



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

**July 8, 2022
MEETING MINUTES**

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

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

Present: A maximum of 39 persons total were present on the Zoom web call

- I. Welcome & Introductions (meeting called to order 9:04am)
- II. Agenda: Review and approve (vote by unanimous consent)
- III. Minutes: Review and approve June Minutes
 - a. Motion - Lewis; Second - Anderson; motion passes
- IV. Committee Reports
 - a. Executive Committee - Teresa Belback (Chair/PPFA President)
 - i. Executive Committee is comprised of PPFA officers and committee chairs
 - ii. Next meeting is July 11th
 - iii. Committees will be establishing monthly meetings, and these times will be posted on the website - please consider getting involved with committees
 - b. Academic –
 - i. If you are interested in participating in this committee, please reach out to Anna at (anna.milholland@mason.wm.edu) or Erin (eebattle@wm.edu)
 - ii. Committee meetings are held on the first Wednesday of each month 11am-noon
 1. Academic Committee will meet on July 20 @ 11am
 - c. Administrative – Nasha Lewis (Chair)
 - i. If you are interested in participating in this committee, please reach out to Co-Chairs Nasha (nlewis@wm.edu) or Ali (ajzawoyski@wm.edu)
 - 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. Looking at other policies to review, like Grievance Policy which was reviewed last year.
 - d. Communication – Jennifer Leung (Chair)
 - i. Committee meetings for the year will be set in the coming month, based on availability of committee members



WILLIAM & MARY

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

- ii. Please follow PPFA on Instagram @wmppfa, and encourage your fellow PPFs to follow as well
- e. Membership –
 - i. Thank you to everyone who attended the social on June 10th at Precarious! It was one of our most successful socials and we will plan another for the Fall.
- f. Professional Development –
 - i. Next committee meeting is Tuesday, July 26 @ 9am.
 - 1. Planning for fall Nourishing Greatness series - ideas are welcome from all! Sessions are recorded and saved in Cornerstone.
 - 2. Review of committee progress and planning for FY23
 - 3. Contact Melissa (mdmarshall@wm.edu) or Laura Morales (lcmorales@wm.edu) if you are interested in joining or if you have any ideas/suggestions!
- V. Additional Campus wide committee Reports
 - a. If you are on a University Committee, please let Teresa know.
- VI. Old Business
 - a. Development Support Fund Update
 - i. Collaborative effort with PPFA and Staff Assembly to revise program to:
 - 1. Ensure improved process for communicating fund availability to eligible staff
 - 2. Equity in the application process
 - 3. Improved data tracking for funds available
 - 4. Establish equitable division of funds between assemblies
 - 5. Create an impact reporting statement to share with university leadership
 - 6. Establish partnerships/mentorships to assist individuals in application process
 - 7. Rolling funds from FY22 to FY23 - there will be \$50k available this year
 - 8. September 1st is the goal for rollout and implementation of updated process
- VII. New Business
 - a. Committee Member Assignments
 - i. Academic Committee: Monitor academic issues to identify those that directly affect professionals and professional faculty and their areas of responsibility.
 - 1. Anna Milholland (Co-Chair)
 - 2. Erin Battle (Co-Chair)
 - 3. Tim Russell
 - 4. Hannah Artiles-Stravers
 - 5. Kathleen Powell
 - 6. Molly DeStafney
 - 7. Roxanne Adler-Hickey

Working Collaboratively For Success



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PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

8. Shannon White
- ii. Administrative Committee: *Monitor university administrative issues of relevance to professionals and professional faculty.*
 1. Nasha Lewis (Co-Chair)
 2. Ali Zawoyski (Co-Chair)
 3. Jacob Joseph
 4. Liz MacAleese
 5. Shene Owens
 6. Feleasha Sherfy
 7. Roxane Adler-Hickey
 8. Rachel Southern
- iii. Communications Committee: *Manage Assembly website, listservs, and online discussions, polling and voting.*
 1. Jennifer Leung (Chair)
 2. Tami Back
 3. Suzie Armstrong
 4. Caroline Ward
 5. Julie Hummel
 6. Sarah Smith
- iv. Membership Committee: *Manage elections, including nominations and election procedures.*
 1. Taylor Locks (Chair)
 2. Robbie Graham
 3. Mariellynn Mauer
- v. Professional Development Committee: *Assess, address, and evaluate the learning needs of professional staff; assist professional staff in creating long-term professional development plans; find creative ways to meet the unique continuing educational needs of professionals and professional faculty.*
 1. Melissa Pettigrew (Co-Chair)
 2. Laura Morales (Co-Chair)
 3. Ginia Anderson
 4. Kelly Graham
 5. Debora Deguzman
 6. Mane Pada
- b. PPFA Meeting Schedule/Locations
 - i. Meetings are typically held the first Friday of the month at 9am
 1. August - Zoom
 2. Beginning October, meetings will be hybrid (in-person with a Zoom option)
 3. No PPFA meeting in September or January



WILLIAM & MARY

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

4. Register for this year's meetings

https://cwm.zoom.us/meeting/register/tJYqduCqrz8tEtPfTkb8jFGS_gey9EB0_Vp9

VIII. Administrative Decisions and Announcements

- a. W&M DC Staff & Faculty Trip
 - i. Tuesday, July 12
 - ii. Colleagues and partners will experience their campus by connecting, building relationships, and learning
 - iii. More information can be found at www.wm.edu/dc/dc-trip
 - iv. Contact Erin Battle eebattle@wm.edu with questions
- b. Heart of Campus Event
 - i. Wednesday, July 13th @ Miller Hall
 - ii. HR is hosting a professional development event for university admins
 - iii. Volunteers are much needed
 - iv. Sign up at <https://forms.office.com/r/mKThtrp2WV>
 - v. Questions? Contact Babs Bengston
- c. Employee Convocation
 - i. Friday, July 22nd @ Wren Yard
 - ii. An event for all employees!
 - iii. Casual dress in W&M colors is encouraged
 - iv. Register by July 11 to be eligible for prizes
https://forms.office.com/pages/responsepage.aspx?id=Prw8uR1mWECGk6iXuS5418al3gmUiStAtwh1GLLcvUJURjBNOENMVDFXOUNMU1pOSTFCMTIINIZFN_C4u
 - v. Questions? Email ueresponse@wm.edu
- d. Walks with Amy
 - i. Next event is Tuesday, July 26th @ 9am
 - ii. Beginning on the front steps of Blow Hall
 - iii. Will last 30-45 minutes
 - iv. This is an opportunity for COO Amy Sebring to hear from you!
 - v. Amy welcomes ideas for “behind the scenes” tours/locations on campus
 - vi. More information can be found at <https://tinyurl.com/2xet5cd7>
- e. Merit Raises
 - i. Under final review by COO and Provost
 - ii. Appear in 8/1 paycheck
- f. Sadler Addition
 - i. Move in 7/27-29
 - ii. Open for business 8/1
- g. FY23 Budget Announcement (full email sent on June 22nd)
 - i. Focus on funding merit based salary increases



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PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

- ii. Raising minimum wage to \$15.50
 - iii. Critical areas received market adjustments
 - iv. Restored portions of pandemic era reductions
 - v. Bolstered resources toward Vision 2026 objectives
 - vi. Tuition held flat
- IX. General Announcements
- a. Staff Assembly Update - focus this year is engagement from assembly. Marc Kelly will be the Staff representative to the BOV.
- X. Adjournment (Meeting adjourned at 9:30am)
- a. Motion - Morales; Second - Armstrong

Next PPFA Meeting – August 5, 2022 9:00-10:00am on Zoom

Register: https://cwm.zoom.us/meeting/register/tJYqduCqrz8tEtPfTkb8jFGS_gey9EBo_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.*