



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

October 1, 2021
MEETING MINUTES

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

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

Present: A maximum of 56 persons total were present on the Zoom web call

- I. Welcome & Introductions (Call to order: 9:03 am)
- II. Agenda: Review and approve (approved by unanimous consent)
- III. Minutes: Review and approve August and September Minutes
 - a. August and September 2021 minutes – motion - Hummel; second - Belback; passes
- IV. Committee Reports
 - a. Executive Committee (Officers and Committee Chairs)
 1. The Executive committee (Officers + Committee Chairs) met September 17 and discussed several upcoming events (to be discussed by the committees).
 2. Additionally, there was a "temperature check" of our leadership of things around campus. This included discussions of and possible solutions to put forward around:
 - a. Recruitment & Hiring Issues and the increased workloads of those who remain
 - b. BuyWM growing/learning pains & the need for some departments to have grace with use of SPCC
 - c. IT approvals for purchasing, more clarity on order of various steps
 - d. Transition back to campus and how it is going across campus
 - e. Tensions felt with messaging (e.g. Care/Well-being and the In-person experience, Vacation time tensions)
 3. The Presidents of the Assemblies are meeting once a month with Jeremy Martin (Chief of Staff) and more frequently, as needed.
 4. BOV (will report later in old business)
 - b. Academic – Anna Milholland (Chair)
 1. If you are interested in participating in this committee, please reach out to Anna at anna.milholland@mason.wm.edu
 2. The Academic Committee will be meeting on the first Wednesday of each month from 11 – 12pm.
 - a. Next meeting is October 6th
 3. Working to coordinate speaker for a series in the Fall
 - c. Administrative – Jacob Joseph & Nasha Lewis (Co-Chair)



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1. If you are interested in participating in this committee, please reach out to Jacob (jdjoseph@wm.edu) or Nasha (nlewis@wm.edu)
 2. The Administrative Committee will meet as needed and based on availability
 3. During the upcoming academic year, the Administrative Committee plans to review the university's grievance policy (Legal Counsel and HR will be at the next meeting).
 4. PPFs interested in serving on the committee should email Jacob or Nasha for more information.
 5. If you have any policies you have concerns about, please share them with the committee.
 6. HR Policy Committee finalizing new Standards of Conduct policy, tied to progressive discipline, applies to staff, professionals and professional faculty; Telework policy/agreement will be coming around Oct/Nov - approval by Cabinet member instead of HR - those with current agreements will have to resign the new one, recommendation to just wait
- d. Communication – Melissa Palacios (Chair)
1. Meetings - The committee has been collaborating in the Teams channel and held our first meeting on 9/29/21. The committee will generally meet on the 3rd Wednesday of the month starting (subject to change based on the committee availability)
 2. Events - If you have an event and would like assistance from the Comms Committee, please fill out the "PPFA Events & Happening Communications Intake Form"
 3. Point People: Group Organizer – Melissa, Announcement Manager - Suzanne, Visual Manager - Julie, Web Manager - Jennifer, Social Manager - Sarah
- e. Membership – Taylor Locks (Chair)
1. If you are interested in participating in this committee, please reach out to Taylor Locks (tvlocks@wm.edu)
 2. October will be focused on election calendar, break-room schedules, and setting up 1-2 social opportunities
 3. Coffee Breaks - opportunity to get a pulse check on PPFA community, approximately one week before PPFA meetings
- f. Professional Development – Melissa Pettigrew & Teresa Belback (Co-chair)
1. If you are interested in participating in this committee, please reach out to Melissa Pettigrew (mdmarshall@wm.edu) or Teresa Belback (tbelback@wm.edu)
 2. Current members include Tamekka Davis, Ginia Anderson, and Deborah Deguzman
 3. Kicking off our new series "Nourishing Greatness" on 10/13 Noon – 1 PM
 - a. Guest speaker will be Dr. Phil Wagner of the School of Business
 - b. Effective Communication: Finding (and Telling) Your Story
 - c. Planning on recording it, if you can't make it, be on lookout for it later
 4. Next Meeting: 10/18 - Establishing annual goals for this year
 - a. Looking to create single resource to house all prof dev resources/opportunities
 5. Review of Development Support Fund program - plan to provide update at November meeting
- g. Additional Campus wide committee Reports
- V. Old Business
- a. Board of Visitors Report
 1. September 23-24, 2021; Staff Liaison report can be found in the pre-reads
 2. All public documents found at <https://www.wm.edu/about/administration/bov/meetings/index>



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3. Executive
 - a. Review the Vision 2026 plan and be involved (Pres. Rowe message Tuesday 9/28) in-planning with Cabinet Members taking lead
 - b. University 6-Year plan & VIMS 6 Year plan updates for SCHEV (2 year finance related with General assembly revisions in even years, updated drafts in odd years)
 - c. DEI consultant data presented to Board (closed session), will be publicly released in coming months
4. Institutional Advancement
 - a. Focus on the *All in Campaign* success of the *For the Bold* campaign & Heather Golden University Marketing new strategy around the W&M brand and results of the Positioning Study
6. Student Experience
 - a. Committee focused on the work & impact of the Cohen Career Center
7. Audit, Risk and Compliance
 - a. Review of current audits including some IT and some financial; Compliance presentation focused on Title IX reporting – one take away for employees is that the restorative justice measures & alternative measures are only available to students
8. Organizational Sustainability & Innovation (AD HOC)
 - a. Focused on Enrollment growth (600 more 1st year students); we have more Pell Grant eligible students
9. Financial Affairs
 - a. Discussion of the expected gap we encountered last year; cost savings bond sale and establishment of \$60M quasi endowment; issues of new state regulations
10. Academic Affairs
 - a. There were no administrative withdrawals of students after the 9/17 vaccination deadline.
 - b. The Provost's office is developing a new website for sustainable curriculum. Focus is on strengthening existing programs, expanding online/hybrid modalities, and collaborating amongst the different schools to refine these goals.
 - c. A student spoke from the Geolab @ W&M as an example of a newly established successful sustainable program.
 - d. An update was provided for the COLL 350 requirement which enhances students' knowledge and facilitates their critical analysis of the workings of power, privilege, and inequity in U.S. society and globally, past and present.
11. Administration, Buildings & Grounds
 - a. Emphasis current construction (Fine Arts buildings, Sadler & Hearth mostly finishing in 2022; VIMS replacement of Chesapeake Hall starts in 2022; ISC4 expecting Oct 2024; Kaplan Sports Complex & Muscarelle depend on fundraising efforts); DRB addressed Marshall Wythe statue in front of the law school; Amy Sebring shared issues around state move to prevailing wage with contractors and what that means for construction
 - b. Dr. Lee presented to this committee the focus on mission critical positions, employees nearing retirement; executive positions and provided a high level summary of our



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workforce; Issues in diversification; Succession planning issues - loss of institutional knowledge; salary issues; wonky labor market; HE uniqueness of single incumbent positions (1 deep in key areas); issues around lack of promotional opportunities in some fields; need for recognition and compensation strategies for top performers.

VI. New Business

- a. Updates on Administrative Announcements or Decisions (Shannon)
 1. President Rowe's email (Sept 28) regarding Vision 2026 (Strategic Planning)
 2. Amy Sebring's email (Sept 28) announcing our cases are down significantly from the onset of the semester, and masks will be required indoors through the end of the semester
 3. Flu shot: October 6 (8am-4pm) and October 7 (9am to noon) - Sadler Center, Chesapeake A. All spaces are filled
- b. News, Updates, Questions or Concerns from PPF's around campus
This is open time to ask questions, share concerns and to share anything you want others to know about what is happening in your area of campus.
 1. If you signed up for W&M&You, but aren't getting the texts/messages - let Melissa know. Link to register: (insert). Really interested in getting good feedback from people across campus.
 2. Homecoming is happening next week Thursday through Sunday, it's a busy time. Parking Advisory will be going out soon regarding Homecoming and Commencement.
 3. Variety of Events hosted by HR throughout October: Avoiding Burnout, Anthem Employee Assistance Program, Handling Feedback with Finesse; check out HR events page, read the Digest to learn more, if you have ideas/suggestion let HR know or Professional Development committee know
 4. Makerspaces are up and running
 5. FISH Costume Sale is on campus this year, good place to find vintage costumes and jewelry, supports a great cause, and look out for details in Digest
 6. No Bike Sale this year

VII. Announcements:

- a. Next PPFA Meeting – November 5, 2021 at 9.00am via Zoom
Brian Mann, W&M Athletics Director will be joining us. Submit questions for Brian Mann in advance
- b. Save the dates for the following 2021-22 PPFA meetings:
 1. December 3 Meeting 9am; Zoom unless otherwise notified

VIII. Adjourn (9:52 am)

- a. Motion – Pettigrew; Second - Armstrong