



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

May 6, 2022
MEETING MINUTES

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

Anderson, Ginia	X	Joseph, Jacob	X	Palacios, Melissa	- (pr)
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	X
Erb, Ruth	X	Locks, Taylor	X	Zawoyski, Ali	X
Frey, Jonathan	-	MacAleese, Elizabeth	X	<i>Non-voting</i>	
Hummel, Julie	-	Milholland, Anna	X	<i>Mauer, Mariellynn</i>	X
		Owens, Shene	-	<i>White, Shannon</i>	X

Present: A maximum of 61 persons total were present on the Zoom web call

- I. Welcome & Introductions (meeting called to order 9:02am)
- II. Agenda: Review and approve (vote by unanimous consent)
- III. Minutes: Review and approve April Minutes
 - a. Motion - Russell; Second - Pettigrew; motion passes
- IV. Committee Reports
 - a. Executive Committee (Officers and Committee Chairs)
 - i. PPFA and Staff Assembly VP's started joining Presidents at meetings with Senior Admin, Cabinet +, etc.
 1. Recommended this as the practice moving forward for continuity and building sustained relationships
 2. Met with HR this past month, lots of discussion around merit review and check-in conversations
 - ii. Draft Bereavement Statement was drafted by HRS and was shared with Staff and PPF Assemblies on April 12; thanks to Staff Assembly for taking the lead on this
 - iii. Committee Chairs met and updated Executive Committee on what's going on with each committee
 - iv. Discussed the need to have a Zoom option next year if shifting back to in-person meetings
 - v. Discussed PPFA tradition of holding final meeting of the year at VIMS (unfortunately the venue at VIMS is not available during the time of our June meeting)
 - 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
 - ii. Committee meetings are held on the first Wednesday of each month 11am-noon



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- iii. April 6th Meeting Report
 - 1. Focused on the AY 22-23 calendar changes, building changes, and particularly construction updates for both Sadler Center and the Washington Center
- iv. 2022 Teaching & Learning Symposium was held on April 28th
- v. Last Day of Classes
 - 1. May 6th - VIMS and Undergraduates
 - 2. May 5th - 14th – Business, varies by program
 - 3. May 17th - School of Education (campus)
 - 4. April 29th - Law School
- vi. Graduations - May 20-21
- vii. Shout out to Career Center for W&M being named #1 in the nation by the Princeton Review for the Best Schools for Internships for Public Schools
- viii. Writers Retreat May 23-27 in Swem Library open to all PPFs and Faculty; sign up information is in the Digest
- ix. Dean of Business School Candidates will be coming to campus throughout May
- c. Administrative – Nasha Lewis (Chair)
 - i. If you are interested in participating in this committee, please reach out to Nasha (nlewis@wm.edu)
 - ii. The Administrative Committee meets at 2pm on the 4th Thursday of each month; the next meeting will be on Thursday, May 26th
 - iii. The Administrative Committee has updated the university’s grievance policy.
 - 1. PPFA will vote on whether to approve the edited copy of the Grievance Resolution Policy for PPFs
 - 2. Process to make edits/updates
 - a. Met with HR
 - b. Benchmarking with other institutions
 - c. Opened for comments
 - d. Made some adjustments
 - iv. If there are other policies that you think PPFA should review, email Nasha or join the next meeting.
- d. Communication – Suzie Armstrong (Member)
 - i. This committee meets on the 3rd Wednesday of the month; and collaborates regularly via Teams
 - ii. Current projects include:
 - 1. Advertising the PPF Baseball social on 5/13
 - 2. Promoting PPFA social media presence (Follow us on Instagram - @wmpffa)
- e. Membership – Taylor Locks (Chair)
 - i. 2022 Elections Results



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1. Hanna Artiles-Stravers, Office of Health Promotions
 2. Caroline Ward, Undergraduate Admissions
 3. Erin Battle, Washington Center
 4. Robbie Graham, University Marketing
 5. Lauren Jordan, Law School
 6. Laura Morales, University Libraries
 7. Feleasha Sherfy, Procurement Services
 8. Tami Back, University Libraries
- ii. Upcoming Social Opportunities
 1. W&M Baseball game on May 13th @ 5pm - use promo code PPFA when purchasing tickets
 2. Precarious Beer Hall Social on Friday, June 10 @ 5pm
- f. Professional Development – Melissa Pettigrew & Teresa Belback (Co-chairs)
 - i. Search on “Nourishing Greatness” for our entire series of recordings!
 1. The Resource Roundup: W&M Libraries” session from April 13, is now available
 - ii. If you would like to recommend someone to host a Nourishing Greatness talk or a good Resource Roundup, please let Melissa and Teresa know.
 - iii. Next committee meeting is Tuesday, July 26 @ 9am.
 1. Planning for fall Nourishing Greatness series
 2. Review of committee progress and planning
 3. Contact Melissa (mdmarshall@wm.edu) or Teresa (tbelback@wm.edu) if you are interested in joining or if you have any ideas/suggestions!
- V. Additional Campus wide committee Reports
 - a. Events and Meetings for Summer - Existing Sadler building will undergo renovation - no meeting space until June 20th, June 20-July 5 - only third floor will be available, but lots of construction (noise etc.). Only accessible through 1st floor/Lodge 1
- VI. Old Business - none
 - VII. New Business
 - a. Introduction of New PPFA Representatives
 - i. Introductions
 1. Hanna Artiles-Stravers, Office of Health Promotions
 2. Caroline Ward, Undergraduate Admissions
 3. Erin Battle, Washington Center
 4. Robbie Graham, University Marketing
 5. Lauren Jordan, Law School
 6. Laura Morales, University Libraries
 7. Feleasha Sherfy, Procurement Services
 8. Tami Back, University Libraries
 9. Taylor Locks will take on one additional year to fill the remaining vacancy



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- ii. New Representatives are encouraged to attend upcoming committee meetings or reach out to committee chairs to learn about the different committees to help determine your preferences for next year’s committee assignments
- iii. June Meeting - New PPF Representatives will vote with returning members (terms expiring 23 and 24) on Assembly officers for 22-23 year. New Members are eligible to run for office.
- b. Grievance Policy Review and Vote
 - i. Motion - Lewis; Second - Locks
 - ii. Motion passes

Anderson, Ginia	Yes	Joseph, Jacob	Yes	Owens, Shene	NP
Armstrong, Suzie	Yes	Koenigsmann, Emrys	NP	Palacios, Melissa	Yes (via proxy)
Belback, Teresa	Yes	Leung, Jennifer	Yes	Pettigrew, Melissa	Yes
Davis, Tamekka	Yes	Lewis, Nasha	Yes	Russell, Tim	Yes
Erb, Ruth	Yes	Locks, Taylor	Yes	Smith, Sarah	Yes
Frey, Jonathan	NP	MacAleese, Elizabeth	Yes	Zawoyski, Ali	Yes
Hummel, Julie	NP	Milholland, Anna	Yes		

- c. Board of Visitors Update
 - i. No budget action: VA budget has not passed, expected late May maybe June. WM has multiple scenarios in place for possible budget actions. BOV Executive Committee will meet before graduation to likely accept possible scenarios
 - ii. Housing and Dining Comprehensive Facilities Plan
 - 1. <https://www.wm.edu/about/administration/bov/documents/meetings/2021-2022/2022-04-joint-committee-meeting.pdf>
 - iii. VIMS small land purchase adjacent to their campus
 - iv. Audit Reports and Title IX Reports
 - v. Retirements
- d. Recent Administrative Announcements or Decisions
 - i. Benefits Election for 7/1/22-6/30/23
 - 1. Open Enrollment is open - Deadline is May 16 @11:59pm
 - 2. Final Help In-person Sessions in Jones Hall (main campus) - Thursday, May 12 9-11am and Friday, May 13 1-4pm; 2 Zoom session on Monday, May 9th
 - 3. Log-in to Cardinal at <https://my.cardinal.virginia.gov> - specific instructions in April 28th HR Minute email
 - 4. Tip from Shannon - log in to Cardinal even if you don’t plan on making any changes or have dependents or a Flex spending account. Some people have found some incorrect information on their profile/account. If that happens, contact HR immediately.



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- ii. Volunteers needed for Commencement - See Digest for details - <https://www.givepulse.com/group/496874-Commencement-Spring-2022>
 - iii. Nominate a colleague for Building Connections and Building Bridges Initiative by May 20, 2022
 - iv. Hearth: Memorial to the Enslaved Dedication - This Saturday (May 7th) at 2pm
- VIII. Announcements
- a. News, Questions or Concerns from PPFs
 - i. Keep eye on WM Events calendar page for changes to Hearth: Memorial to the Enslaved Dedication due to weather
 - ii. May 9th - Athletics Groundbreaking for new Kaplan Renovation/Sports Performance Center
 - iii. May 6th - Swem Reception 3-5pm to welcome back Alumni attending Black Reunion Weekend
 - iv. May 17th - Reveley Garden Dedication @ 2pm, followed by tea in the garden. 3:30pm - Special Collections display
 - v. May 13th - TRADOC Army Band concert at Kimball Theatre - reserved seating <https://events.wm.edu/calendar/upcoming/kimball/>
 - vi. May 13th - Plumeri Faculty Excellence Awards @ 3pm
- IX. Adjournment (Meeting adjourned at 9:51 am)
- a. Motion - Lewis; Second - Belback

Next PPFA Meeting – June 3, 2022 9:00-10:00am on Zoom

***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.*