



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

February 4, 2022

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 | x |
| Belback, Teresa | x | Leung, Jennifer | x | Russell, Tim | x |
| Davis, Tamekka | x | Lewis, Nasha | x | Smith, Sarah | x |
| Erb, Ruth | x | Locks, Taylor | x | Zawoyski, Ali | - |
| Frey, Jonathan | - | MacAleese, Elizabeth | - | <i>Non-voting</i> | |
| Hummel, Julie | x | Milholland, Anna | - | <i>Mauer, Mariellynn</i> | x |
| | | Owens, Shene | x | <i>White, Shannon</i> | x |

Present: A maximum of 57 persons total were present on the Zoom web call

- I. Welcome & Introductions (Call to order: 9:03am)
- II. Agenda: Review and approve (vote by unanimous consent)
- III. Minutes: Review and approve December Minutes
 - a. December 2021 minutes: Motion - Koenigsmann; second - Locks; motion passed
- IV. Committee Reports
 - a. Executive Committee (Officers and Committee Chairs)
 - i. Upcoming PPFA Elections - more details in the Membership Committee report
 - ii. Assembly member requirements for attendance and committee participation
 1. If you are going to miss meeting, let Shannon (President), and Jennifer (Secretary) know in advance
 2. Shannon will be reaching out to members who currently have issues with attendance
 3. If you nominate someone, be sure to let them know about requirements
 - iii. Updates on joint committees/events with Staff Assembly
 1. Staff Development Funds
 - a. Met in December, did not meet in January, will be meeting in February
 2. Leadership Panel - partnering with HR, February 23rd, watch for more details/information in the Digest
 - a. Assembly leadership meets regularly with Amy Sebring, Christopher Lee, Jeremy Martin, and Preident Rowe to update them on what's going on.
 - b. Academic – Anna Milholland (Chair)
 - i. Interested in joining, reach out to Anna
 - ii. Committee meets the first Wednesday of the month 11am-noon; February was shifted, contact Anna if you are interested in attending



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- c. Administrative – Jacob Joseph & Nasha Lewis (Co-Chair)
 - i. Administrative Committee meets at 2pm on the 4th Thursday of the month; the next meeting will be Thursday, February 24th
 - ii. Working on reviewing and updating the university’s grievance policy, be on the lookout for an opportunity to comment in the future
 - iii. If you are interested in joining, please reach out to Jacob or Nasha
- d. Communication – Melissa Palacios (Chair)
 - i. Committee meets the 3rd Wednesday of the month
 - ii. If you have events and would like assistance promoting it, please fill out the [“PPFA Events and Happening Communications Intake Form”](#)
 - iii. Working to support Membership committee on the upcoming Nominations and Elections Process
 - iv. Evaluating PPFA social media presence
 - 1. Please follow, like, share the PPFA Instagram account @wmpffa
- e. Membership – Taylor Locks (Chair)
 - i. Elections 2022 Cycle
 - 1. February 4 - 28 (@ noon) - Nominations process open and collecting Statements of Interest (you can self nominate!)
 - 2. March 1 - 13, Publication of nominees/candidates and opportunity to review Statements of Interest
 - 3. March 14 - Elections open and voting begins
 - 4. March 25 (@ 5pm) - Voting ends
 - 5. March 29 - Results will be communicated
 - 6. April 1 - Newly elected representatives are introduced
 - 7. By May 1 - New member orientation
 - ii. Website has been updated with information about why one should serve, how to nominate, who is eligible to run, etc.
 - 1. Why serve as a representative
 - a. Provide feedback on policies and campus-wide processes
 - b. Advocate for change in the PPF experience
 - c. Partner with other organizations to support staff wellbeing
 - d. Get involved at a university-level and serve as a leader
 - 2. How can you help
 - a. Please help spread the word,
 - b. [Nominate yourself or a colleague](#) (must be a PPF to serve)
 - c. Not sure who’s eligible - [check the website](#)
- f. Professional Development – Melissa Pettigrew & Teresa Belback (Co-chairs)
 - i. Mane Pada is preparing to present on Cornerstone training opportunities



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- ii. Be on the lookout for development and training opportunities on the Professional Development website; if you have any suggestions, send them to the committee
 - iii. December's "Nourishing Greatness" with Nutritionist Stephanie Mays will be posted to Cornerstone
 - iv. February's "Nourishing Greatness" will feature Michael Steelman from University Advancement, February 16th, more information to come
 - v. If you know someone who could host a Nourishing Greatness talk or a good Resource Roundup, please let us know!
- V. Additional Campus wide committee Reports
- a. [Sign up for W&M&You](#) to gather information/data points from across campus
- VI. Old Business
- a. None
- VII. New Business
- a. Recent Administrative or Decisions
 - i. Mask distribution - department managers may request up to two K95/KN95 masks per faculty or staff member from the Facilities Management warehouse
 - ii. Public Health Emergency Leave update (effective January 10, 2022) - DHRM authorized up to 40 hours of PHEL (prorated for staff working fewer than 40 hours/week)
 - iii. Public Health Updates - please refer to emails sent by Amy Sebring for the most up to date guidance, last email was sent on February 1s, January 25th, and January 19th
 - iv. Mandatory Diversity, Inclusion and Belonging Training in Cornerstone, must complete by March 18th
 - 1. Some individuals may receive a communication that they have an additional training component to complete
 - b. Board of Visitors Meeting Next Week
 - i. Wednesday, February 9 - Saturday, February 12
 - ii. There will be focus on Vision 2026 as part of the meeting
 - iii. Rector Littel has requested an update on Employee Mental Health and possible creative solutions for the BOV meeting
 - 1. Please send thoughts/feedback to Shannon via email (shwhite@wm.edu) or private chat or chat regarding the following questions
 - 2. What observations do you have as a PPF regarding mental health in light of the ongoing pandemic and work environment in your own experience, your department/division or among colleagues?
 - 3. What positive solutions can we offer leadership to assist in issues around Mental Health and Wellness among employees?



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4. Shannon shared some of the suggestions she has prepared like, having a temporary pool, floating holidays, mentoring outside the department for employees, common hour (email-free), discounts/arrangements for child care, common/shared internal calendar of key dates
5. Discussion/Ideas
 - a. Need consistency for “temporary” pay when additional duties are taken on
 - b. Can hiring processes be more expedited/nimble in recruiting talent and filling vacancies
 - c. Lots of [Health & Wellness](#) opportunities available for students can also be accessed by employees; Professional Development is looking to help promote these

VIII. Announcements

- a. News, Questions or Concerns from PPFs
 - i. Give Blood this month - there is an on campus Blood Drive on February 16th
 - ii. Brave Bubble Conversation - February 7th (5:15pm) co-hosted by the Schools of Law, Education, and Business. The discussion will be on implications of the recent executive order regarding critical race theory
 - iii. One Book, One Community - Palaces for the People by Eric Klinenberg - February 24th @ 2pm campus talk at Sadler Center and 6:30pm at Williamsburg Regional Library
 - iv. [W&M Professionals Week](#)
 - v. Employee Assistance Program, March 3rd, to discuss all the benefits available to us. Check the Digest for more information soon
- b. Next PPFA Meeting
 - i. March 4th @ 9am, Zoom
https://cwm.zoom.us/meeting/register/tJYqduCqrz8tEtPfTkb8jFGS_gey9EB0_Vp9

IX. Adjournment (9:45am)

- a. Motion - Lewis; second - Koenigsmann

***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.*