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, Marielynn 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
7. Hummel, Julie -- 18. Smith, Sarah x
8. Joseph, Jacob x 19. Tomlinson, Carol x
9. Koenigsmann, Emrys (Karl) x 20. White, Shannon 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 Marielynn 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
     o 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.
     o 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

Working Collaboratively For Success
o 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

o Check-In Conversations Update – Roxane Adler Hickey, Interim Director, Washington Center (roxane@wm.edu)

o 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

o 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.

o 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.

o 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.

o 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 – Marielynn 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 – Marielynn 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)

Working Collaboratively For Success
VIII. Announcements:
   a. PPF Social on January 7 at 5:00 PM (zoom link to follow)
      I. Virtual Happy Hour!

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<th>Future Meeting Dates:</th>
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<tr>
<td>All meetings are via Zoom from 9.30-10.30am unless otherwise noted</td>
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<tr>
<td>January 8 – Cancelled – Planned Pause</td>
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<td>February 5</td>
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