



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

September 3, 2021, 9-10am
MEETING MINUTES

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

Anderson, Ginia	-	Joseph, Jacob	-	Palacios, Melissa	X
Armstrong, Suzie	X	Koenigsmann, Emrys		Pettigrew, Melissa	X
Belback, Teresa	X	Leung, Jennifer	X	Russell, Tim	
Davis, Tamekka		Lewis, Nasha	-	Smith, Sarah	
Erb, Ruth	X	Locks, Taylor		Zawoyski, Ali	X
Frey, Jonathan	X	MacAleese, Elizabeth	X	<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 54 persons total were present on the Zoom web call

- I. Welcome & Introductions (Call to order: 9:02 am)
- II. Agenda: Review and approve (approved by unanimous consent)
- III. Minutes: Review and approve August Minutes
 - a. August 2021 minutes – postponed to October meeting
- IV. Committee Reports
 - a. Executive Committee (Officers and Committee Chairs)
 - i. The [link for meeting registration](#) will be the same URL used throughout the 2021-22 year for PPFA meetings. Once you register, you can download all meetings to your calendar they will include the Zoom URL. Any changes from Zoom to in-person meetings will be announced in advance.
 - ii. Questions about telework plans, anxiety about returning, leave plans to manage COVID – Public Health Leave has been extended (effective September 1)
 - iii. We are aware there are questions about bereavement policy; if you have to take short term disability to be a caregiver for a COVID patient; bereavement leave associate with that isn't clear. Looking into donating bereavement leave or widening what leave pools can be used for. Keep an eye out for HR minute for updates.
 - iv. General concerns about exhaustion due to taking on increased responsibilities because of colleagues departing. Shift in hiring market; awareness at administrative and executive level of how people are feeling. Suggestion – be Awesome, but don't be perfect. Don't beat yourself up.
 - v. Visitors/Guests coming to campus for large events, Public Health Team is looking at them - Homecoming (lot of outdoor events); athletics events



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are happening and visitors are coming to campus, information is on the Path Forward website

- vi. Recognition leave around Thanksgiving
- vii. not anticipating changing rollover policy – use what you have by January
- viii. If any PPF, even non-elected Assembly leadership, sits on a comprehensive university-wide committee, please let Shannon know. We want to make sure we have PPF representation on all of these committees
 - 1. Research support group (Ruth Erb) The committee is co-chair by Steve Hanson and Dennis Manos. Mission: Resolving issues between administrators and Faculty managing grants.
- b. Academic – Anna Milholland (Chair)
 - i. planning to restart the Emergents series this year, and we plan to have two speakers, one in Fall and one in Spring
 - ii. Washington office is relocating, won't be ready for a few months due to construction (working remotely in the meantime)
 - iii. Faculty meeting today (Tucker 127A and Zoom)
 - iv. 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. The Administrative Committee monitors university administrative issues of relevance. PPFs should contact us if they would like to discuss any important university policies.
 - ii. HR Policy Report – Liz MacAleese is participating from this committee
 - 1. Looking at assessment form for telework
 - 2. Finalize standards of conduct/progressive discipline document
 - iii. If you are interested in participating in this committee, please reach out to Jacob (jdjoseph@wm.edu) or Nasha (nlewis@wm.edu)
- d. Communication – Melissa Palacios (Chair)
 - i. The communications committee has started its work by collaborating via a Teams Chat Group.
 - 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). 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.
 - iii. 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



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- e. Membership – Taylor Locks (Chair)
 - i. If you are interested in participating in this committee, please reach out to Taylor (tvlocks@wm.edu)
- f. Professional Development – Melissa Pettigrew & Teresa Belbeck (Co-chair)
 - i. Our team has met and will be utilizing last year’s committee plan as our starting point. We currently are prioritizing that list to address our actionable items for this year.
 - ii. One of our goals to establish a website with professional development resources identified as a tool for our community to utilize.
 - iii. We also anticipate a *Lunch and Learn* in October and have a guest speaker lined up to support “Leadership” development. These will be offered over Zoom.
 - iv. If you are interested in participating in this committee, please reach out to Melissa (mdmarshall@wm.edu) or Teresa (tbelback@wm.edu)
- V. Old Business
 - a. None at this time
- VI. New Business
 - a. PPFA Committees – What they can do for you as a Professional or a Professional Faculty member and how you can become more involved in the committees of the Assembly.
 - i. This is a way for people to engage in work that they are interested in, even if they are not in an elected assembly leadership role.
 - ii. Committee Chairs are really interested in engaging with people on campus in meaningful ways and looking for people to join.
 - b. Updates on Administrative Announcements or Decisions (Shannon)
 - i. Both our W&M Athletics Director, Brian Mann and our new Dean for VIMS, Derek Aday have begun in their new roles in this past month.
 - ii. Staff Assembly has a new President, Sonya Worden (scword@wm.edu). We are already in regular communication as Presidents with overlapping concerns among our constituents.
 - iii. PPFA feedback to the W&M Administration. PPFA Staff Assembly and Faculty Assembly Presidents are now meeting monthly with Jeremy Martin, Chief of Staff. This does not preclude us from meeting more regularly when issues or concerns arise. Additionally, the Staff Assembly & PPFA President meet monthly with COO, Amy Sebring.
 - iv. The issue of additional need for leave surrounding issues with COVID-19 was brought forward to the PPFA. Leadership of the Staff Assembly & Women’s Network also were receiving questions and concerns. This was brought to the attention of the administration. **Public Health Emergency Leave (PHLE) has been reinstated as of Sept 1, 2021.** Please refer to the [HR minute](#) that came out this week for details.



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- v. Reminder, **September 17** is the upcoming deadline for 2nd vaccine dose information to be uploaded to the Kallaco portal for all employees (unless health or religious exemptions remain)
 - vi. Masks required in all buildings as of [August 09 communication](#) and the policy will be revisited in October and other guidelines for the W&M community were clarified by [email August 24](#) and updated on the Path Forward Website.
 - vii. Reporting any cases of COVID-19 or close contact through [Report COVID](#). W&M will conduct COVID-19 tests of employees and students considered a close contact of anyone who tests positive in the W&M community, regardless of vaccination status. (Per Amy Sebring email 8/31)
 - viii. Athletics met with all athletes, staff and coaches this week to share their Gender Equity Plan. This plan was made public, Tuesday August 31, 2021.
 - c. News, Updates, Questions or Concerns from PPFA
 - i. [Maker Spaces](#) are open – these are open to all WM community members, just stop by
 - 1. CNC machines, laser cutters, embroidery machines, button machines
 - ii. Facilities Management has a lot of exciting things going on around campus with construction projects:
 - 1. Dillard is going through a big change – buildings being demoed to create space for athletics facilities
 - 2. Sadler Expansion
 - 3. Memorial for the Enslaved
 - 4. Fine Arts Center
 - 5. Swem Patio/Terrace
- VII. Announcements:
- a. **Next PPFA Meeting – October 1, 2021 at 9am via Zoom**
 - b. Save the dates for the following 2021-22 PPFA meetings:
 - i. November 5 Meeting 9am; location TBA
 - ii. December 3 Meeting 9am; location TBA
 - c.
- VIII. Adjourn 9:40am
- a. Motion - Belback; Second - Frey