



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

December 3, 2021

MEETING AGENDA: 9.00am-10.00am

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

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

Present: A maximum of 61 persons total were present on the Zoom web call

- I. Welcome & Introductions (Call to order: 9:04 am)
- II. Agenda: Review and approve (approved by unanimous consent)
- III. Minutes: Review and approve November Minutes
 - a. November 2021 minutes: Motion - Koenigsmann; second - Erb; motion passed
- IV. Committee Reports
 - a. Executive Committee (Officers and Committee Chairs)
 - i. No Executive meeting was held in November, next meeting will be in December
 - ii. Ad Hoc committee with Staff Assembly regarding Development Funds
 1. Working to change processes to increase transparency
 2. Hoping to shift administration of process to Assemblies, under the umbrella of HR
 - b. Academic – Anna Milholland (Chair)
 - i. Key Academic Dates based on the undergraduate calendar (Graduate/Professional Schools vary)
 1. Last Day of Classes for Fall: Friday, December 10, 2021
 2. Exam Period: Monday, December 13 - Tuesday, December 21, 2021
 3. First Day of Classes for Spring: Wednesday, January 26, 2022
 - ii. If you are interested in participating in this committee, reach out to Anna (anna.milholland@mason.wm.edu)
 - iii. Academic Committee meets the first Wednesday of the month, 11am-noon
 1. December 8th is the next meeting
 - c. Administrative – Jacob Joseph & Nasha Lewis (Co-Chair)
 - i. If you are interested in participating in this committee, reach out to Jacob (jdjoseph@wm.edu) or Nasha (nlewis@wm.edu)
 - ii. Committee meets at 10am on the 2nd Friday of each month



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- iii. During this academic year, the committee plans on reviewing the university's grievance policy
- d. Communication – Melissa Palacios (Chair)
 - i. Committee meets the 3rd Wednesday of each month
 - ii. Make sure you use the form to have communications assistance with PPFA events and announcements "[PPFA Events and Happenings Communications Intake Form](#)"
 - iii. Upcoming priority - preparing for next election cycle, starting in January
 - 1. Met with Taylor from Membership Committee to start planning
 - iv. Point People: Point People: Group Organizer – Melissa Palacios, Announcement Manager - Suzanne Armstrong, Visual Manager - Julie Hummel, Web Manager - Jennifer Leung, Social Manager - Sarah Smith
- e. Membership – Taylor Locks (Chair)
 - i. If you are interested in participating in this committee, reach out to Taylor (tvlocks@wm.edu)
 - ii. Elections will begin in January
 - 1. Information on elections and the full timeline will be distributed to all PPFs during the first week of January
 - iii. Upcoming Breakrooms
 - 1. December 15 @ noon - (Meeting ID 966 1160 5232)
- f. Professional Development – Melissa Pettigrew & Teresa Belback (Co-chairs)
 - i. Mane Pada is preparing to present on Cornerstone training offerings
 - ii. We are working on updating the PD website with development and training opportunities
 - iii. Ginia is work with Cohen to gather even more PD resources we can share
 - iv. December's "Nourishing Greatness" will feature Stephanie Mays, a nutritionist with Sodexo, sharing tips and tricks for healthy eating during the holidays. This is next week - December 9th.
 - v. January's "Nourishing Greatness" will feature Michael Steelman from University Advancement. This will be on January 18th – more information to come!
 - vi. If you know of a speaker that would like to contribute to our "Nourishing Greatness" series, please let us know!
 - vii. Make sure you complete any outstanding required trainings in Cornerstone, many are due during or right after the winter break.
- V. Additional Campus wide committee Reports
 - a. Parking Advisory Committee met in November
- VI. Old Business
 - a. None
- VII. New Business
 - a. Updates on Administrative Announcements or Decisions



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- i. University closure dates for Winter Break: Thursday, December 23 ,2021 through Sunday, January 2, 2022
- ii. Check-In Conversations with Supervisors are taking place across campus (these typically occur Fall/Winter; Winter/Spring; Summer, but the schedule is determined at the unit/department level
- iii. Elective Retirement contribution limits change
- iv. Minimum wage increase to \$11/hour as of January 1, 2022
 - 1. This will be automatically updated for any employees current below
- v. Don't forget to use Leave by January 9, 2022. Reminder that staff members may carry over up to 80 hours of leave beyond the normal leave limit (this will have to be used by January 9, 2023)
- vi. COVID updates - see email from COO Sebring on Tuesday, November 30, 2022
- b. Board of Visitors Meeting (November)
 - i. Met November 18 and 19
 - ii. Next meeting will be February 2022 (Charter Day)
 - iii. Meeting materials are posted on their website
<https://www.wm.edu/about/administration/bov/index>
 - 1. Pre-reads
 - 2. Agenda
 - 3. Meeting Presentation (post-meeting)
 - iv. Most meetings were about budget and audit, visited Integrative Wellness Center
 - 1. There are programs and resources available to employees
 - v. Is there anything you would want the BOV to know? (Chat Shannon or email shwhite@wm.edu)

VIII. Announcements:

- a. News and Updates from PPF's around campus
 - i. Conversation about employee (and student) burnout - most people are exhausted
 - 1. Suggestion - Assemblies should come up with creative ideas that might help
 - 2. More analytical approach to when and how people can work from home
 - 3. Need to be more realistic about job expectations; what's realistic to accomplish in the next 6-12 months and to feel good about that (when it always feels like there still more to do)
 - 4. Planned Pauses - some areas/units on campus implemented these well and it was effective; didn't seem to be implemented at the same level across campus
 - a. There was some confusion about what it was supposed to actually be - was it time off or was it team building, or closing doors to



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public and working on projects? Need more guidance on how to execute.

b. Next PPFA Meeting

i. January PPFA monthly meeting (1/7/2022) cancelled, committees will meet in January

ii. February 4th, 2022 9am; Zoom unless otherwise notified

IX. Adjourn (9:50am)

a. motion - Armstrong; second - Owens