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
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 - @wmppfa)

e. Membership – Taylor Locks (Chair)
   i. 2022 Elections Results

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William & Mary

Professionals & Professional Faculty Assembly

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 undergoing 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
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

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
   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.

Working Collaboratively For Success
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.**