Work with Membership committee around election time
 - Work with Professional Development committee for Linked-In training
 - Support leadership needs with communication efforts
 - o Provide communication support for any other PPF events/happenings

Executive Committee

The Executive Committee met on August 19 to conduct some meeting planning and have a dialogue about priorities for PPFA for the year. Many of the items discussed are reflected in the committee reports and meeting logistics.

Additionally, Joe has met with Dr. Chris Lee, Chief Human Resource Office and Dr. Peggy Agouris as introductions to PPFA. Joe will work with the Provost office to set up a meeting with the Provost and Executive Committee as well as invite the Provost to a PPFA meeting in the spring semester.