



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

Friday, November 1, 2019  
MEETING AGENDA: 8:30-9:45am

Kaplan Arena, Room 245

- I. Call to order 8:30am
- II. Agenda: Review and approve
- III. Special Guest
  - a. Max Blalock- Wesley Campus Ministry at William & Mary
- IV. Welcome and introductions
- V. Minutes: Review and approve July minutes (attached)
- 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. University Strategic Planning Update
- VII. Old Business
  - a. Constitution and By-Law Review Committee
- VIII. New Business:
  - a. Priorities for PPFA
- IX. Adjourn

Attachments: Draft October 2019 Minutes

**Future Meeting Dates:**

December 6: Swem Library Ford Classroom (Guest: Samantha Huge- Athletics)  
January 31: Location TBD (Guests: Peggy Agouris and Jeremy Martin)  
March 6: Location TBD  
April 3: Location TBD  
May 1: Location TBD



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**Friday, October 4, 2019**  
**Cohen Career Center Presentation Room**

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

1. Armstrong, Suzie x
2. Austin, Marra
3. Conner, Karen x
4. Davis, Tamekka
5. Hummel, Julie x
6. Ferree, Jacquelyn
7. Fredrick, Patricia x
8. Frey, Jonathan
9. Lawrence, April x
10. Locks, Taylor x
11. Lueker, Mary x
12. Maurer, Mariellynn
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
21. Wheelless, Joseph x
22. White, Shannon x



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**Guests Present:** Christopher Lee, Human Resources; Deborah Howe Human Resources; Adam Barger, University eLearning Initiatives, LaTryce Butler, Staff Assembly; Bonnie Fleming, Information Technology

**I. Call to order 8:30am by Joe Wheeless**

**II. Agenda: Review and approve**

Mary Lueker motion, all approved with no changes

**III. Welcome and introductions**

**IV. Minutes: Review and approve July minutes (attached)**

Julie Hummel motion, Sarah Smith second, Motion approved with no changes

**V. Special Guest Dr. Christopher Lee, *Chief Human Resource Officer***

Observations, aspirations, conversations

Chris Lee expressed he, as the Chief HR Officer at W&M, is here to work for all of us. He shared his goal is to unlock human potential, but noted that this is truly the responsibility of all members of the W&M community.

Observations, Aspirations and Conversations he shared:

- W&M is a great place
- Fixated on lack of resources (which is a duality) but we need to change the conversation and question, how do we best utilize current resources?
- Angst about classification system, this will take time to review, consider and make changes
- Diversity Equity & Inclusion are important to everyone he has spoken with thus far.
- Optimism for future & cautionary perspectives accompany that. Chris noted, strategic planning can be risky, but by participating we are choosing the change we want to see/have
- Rules of the game are not always clear at W&M is a common feeling he has heard and summarized.
- Passion for the student body & their experience is evident
- We do not have a sophisticated way of managing human capital. Chris suggested a need for a Human Capital Investment Plan
- Chris has a goal to talk to 100 people in his first, 90-100 days. His hope is to have conversations with individuals at all levels, in all circumstances. He welcomes appointment to be made if a PPF, or other community member, feels they would like to hold conversation.
- Create an employee experience that rivals that of the student experience
- He expressed a desire for a vibrant workspace that is built together
- Growth is painful and uncomfortable but easier in partnership and that is how we should proceed.
- A need for a Salary study was expressed
- The work of HR and the changes in HR should support the new strategic plan



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- Technology competencies as a structured approach across all members of the faculty, staff, professionals

PPFA members brought forward the following concerns and topics for discussion:

- Pre-Tiger team study of classification at other universities and history of current W&M classification system. Action Item: Julie Summs will share this work with Chris Lee.
- Employee ability to take advantage of the employee educational assistance for programs and degrees, opportunities to grow in place
- How do we build better individuals, what strategies have been successful or are the priorities that Chris may have in this realm of human capital?
- “Whole university” thinking and HR barriers that can often prohibit that type of thinking

**VI. Committee Reports and Other Updates (see handout for details)**

a. **Executive Committee** will meet in November and January.

Joe is asking others to step up and distribute the representation of PPFA in some of the requests he is receiving.

b. **Membership Committee**

- Met and discussed possible events with Athletics
- Engagement with the community (Reached out to Campus ministries/Wesley Foundation & Food Pantry, now open to faculty/staff.  
How PPFA can help to bring awareness.  
Can use community service hours to help restock
- Willing to come to the PPFA meeting
- Food Insecurity Issues:  
Where could W&M support with space for future donors, etc  
This is an issue that we are seeing across PPFA members (advancement, student affairs, etc)
- Social opportunities, especially when students aren't here

c. **Administration Committee** - No report

d. **Academic Committee**

- Discussion of overlap of emerging topics and informal education throughout campus
- The academic committee is planning events hosted by the committee. Named the series Emergence: Brown Bag lunches through partnerships and co-hosted topics  
Examples, Drones, Maker Space, Charles Center, Studio for Teaching Learning
- PPFs and Faculty Assembly liaison
- Regular communications, getting the word out



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**e. Communication Committee**

- Established priorities
- Finding our identity and how to bolster and promote PPFA and the work of PPFs
- PPFA Lockups, we have them now! (These have been uploaded to the PPFA Teams site as a zipfile)
- Website updates are ongoing.
- There is also planned collaboration between committees (ie. A LinkedIn workshop and Professional Development committee)

**f. Professional Development Committee** - No report, there was a presentation during New Business

**g. University Strategic Planning Update**

- Joe shared the Draft (as of 9-25-19) Mission, Vision, and Values statement. Comments open until end of October
- Priority goal to have Board of Visitors affirm at Nov. meeting
- Learn more at: <http://wm.edu/strategicplanning>
- Mariellyn is sitting on the Strategic Planning Committee, as Incoming Chair
- Joe, as PPFA chair, is meeting alongside faculty and staff meeting with Jeremy
- Jeremy, Sean Glover and Ginger planned for the
- Participation in the strategic plan is encouraged of all PPFA members

**VII. Old Business**

**a. Constitution and By-Law Review Committee**

Volunteers are still needed to work on this committee with Trici

**VIII. New Business:**

Professional Development Committee Presentation

- April shared information from the Professional Development Survey  
Identified 5 areas used in the survey: Campus processes, technologies, occupational (at-work) topics, health & wellness, personal growth
- 468 responded, more than half as professional/professional faculty
- Examined items that somewhat interested and extremely interested in and grouped together
- Top 7 for each category presented
  - a. Campus processes (W&M Benefits, Retirement Planning, Hiring Procedures, etc)
  - b. Technologies (Data collection & analysis, Google Tools, MS Office 365, etc)
  - c. At work Topics (Leadership, Facilitating effective meetings, diversity & inclusion, etc)
  - d. Health & wellness (Fitness & Exercise, Mindfulness,



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- e. Personal Growth (Adult learning opportunities, Personal Financial/Investing, Wills & Trusts, Volunteering, etc)
- Cumulative, leadership, benefits, facilitating effective productive meetings, retirement planning, Diversity & Inclusion, adult Learning opportunities, Managing conflict

*Hand-out provided*

a. **BOV Report**

Joe reported out the following highlights from the recent Board of Visitors meeting.

- Strategic planning
- W&M Six-Year Plan (submitted in odd years, amended in the even years and online at:
  - Biggest Take Away W&M Promise changes, tuition will not increase more than 3% starting with the 2021 class (no rate set)
- Financial Model is not sustainable  
VIMS praised for their negotiated overhead increase,
- Data Analytics and Tech Talent  
Student assembly initiative  
MOU with Tech Talent on support of student hiring, Data Analytics
- Triumphantly finish the campaign
- Kinesiology is now Health Sciences
- Athletics Strategic Plan

*Keep a look out for Joe's summation to be shared*

*Staff appreciation lunch on the 14th*

**IX. Adjourn, 9:51am**

**Attachments:**

Draft June 2019 Minutes  
Committee Reports from August

**Future Meeting Dates:**

November 1: Kaplan Arena Room 245  
December 6: Swem Library Ford Classroom



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## Committee Reports

### Professional Development:

Deliverables for the day:

- April shared the survey result, presenting to both the PPFA and Staff Assembly
- April will make sure each of us has access to the Qualtrics data
- We determined the top priorities and landed on the focus of the top two or three:
  - Leadership
  - W&M Benefits
  - Facilitating Effective/Productive Meetings
  - Retirement Planning
  - Diversity and Inclusion
  - Adult Learning Opportunities
  - Managing Conflict

As a part of our goals as a committee, we decided to not only analyze the needs assessment, communicate the finding, but look at the gaps, work with HR to identify trainings and create an awareness of opportunities and funding.

Discussions started with Leadership as a high priority for the University, with next steps.

#### Leadership:

Who is offering-HR-what is happening at VIMS, SOE, MSOB? Carol, April and KP to reach out to the schools. Please gather information no later than November 8th and report back via email.

What does leadership look like: Faculty taking over as a Dean, Aspire Leadership, Spark Leadership, Building Better Leaders Part II, Supervisor's Institute

Time and Format: Right now in 4 hour blocks, what are other learning avenues?  
Cornerstone

How is it communicated: Through the Digest, HR website.

Scale is an issue and resources

Partnering: what does that look like? Who owns it? Set up, contacting/messaging, logistics

Conferences Services as a partner? What does a partnership look like or what is a standard way forward?

Once we have access to Qualtrics survey, please look at the comments and data.

As we consider Leadership, we need to remember different learning styles and level-set expectations with regard to supervisor support and funding. In addition, to those who participate in leadership opportunities, as they grow as leaders there needs to be opportunity to flex the leadership muscle.



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The next meeting will be December 3rd at 10:00 am in the SOE, thank you April! If I've missed any of our discussion, please chime in.

Tasks for each of us:

- 1.) Look at the data in the survey, especially the comments and learning styles; and
- 2.) Reach out, if assigned, to a College, to learn about what they are doing around leadership

### **Membership Committee**

February 24-March 6

Colleague Nomination: <http://forms.wm.edu/23702>

Self-Nomination: <http://forms.wm.edu/23700>

\*\*\*\*first announcement should go out in the Digest on March 11 – 600 character verbiage is below:

The 21-member Professional and Professional Faculty Assembly (PPFA) is currently seeking nominations to fill seats that will become vacant in June. W&M professionals and professional faculty are encouraged to nominate themselves or their colleagues by 3/24. To learn more about PPFA, visit <https://www.wm.edu/sites/proffaculty/>

Interested? Complete the nomination form and statement of interest here:  
<http://forms.wm.edu/23700>

To nominate a colleague, complete this form:  
<http://forms.wm.edu/23702>

Questions? Please contact PPFA Membership Committee Chair, Mariellynn Maurer at [mdmaurer@wm.edu](mailto:mdmaurer@wm.edu)

### **Verification of Nominees**

March 9-13

### **Nominees Submit Statement of Interest**

March 16-27

- \*send message to all PPF's
- \*include link to nominee's form
- \*include link to Statement of Interest

### **Prepare Election Ballot and Test Ballot**

March 30-April 2

### **Open Election Voting**

April 6-24

- \*must remain open for 15 working days
- \*weekly reminders sent to have folks vote/those who have not yet voted





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**Close Election Voting**

April 24

**Member + Non-Member Witness Tally Results**

April 27-28

**Communicate Results**

April 30-May 1

\*Committee message to PPFA President; PPFA President announces officially

**New Member Orientation**

June 4

**July PPFA Meeting – New Members take office**

Regular Meeting Schedule

- 3rd Monday of each month – all added to outlook calendars of committee
  - Nov 18
  - Dec 16

Election Planning Calendar for 2020 – located in Notes under 2020 Election Calendar; awaiting review by Assembly

Enhancement for 2020: Add an update email to all nominees at each stage along the way so they know the timeline of what's happening and don't assume that things are over since elections are a long process

Enhancement for 2020: Also post on the website the timeline so folks know what's happening when

**Social Outings:**

Athletics Outings – \*still awaiting dates and possibilities from Athletics

Happy Hour Networking – Upcoming Dates

- Thursday, Nov 21 at Precarious at 5.15/5.30pm -ish (after work) – engage new PPF's and meet some PPFA members – provide a social plug in opportunity but everyone pays their own (no sponsorship of snacks – save our money for other stuff)
- January 10 – Paul's in New Town
- May 7 - Opus 9 Happy Hour
- June 4 – York River Oyster Company (VIMS)
- Yule Log – meetup location at James Monroe statue in front of Tucker Hall – get time of event once it's announced – announce in November meeting
- Service Outings:
- T-Shirt Bags - Tuesday November 19 12-1 pm in the York Room of Sadler



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- Campus Food Pantry – Methodist Church location – Marra & Taylor met and visited with Max at the food pantry and got a list of needs – already being heavily used and it was only the beginning of the semester (faculty/staff/students can use)

Oct 29 - Procure to Pay Forum – kick off to bring an item to donate

After Jan 10 (week of 13 maybe) - campus drive for goods to donate

Jan 31 – PPF volunteer hour following the PPFA meeting

Holiday Food Drive for W&M – Sandy Wilms upcoming info (stocking stuffers) - Mariellynn will reach out to Sandy for dates

Charter Day – volunteers needed – Mariellynn will reach out to Steve for more info

Academic Convocation – thanks to all who supported from the PPF community

W&M Resource Fair – January 8, 2020 from 10am-1.30pm - Chesapeake & Tidewater Rooms – handout with meetings for rest of the year, social & service opportunities, general meeting, possible "Emergence" events

Day of Caring - no update here

#### **Administration Committee**

Notes from our 10/24/2019 Session:

Attendees: David Morales, Trici Frederick, Rob Rose, Mary Lueker, Jackie Ferree (Special Guest: Babs Bengston)

Jackie kicked off the meeting and introduced Babs Bengston to provide an update on the Climate Survey.

Initiative #1: Work closely with new CHRO (and HR) to better understand the vision and approach to the climate survey results. Based on the feedback we will work in tandem with them to develop, review, comment and communicate practical recommendations and options to improve future scores.

- Invited Babs Bengston to a PPFA Administrative Session on 10/24/2019 to discuss the newly formed Climate Survey Task Force she provided the following information:
  - Jackie was asked to participate on the Climate Survey Task Force being formed by Babs Bengston
  - The Climate Task Force hasn't met and the CHRO will be joining the task force. There are representatives across the University. It will be a mix of faculty and staff. 3 staff, 3 faculty and remaining are professionals.
    - 15 different topics that originated from the data
      - Budget
      - Diversity (will be handled by the D&I Committees)
      - Faculty
      - HR
      - Infrastructure
      - Leadership
      - Parking



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- Pay
- Performance Management
- Physical Environment
- Professional Development
- Promotions
- Resources
- Systems
- Working Environment
- Top Comments were in Faculty, Instructure, Leadership, Pay and Working Environment
  - The faculty were making the comments or people talking about faculty
  - Working environment could be anything from hostile work environment to the best place to work; flex time or alternative work schedule - and the availability of these options.
- The timeline will begin in November and go through April-May timeframe
- The taskforce will deliver recommendations on what we should leverage and what we may be able to improve - the task force will have a say in how this is completed
- How can we help - once the taskforce gets together and then be able to divide and concur - based on what is important in our constituent group. Our committee could assist with those things that have "unique" topics and pertain to the PPF group as a whole.
- The other element we can help with - figuring out how to reduce the tension between the people groups - there is a lot of work to make this campus more inclusive and welcoming.

Initiative #2: We will also work with the new CHRO on new initiatives where we can partner and serve as both communication and change agents.

- Chris Lee is invited to a special PPFA Administrative Session on January 10, 2020

Initiative #3: Work on the soft launch on the culture campaign (aka Assume Positive Intent) in conjunction with the Kindness and Compassion team.

- Jackie is now a part of this committee and has provided the feedback to Kelly Grace on the alignment with API. Waiting on feedback.

Initiative #4: 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.



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- Trici went to the first one and will go to the November 7
  - She indicated the first sessions were helpful to understand the climate – they focused more on brainstorming more than anything else - we need solid representation
  - Can we send back the timing issue and mixing it up so more folks can participate?
  - Is it less about quantity and more about quality
- David will try to attend the November 7 meeting as well
- Invite folks to review the new Strategic planning site created by the University
  - Possibly invite Jeremy Martin to provide an update to the broader PPFA
  - Invite Mariellynn to a PPFA Administrative Committee meeting to provide an update (we have extended an invitation to our November 21, 2019 session)

General Initiative: 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.

- Spoke with Erma Baker on other contracts that could be a benefit to employees and how PPFA could be the "sponsor" for these activities.

1. Real ID opportunity-

[https://www.richmond.com/business/deadline-virginians-have-less-than-a-year-to-get-new/article\\_5c0a3e8b-f33b-5607-93b0-d5460e6d62ee.html](https://www.richmond.com/business/deadline-virginians-have-less-than-a-year-to-get-new/article_5c0a3e8b-f33b-5607-93b0-d5460e6d62ee.html). The PPFA Administrative Committee is willing to collect information and sponsor the activity and take the lead in recruiting W&M faculty, staff and students. Covington has offered to coordinate an event for W&M faculty, staff, students – DMV will bring their trailer on-site to register folks but we must have a commitment of at least 100 people. The location must have parking to accommodate customers and a large RV/bus and have restroom facilities nearby for their staff.

- Our "uniquely" our value - This resonated well with the group - this is a great idea and makes lives easier.

This inspired the team - even a small thing can have a HUGE impact. Are there opportunities to expand:

- Next Year partner with students: Voter registration booth for a day - we will have all forms and get them turned in
- Gift wrapping stations around the holidays
- Bring membership into the equation
- Ride Shares to the airport
- Relocation Services for employees
- Other ideas?



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- David added Calandra and Sustainability - should we be doing something and be a megaphone for some of these groups. Should the PPFA have a better voice - Trici added there are several PPFA's on the committee.

Rob discussed with John Swaddle - he said they are supposed to be making some large announcements. If we can build and amplify the message that is a great idea. We

We have invited Calandra to speak at our December PPFA Administrative Meeting

General observation: Trici asked about having the PPFA members share what they are participating in and how are we represented?

#### **Communication Committee**

Zoom meeting

In attendance: Suzanne Armstrong, Marra Austin, Melissa Palacios, Joe Wheelless

#### **PPFA Website**

- Update Picture
  - Joe will remind people about picture for next PPFA meeting
  - Melissa will bring IT Camera
- Content Updates
  - Melissa will update Meeting Minutes
  - Melissa will update Officers list
  - Suzanne will review website for branding updates needed
  - Joe will remind people to send headshots to Marra
  - Marra will update headshots when pictures are received

#### **Events Updates**

Suzanne will post future PPFA meetings in W&M Event Calendar (after Dec, will post TBD for location)

#### **Social Media**

Should we have a PPFA facebook page?

- If so, we need to be more active on it and establish a routine for postings within Communications Committee.
- If not, we need to take it down.
- We will consult with PPFA about whether or not to maintain the FB page.
  - Melissa will bring it up during Committee reports part of meeting.

#### **O365 Teams Team**

- We have one! Let's start using it.
- When posting, add the @team or @channel handles to send notifications to other team members.
  - Joe will post PPFA Visual Identity Lock-Ups in PPFA Team



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**Academic Committee**

The Academic committee has advertised its second “Emergence” brown bag event. This one, “Makerspaces, Engineering for Everyone” is being hosted by Jonathan Frey on Nov 8 at 12:00pm in the Ford Classroom in Swem Library. You may RSVP for the session at <http://forms.wm.edu/23046>

Messages in the Digest will also go out advertising this event. Advertisement PDF attached.

Thanks to all involved in putting this together and developing the advertisement!

