



**WILLIAM & MARY**  
**PROFESSIONALS &**  
**PROFESSIONAL FACULTY ASSEMBLY**

**June 3, 2022**  
**MEETING MINUTES**

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

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

**Present:** A maximum of 44 persons total were present on the Zoom web call

- I. Welcome & Introductions (meeting called to order 9:19am)
- II. Agenda: Review and approve (vote by unanimous consent)
- III. Minutes: Review and approve May Minutes
  - a. Motion - Belback; Second - Locks; motion passes
- IV. Committee Reports
  - a. Executive Committee (Officers and Committee Chairs)
    - i. Executive Committee met on 5/20
    - ii. Discussed options for next year's PPFA meeting - should hybrid meetings move locations across campus or stay in one location? Possible meeting locations were discussed.
    - iii. Discussed how to engage more PPF's in assembly committees
    - iv. Discussed PPFA committee work from the past year and successes (to be reported out in each committee report).
    - v. Transition plans were discussed and a PPFA member survey was reviewed. Survey is intended to collect overall feedback and committee preferences for 2022-23 and officer interest.
  - b. Academic – Anna Milholland (Chair)
    - i. If you are interested in participating in this committee, please reach out to Anna at [anna.milholland@mason.wm.edu](mailto:anna.milholland@mason.wm.edu)
    - ii. Committee meetings are held on the first Wednesday of each month 11am-noon
    - iii. [Summer School Calendar](#)
  - c. Administrative – Nasha Lewis (Chair)
    - i. If you are interested in participating in this committee, please reach out to Nasha ([nlewis@wm.edu](mailto:nlewis@wm.edu))



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- ii. New meeting day/time will be selected in August based on the general availability of committee members.
- iii. Administrative committee discussed future projects at the last meeting.
- iv. Discussed having a standing member on university wide committees that discuss policies that impact PPFs.
- v. Will provide update about Grievance Policy progress when it's available. Moving forward in next academic year to University Policy Committee.
- d. Communication – Melissa Palacios (Chair)
  - i. This committee meets on the 3<sup>rd</sup> Wednesday of the month; and collaborates regularly via Teams
  - ii. Current projects include:
    - 1. Advertising PPF Social at Precarious on Friday, June 10th
- e. Membership – Taylor Locks (Chair)
  - i. 2021-2022 Highlights
    - 1. A successful election process - thank you to everyone who ran, nominated someone, voted, supported the process.
    - 2. Continuation of virtual connections
    - 3. The return to in-person connection; thank you to those who made the W&M Baseball game a success
  - ii. Upcoming Social Opportunities
    - 1. Precarious Beer Hall Social on Friday, June 10 @ 5pm - look for the signage
    - 2. This is a “first day” for new hires, so we encourage you to bring new staff members. This is open to everyone, not just PPFs!
- f. Professional Development – Teresa Belback (Co-chair)
  - i. 2021-2022 Highlights
    - 1. Established a committee plan for FY22 with short and long-term goals
    - 2. Provided learning opportunities through virtual lunch meetings via the “Nourishing Greatness” series
      - a. Finding (and Telling) Your Story w/ Dr. Phillip Wagner
      - b. Healthy Nutrition for the Holidays w/ Stephanie May
      - c. LinkedIn Learning w/ Michael Steelman
      - d. Resource Roundup! W&M Libraries w/ Jessica Ramey
    - 3. Sessions were recorded and made available in Cornerstone under “Nourishing Greatness”
  - ii. Next committee meeting is Tuesday, July 26 @ 9am.
    - 1. Planning for fall Nourishing Greatness series - ideas are welcome from all!
    - 2. Review of committee progress and planning for FY23
    - 3. Contact Melissa ([mdmarshall@wm.edu](mailto:mdmarshall@wm.edu)) or Teresa ([tbelback@wm.edu](mailto:tbelback@wm.edu)) if you are interested in joining or if you have any ideas/suggestions!



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- V. Additional Campus wide committee Reports
  - a. Parking Committee
    - i. Discussion about campus visitors, especially prospective students/families around Admissions. During large events, could people work remote to alleviate parking issues?
  - b. If you are on a University Committee, please let Shannon/Teresa know.
- VI. Old Business
  - a. Recognition of Outgoing PPFA Members - Thank you for your years of service to PPFA!
    - i. Tamekka Davis, Advancement
    - ii. Ruth Erb, Financial Operations
    - iii. Jonathan Frey, MakerSpaces
    - iv. Julie Hummel, Mason School of Business
    - v. Emeris Kenigsmann, VIMS
    - vi. Taylor Locks, Student Unions and Engagement
    - vii. Mariellyn Mauer\*, Conference Services
    - viii. Melissa Palacios, Information Technology
    - ix. Sarah Smith, Athletics
    - x. Shannon White\*, Center for Geospatial Analysis
  - b. PPFA 2021-2022 Reflections
    - i. This year has still been a year of COVID pandemic transition. Despite that PPFA has successfully:
      1. Had PPFs from all areas of campus attend monthly meetings and participate in committees
      2. Reviewed and opened for public comment the proposed changes to the PPF Grievance Policy. This will be forwarded to the HR Policy Committee
      3. Integrated “Nourishing Greatness” professional development series into the HR Cornerstone platform
      4. Established a method to welcome new PPFs on a monthly basis
      5. Continued to increase the communication to campus and PPFs through university platforms and social media
      6. Continued to coordinate with Staff Assembly on a weekly basis and communicate with W&M Executive Leadership Team, members of the Cabinet and Faculty Assembly on a monthly basis
    - ii. Concerns - telework/flexibility, hiring/retention, compensation/benefits; these are still concerns and don’t see them going away.

### 2022-2023 PPFA Representatives

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Anderson, Ginia	x	Joseph, Jacob	-	Pettigrew, Melissa	- (pr)
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Armstrong, Suzie	x	Leung, Jennifer	x	Russell, Tim	-
Artiles-Stravers, Hannah	x	Lewis, Nasha	x	Sherfy, Feleasha	-
Back, Tami	x	Locks, Taylor	x	Ward, Caroline	x
Battle, Erin	x	MacAleese, Elizabeth	x	Zawoyski, Ali	x (pr)
Belback, Teresa	x	Milholland, Anna	-		
Graham, Robbie	x	Morales, Laura	x	<i>Ex-Officio</i>	
Jordan, Lauren	-	Owens, Shene	-	<i>White, Shannon</i>	x

### VII. New Business

#### a. Election of 2022-2023 PPFA Officers

##### i. Process overview

1. Order of officer elections - VP, Secretary, Operations Chair
2. Nominations from the floor
3. Candidate statements
4. Reminder of updated voting process

- a. Based on bylaws changes in 2021, voting members for officer elections include the following PPFA members: going into second year of term (ending 2024); going into third year of terms (ending 2023); and newly elected (term ending 2025)

##### ii. Vice-President/President-Elect

1. Nominees: Taylor Locks
2. Elected: Taylor Locks

##### iii. Secretary

1. Nominees: Jennifer Leung
2. Elected: Jennifer Leung

##### iv. Operations Chair

1. Nominees: Melissa Pettigrew
2. Elected: Melissa Pettigrew

### VIII. Announcements

#### a. Staff Assembly President/BOV Liaison - Marc Kelly

#### b. Check-in Conversations/Performance Review

##### i. Deadlines have been updated -

<https://www.wm.edu/offices/hr/currentemployees/performance/annualreview/index.php>

1. June 17<sup>th</sup> - Employee optional self-assessment due
2. June 24<sup>th</sup> - Manager review due
3. June 30<sup>th</sup> - Reviewer approval due
4. July 7<sup>th</sup> - Manager and Employee discussion and finalization submitted

#### c. State Budget Approval



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- i. On the Governor's desk for review and approval, likely finalized by Wednesday, June 8th
  - ii. Question – does this include cost of living adjustments/increases?
    1. Response from Shannon – clarification that it does not and has not in the recent past included cost of living adjustments/increases for state workers. This is why they are called “merit-based raises” when included in the state budget.
    2. It is important that PPFs fill out their performance reviews as W&M will only have 5%, on average, for merit-based raises for non-classified employees (classified employees fall under state rules for merit-based raises).
  - d. Employee Convocation
    - i. Save the Date coming soon - July 22<sup>nd</sup>
  - e. Washington Center hosting staff trip - sending invitations in the coming weeks. July 12<sup>th</sup>. \$25 pp.
  - f. Juneteenth @W&M - Friday, June 17<sup>th</sup> 3-7pm @ Hearth: Memorial to the Enslaved
  - g. Financial aid has been preparing to award student for the 2022-23 year. This is the first time in many years that we are ready to package student before late June-early July. This is an achievement.
- IX. Adjournment (Meeting adjourned at 9:57 am)
- a. Motion - Lewis; Second - Belback

Next PPFA Meeting – July 8, 2022 9:00-10:00am on Zoom

HYPERLINK [https://cwm.zoom.us/meeting/register/tJYqduCqz8tEtPfTkb8jFGS\\_geygEBo\\_Vpg](https://cwm.zoom.us/meeting/register/tJYqduCqz8tEtPfTkb8jFGS_geygEBo_Vpg)

*\*\*The link for meeting registration will be the same URL used throughout the 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.*