



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

August 6, 2021, 9-10am
MEETING MINUTES

PPFA Members: *x denotes member was present and - denotes member was not present*

Anderson, Ginia	X	Joseph, Jacob		Palacios, Melissa	
Armstrong, Suzie		Koenigsmann, Emrys		Pettigrew, Melissa	X
Belback, Teresa	X	Leung, Jennifer	X	Russell, Tim	
Davis, Tamekka	X	Lewis, Nasha	X	Smith, Sarah	-
Erb, Ruth	X	Locks, Taylor	X	Zawoyski, Ali	
Frey, Jonathan		MacAleese, Elizabeth		<i>Non-voting</i>	
Hummel, Julie	X	Milholland, Anna	X	<i>Mauer, Mariellynn</i>	X
		Owens, Shene		<i>White, Shannon</i>	X

Present: A maximum of 71 persons total were present on the Zoom web call; 71 separate participants.

- I. Welcome & Introductions (Call to order: 9:05 am)
- II. Agenda: Review and approve (approved by unanimous consent)
- III. Minutes: Review and approve June & July Minutes
 - a. June 2021 minutes (motion - Pettigrew; second – Belback; motion passed)
 - b. July 2021 minutes (motion - Pettigrew; second – Belback; motion passed)
- IV. Guest Speaker: Bill Horacio, W&M Parking and Transportation Services (wxhora@wm.edu)
 - a. Webpage is very comprehensive, being constantly updated – encouraged to become familiar with the page (you can also reach Parking and Transportation at parked@wm.edu)
 - b. Current/relevant information can be found towards the bottom of the main page
 - c. Right hand column is where you can find Advisories
 - d. [Updates to Parking and Transportation for FY 21-22](#)
 - i. Considered two studies (2013 and 2019 Walker Study) to improve customer experience
 - ii. Update 1 – recinds Spring 2021 adjustments
 1. when parking was at 70% capacity, allowed for more flexibility in where people could park
 2. return to standard designations and full enforcement of campus map
 3. Starts September 1st
 - iii. Update 2 – Move resident student parking out of core campus to perimeter zones and realigns Day Commuter parking
 1. Grad plex restricted



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2. Landrum realigned for F/S
 3. Zable Stadium lot will be fully F/S parking (100-125 F/S spaces in core of campus)
 - iv. Update 3 – Designating areas/spaces for campus visitors
 1. Allows PTS to not take away spaces from F/S during high visit volume times
 2. Will reassess at the end of the year, based on data (Advisory Committee will monitor throughout the year as well)
 - v. Update 4 – Improved campus connectivity
 1. WATA Route 8 – bi-directional W&M bus route between Grad Plex, through campus to SOE and back.
 2. Next big change – looking to supplement WATA system with two in-house vehicles; details/logistics are still being worked out
 - vi. Questions
 1. Any discussion on reviewing fee structure based on lot/location? Yes there is, in FY 22-23. Central, perimeter, remote locations.
 - a. Follow up – what if we need to drive across campus for a meeting? This is discouraged and why the previously mentioned “transportation/shuttle” is important.
 2. Are there changes anticipated for VIMS? And how they come to main campus? VIMS decals are valid in Facilities Plant and Kaplan lots, not all F/S. No specific changes AT VIMS.
- V. Committee Reports
- a. Executive Committee (Officers and Committee Chairs)
 - i. The Executive committee (Officers + Committee Chairs) will be meeting the 3rd Friday of the month
 - ii. We met July 26 to discuss regular meeting schedules; establishing committee meetings, goals and priorities; the cross-committee work and communication; and a few other administrative items.
 - iii. Officers Attended an HR Orientation for Assembly leaders in July along with Staff Assembly, Faculty Assembly and PPFC (VIMS PPF group)
 - iv. The Past president and President of PPFA alongside the leadership of Staff Assembly and Faculty Assembly were consulted by the Executive Leadership Team (ELT) of the university regarding recent policies surrounding vaccinations and return to work/semester start. Know that you are being represented.
 - v. BOV (will report later in new business)
 - b. Academic – Anna Milholland (Chair)
 - i. The Academic committee will be meeting on the first Wednesday of each month 11am-noon
 - ii. Will share updates at September meeting



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- iii. If you are interested in participating in this committee, please reach out to Anna at anna.milholland@mason.wm.edu
- c. Administrative – Jacob Joseph & Nasha Lewis (Co-Chair)
 - i. If you are interested in participating in this committee, please reach out to Jacob (jdjoseph@wm.edu) or Nasha (nlewis@wm.edu)
 - ii. The committee will meet as needed
 - iii. Role is to review policies, like parking
 - iv. Priority for upcoming academic year will be to review the university's grievance policy.
- d. Communication – Melissa Palacios (Chair)
 - i. The communications committee has started its work by collaborating via a Teams Chat Group. Priorities have been website updates, events calendar and digest announcements
 - ii. Committee meetings will begin on September 23rd, and will be held on the 3rd Wednesday of the month thereafter (though dates are subject to change).
 - iii. Communication priorities will be established at the first meeting (9/23) along with the distribution of duties. Details will be reported at the subsequent October PPFA meeting. In the meantime, we will triage necessary updates to the website, the events calendar, and Digest announcements.
 - iv. If you would like to coordinate communications for your PPFA event, project, or happening, please reach out to Melissa Palacios via Teams chat or email mkpala@wm.edu
- e. Membership – Taylor Locks (Chair)
 - i. If you are interested in participating in this committee, please reach out to Taylor (tvlocks@wm.edu)
 - ii. Welcome messages are going to new PPF employees
- f. Professional Development – Melissa Pettigrew & Teresa Belbeck (Co-chair)
 - i. If you are interested in participating in this committee, please reach out to Melissa (mdmarshall@wm.edu) or Teresa (tbelback@wm.edu)
 - ii. Current members include Tamekka Davis, Ginia Anderson, and Deborah Deguzman
 - iii. Monthly meeting dates and times will be established next week
 - iv. Last year's committee gave us an incredible starting point!
- VI. Old Business
 - a. None at this time
- VII. New Business
 - a. Updates on Administrative Announcements or Decisions
 - i. Staff Assembly (Robin)



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1. goals focus on employees and community service hours, which employees aren't using
 2. first staff assembly meeting next Wednesday, open forum about return to campus
 3. Robin is leaving WM and Staff Assembly will be taking nominations from the floor at the meeting for President
- ii. Board of Visitors Meeting
1. PPFA President and Staff Assembly President Alternate annually
 2. Shannon White serves this year to represent Staff and PPF's
 3. For official board reports Shannon will coordinate with Staff Assembly, PPFC and PPFA leadership
 4. Assistance request for future BOV Meetings (September 23-24, 2021, November 18-19, 2021) – folks who might be willing to report back from committees
 5. All documents of BOV meetings are online at:
<https://www.wm.edu/about/administration/bov/meetings/index.php>
 6. Retreat/Meeting July 27-28
 - a. <https://www.wm.edu/about/administration/bov/documents/meetings/2021-2022/2021-07-27-agenda.pdf>
 - b. Appointed new Dean for VIMS (starts 9/1) and new Athletics Director (starts 8/9)
 - c. Updates on Financials (Sebring), DEI (Glover), Strategic Planning (Rowe), Sustainable Curriculum (Agouris)
 - d. Passed a resolution about vaccination policy, and discussed data provided on Thursday. Faculty/Staff/Students are all expected to have a vaccination.
- iii. President Rowe's email (July 29) regarding Vaccination policy for W&M faculty, staff and students
- iv. [COO Sebring's email \(Aug 5\) regarding Vaccination Clinic](#)
- b. Questions or Concerns from PPFA
- i. Shannon will be asking about masks, has been hearing questions about this
 - ii. Public Health Advisory Team – PPF is well represented
 - iii. The Virginia Department of Labor and Industry (DOLI) published proposed final standards for employers that updated the last publication from January 2021. The updates significantly focus on different controls to utilize to reduce exposure risks between vaccinated and unvaccinated employees. Public comment was received through 7/31. We expect the standards to be finalized by late August to mid-September. The PHAT



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and CRT are currently working with teams across campus to develop W&M's approach to comply with the new standards.

- iv. If you come for vaccination clinic, be aware/mindful about construction going on in Zable lot

VIII. Announcements:

- a. **Next PPFA Meeting – September 3, 2021 at 9.00am via Zoom**
 - i. September 3 meeting we are not planning a formal agenda. Committees will meet in zoom breakout rooms after tentative guest speaker.
- b. Save the dates for the following 2021-22 PPFA meetings:
 - i. October 1 Meeting 9am; location TBA
 - ii. November 5 Meeting 9am; location TBA
 - iii. December 3 Meeting 9am; location TBA
- c. Textbook distribution will be taking place in Campus Center starting on August 9th. May have some implications for parking in Power Plant lot.
- d. Faculty return to campus on August 10th
- e. Will meetings continue on Zoom after school starts? Yes – they will; we see better attendance/engagement due to the flexibility/accessibility. We have lots of members who don't work on main campus.
- f. If you are having trouble uploading vaccination card to Kallaco – IT will have staff there to help with uploading to Kallaco

IX. Adjourn 10:00am

- a. Motion - Pettigrew; Second - Lewis