WILLIAM & MARY

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

December 4, 2020
MEETING AGENDA: 9.30am-10.30am
Zoom Meeting

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

1. Armstrong, Suzie	--	12. Maurer, Mariellynn	x
2. Austin, Marra	--	13. Owens, Shene	--
3. Craft, Jabria	--	14. Palacios, Melissa	x
4. Davis, Tamekka	x	15. Pettigrew, Melissa	x
5. Erb, Ruth	x	16. Powell, Kathleen	x
6. Frey, Jonathan	--	17. Russell, Tim	--
7. Hummel, Julie	--	18. Smith, Sarah	x
8. Joseph, Jacob	x	19. Tomlinson, Carol	x
9. Koenigsmann, Emrys (Karl)	x	20. White, Shannon	x
10. Locks, Taylor	x	21. Zawoyski, Alissa (Ali)	x
11. Lueker, Mary	x		

Present: 32 persons total were present on the Zoom web call.

I. Welcome and Call to order – 9.30 AM; Call to order at 9:36 AM by Mariellynn Maurer.

II. Agenda: Review and approve
   a. Motion by Shannon White, seconded by Melissa Pettigrew

III. Minutes: Review and approve November minutes
   a. Motion by Shannon White, seconded by Melissa Palacios
   b. Motion passed

IV. Guest Speakers:
- Board of Visitors Meeting Report - Arielle Newby, Administrative Assistant to the Provost & Staff Liaison to the Board of Visitors
  - Board of Visitors met prior to the break for two full days. No major updates but some sharing by President Rowe about planned pause, reflection, and accomplishments.
  - Committee Meeting updates:
    - Student experience committee—Jeremy Martin brought student athletes who spoke about their experience during this semester. Student-athletes reported a fissures/lack of unity between general student body and student-athletes; student-athletes reported a lack of a sense of belonging. The students reported feeling blindsided around decision-making. Also discussed the need for inclusive community building.
    - Kelly Crace reported the work of the Health and Wellness area and how they are managing the work while understaffed
    - New virtual options for campus tours

- If you have not registered for our Fall General Meeting, please do. It is on Wednesday at 10:00 AM. The Provost and Marra Austin are our speakers. Here is the link: https://www.wm.edu/sites/staffassembly/announcements/fall-2020-general-meeting---129.php
- Check-In Conversations Update – Roxane Adler Hickey, Interim Director, Washington Center (roxane@wm.edu)
- New interim approach to performance evaluations for staff, called Check-in Conversations: https://www.wm.edu/offices/hr/currentemployees/performance/check-in-conversations/index.php
- Movement to align with national trends and position supervisors to serve as coaches rather than evaluators. Employees are allowed to have more voice; opportunity for goal-setting and two-way engagement.
- Human resources is working to upload the document to Cornerstone. Both the employee and supervisor will be asked to enter their summary of the conversation.
- Everyone is asked to participate in a training. Supervisor training is more robust (1 hour) and employee training is 30 minutes. This year it is an interim process. Feedback about the process is encouraged.
- The target completion date is January 31, 2021.

V. Old Business:

a. W&M&You Update – Melissa Pettigrew
    a. W&M&You started for students on June 18 and for staff on October 8
        a. Students are very engaged but staff are less so. We need 333 for staff to be 99% confident but response are numbering around 101.
        b. You can also register through the W&M App
        c. You and your office can suggest potential questions; cannot target a specific population beyond student, staff, or faculty.
b. Ombuds Search Committee Update – Emrys Koenigsmann
    a. We have been doing interviews this week and are doing the first round. The second round / moving forward will progress in the next week. Hope to wrap up the application process soon.
c. COVID Response Team Update – Joe Wheeless
    a. Sam Jones has returned to retirement as of Dec 1. Amy Sebring has taken over chair.
    b. A few more meetings but preparing to pause until January
d. Path Forward Update – Q&A/Follow Up – Mariellynn Maurer & Shannon White
    a. Some announcements and news around the spring calendar and spring planning have been sent in the past week.

VI. New Business:

a. Planned Pause – Committee Work Time

VII. Committee Updates:

a. Executive Committee – Mariellynn Maurer (Chair)
b. Academic – Shannon White & Julie Hummel (Co-Chairs)
c. Administrative – Jacob Joseph (Chair)
d. Communication – Jabria Craft (Chair)
e. Membership – Marra Austin (Chair)
f. Professional Development – Tamekka Davis (Chair)

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VIII. Announcements:

a. PPF Social on January 7 at 5:00 PM (zoom link to follow)

I. Virtual Happy Hour!

Future Meeting Dates:

All meetings are via Zoom from 9.30-10.30am unless otherwise noted

January 8 – Cancelled – Planned Pause
February 5
March 5
April 2
May 7
June 4