



WILLIAM & MARY
PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY

September 30, 2022
MEETING MINUTES

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

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

Present: A maximum of 46 persons total were present on the Zoom web call, and 4 persons total were present in person

- I. Welcome & Introductions (meeting called to order 9:04am)
- II. Agenda: Review and approve (vote by unanimous consent)
- III. Minutes: Review and approve August Minutes
 - a. Quorum not established
- IV. Committee Reports
 - a. Executive Committee - Teresa Belback (Chair/PPFA President)
 - i. Met in September
 - ii. Discussed recent announcements from W&M, including change in rankings
 - iii. Development Support Fund - will be releasing soon, be on the lookout for that
 - b. Academic – Anna Milholland (Co-Chair)
 - 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
 - iii. Current Projects
 1. Explore reviving Emergent Series
 2. Explore offering additional academic-focused networking events
 - c. Administrative – Nasha Lewis (Co-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. Administrative Committee will meet virtually on the 2nd Thursday of each month at 3pm
 1. The next meeting will be Thursday, October 13th at 3pm
 - iii. The committee has decided to evaluate and update the External Paid Employment Policy this year.
 - iv. The next meeting will focus on reviewing benchmarking results and update the policy review timeline.
 - d. Communication – Jennifer Leung (Chair)
 - i. Committee meetings will be the second Tuesday of the month at 1pm. Contact Jennifer (jleung@wm.edu) if you are interested in joining.



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- ii. Please follow PPFA on Instagram @wmpffa and like [PPFA on Facebook](#) (W&M Professionals and Professional Faculty - PPFs) and encourage your fellow PPFs to follow/like as well
 - iii. PPFA members - please be on the lookout for a request for a headshot and some additional information for upcoming Member Spotlights on social media
 - e. Membership – Taylor Locks (Chair)
 - i. If you are interested in participating in this committee, please reach out to Taylor Locks (tvlocks@wm.edu)
 - ii. Working on plans for Fall events
 - iii. Planning for elections process will begin soon
 - f. Professional Development – Laura Morales (Co-Chair)
 - i. Nourishing Greatness Series
 - 1. October - W&M Ombuds Office
 - a. How to access, the purpose, resources, and benefits to campus community.
 - b. Date/Time - TBD
 - 2. November - Wellness and Financial Literacy
 - 3. Be on the lookout for a survey to get more ideas for future sessions in the series
 - ii. Professional Development theme for the year: “I am William & Mary”
 - 1. Employees should share their “why” for being a member of the campus community and what led them to W&M
 - 2. Create connections with others through shared stories and experiences
 - 3. How are employees reflected in opportunities and voice on campus?
 - 4. A focus on YOU and your role at W&M
 - iii. Next committee meeting is October 25 at 9am
 - iv. Contact Melissa Pettigrew (mdmarshall@wm.edu) or Laura Morales (lmorales@wm.edu) if you are interested in joining the committee.
- V. Additional Campus wide committee Reports
- a. If you are on a University Committee, please let Teresa know.
- VI. Old Business
- a. None
- VII. New Business
- a. None
- VIII. Administrative Decisions and Announcements
- a. BOV Updates
 - i. Presentations, reports, and additional information from the BOV meeting is online
 - ii. Audit Risk & Compliance -
 - 1. Compliance
 - a. fewer reports (back to pre-Covid level)
 - b. Less tolerance
 - c. Staffing changes in Title IX Office
 - 2. Audit Reports - we are meeting audit and compliance issues
 - iii. Financial -



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1. commendation to Amy Sebring, S&P's June rating has increased
2. discussed capital requests for FY24, historic campus roof and systems repairs is highest request at \$14.2M,
- iv. Six-year plan
 1. focus on affordability and rankings (Pell-grant needs),
 2. aim to have 100% of students have internships,
 3. growth in data-science to align with workforce needs,
 4. promotion of democratic ideals - please share ideas with President Rowe
- v. Academic -
 1. Data Science program,
 2. DEI report
- vi. State also made known that some institutions are now asking for mental health funds - typically agency funded
- b. HR Policy Advisory Committee Updates
 - i. Welcome to Dave Hankinson - Policy Specialist
 - ii. At the Compliance and Equity review stage
 1. Leave Share Policy
 2. Out of State Policy
 - iii. Policies Reviewed by the Committee
 1. Compensatory and Overtime Leave Policy
 2. Holiday Policy
 3. Performance Management Policy
 4. Probationary Period Policy
 5. Progressive Discipline Policy
 - iv. Policies in the Initial Edit Stage by Human Resources
 1. FMLA Policy
 2. University Disability Leave Policy
 - v. Policy Revised by PPFA and Ready to be Reviewed by HR
 1. Grievance Policy for PPF
- IX. General Announcements
 - a. none
- X. Adjournment (Meeting adjourned at 9:23am)
 - a. Motion - Owens; Second - Sherfy

Next PPFA Meeting – November 4, 2022 9:00-10:00am in Ford Classroom in Swem AND on Zoom
Register for Zoom: https://cwm.zoom.us/meeting/register/tJYqduCqrz8tEtPfTkb8jFGS_gey9EBo_Vp9

***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.*