



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

July 9, 2021
MEETING MINUTES

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

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

- I. Call to order – 9.33am
- II. Welcome & Introductions
- III. Agenda: Review and approve
 - a. Motion - Belback
 - b. Second – Anderson, G.
- IV. Minutes: Approval of June and July will take place in August
- V. Guest Speaker: Bill Horacio, Parking & Transportation (will join in August)
 All information about [hours of operations](#) and decal information is posted online
[Academic year Decals](#) (current are in effect until end of August)
[Summer Decal information](#) (for remainder of summer through August)
- VI. Old Business:
 - a. [PPF Grievance Resolution Policy Review](#) this year.
 Comments or Questions to Administrative Committee. Administrative committee will be working on revision and recommendations this Fall, to address unclear information in the document. Recommendations will be presented to HR, and will ask assembly to vote on this. University Counsel has been notified that this is occurring. Please take a look, as it may apply to you in the future (hopefully it doesn't), but want to make sure it's in the best interest of PPF.
- VII. New Business:
 - a. PPFA Officer Elections



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- i. Operations Chair (nominations from the floor)
 1. Nominations (Melissa Pettigrew, Shene Owens)
 2. Melissa Pettigrew – newly elected Operations Chair
- b. Committee Member Assignments

Please note: PPF Assembly voting members are required to serve on at least one committee and are denoted by an asterisk.*

 - i. Executive Committee (Officers and Committee Chairs)
 1. Shannon White (President), Teresa Belback* (President-Elect), Jennifer Leung* (Secretary), Melissa Pettigrew* (Operations Chair), Mariellynn Mauer (Past-President), Anna Milholland*, Jacob Joseph*, Nasha Lewis*, Melissa Palacios*, Taylor Locks*, Melissa Pettigrew*, Teresa Belback*
 - ii. Academic – Anna Milholland* (Chair)
 1. Tim Russell*, Jonathan Frey*, Molly DeStafney, Roxane Adler Hickey, Kathleen Powell, and Erin Battle
 - iii. Administrative – Jacob Joseph* & Nasha Lewis* (Co-Chairs)
 1. Liz MacAleese*, Ruth Erb*, Ali Zawoyski*, and Shene Owens*
 - iv. Communication – Melissa Palacios* (Chair)
 1. Jennifer Leung*, Sarah Smith*, Suzie Armstrong*, and Julie Hummel*
 - v. Membership – Taylor Locks* (Chair)
 1. Melissa Palacios* and Mariellynn Mauer
 - vi. Professional Development – Melissa Pettigrew* & Teresa Belbeck* (Co-chairs)
 1. Emrys Koenigsmann*, Ginia Anderson*, Tamekka Davis*, and Kelly Graham
 - vii. Any and all Professionals & Professional Faculty are welcome to participate in any PPFA committee. If you are interested in serving on a committee please reach out to Shannon (shwhite@wm.edu) or a committee chair/co-chair.
- c. Employee Convocation
 - i. All employees are encouraged to attend, Friday 16, 2021 9am-11am
 - ii. RSVP at: https://wmsas.qualtrics.com/jfe/form/SV_5yBcFMH124dGALk respond by Monday July 12 to be eligible for prizes
 - iii. Casual dress encouraged (W&M colors)
 - iv. Meant to be a celebration and helping folks make a shift back.
 - v. Brief remarks, food and fun (includes ringing the bell)
- d. Updates and/or Questions from the Assembly
 - i. Return to work and “re-openings” across the campus (i.e. Muscarelle, Swem, Tennis Center, etc)
 1. Cohen Career Center – back in the office full time; students can make virtual appointments or can come in person
 2. Library is open 9am-4pm M-F rest of the summer
 3. Muscarelle is fully open, including to the public
 4. Parking is reopened, new hours posted on website
 5. Tennis Center reopened July 6th
 6. Kimball will reopen in September

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7. Conference Services will reopen in August (phased approach for allowing groups on campus)
8. Human Resources – one person for each unit will be in Bell Hall at all times
- ii. Concerns – hearing people are considering careers post pandemic. Questions about “are we tracking who’s leaving?” Will share questions/concerns with executive leadership about this “exodus.”

VIII. Announcements:

- a. **Next PPFA Meeting – August 6, 2021 at 9.00am via Zoom**
- b. September 3 meeting we are not planning a formal agenda. Committees will meet in breakout rooms after tentative guest speaker.
- c. 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

IX. Adjourn

- a. Time 9.58am
- b. Motion - Palacios
- c. Second - Belback