MEETING AGENDA: 9.30am-10.30am
Zoom Meeting

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

<table>
<thead>
<tr>
<th>1. Armstrong, Suzie</th>
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<th>12. Maurer, Mariellynn</th>
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<td>2. Austin, Marra</td>
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<td>13. Owens, Shene</td>
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<td>3. Craft, Jabria</td>
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<td>14. Palacios, Melissa</td>
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<td>4. Davis, Tamekka</td>
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<td>15. Pettigrew, Melissa</td>
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<td>5. Erb, Ruth</td>
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<td>16. Powell, Kathleen</td>
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<td>6. Frey, Jonathan</td>
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<td>17. Russell, Tim</td>
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<td>7. Hummel, Julie</td>
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<td>18. Smith, Sarah</td>
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<td>8. Joseph, Jacob</td>
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<td>19. Tomlinson, Carol</td>
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<td>9. Koenigsmann, Emrys (Karl)</td>
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<td>20. White, Shannon</td>
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<td>11. Lueker, Mary</td>
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**Present:** 25 persons total were present on the Zoom web call.

I. Call to order – Mariellynn Maurer called the meeting to order at 9:35 AM

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

III. Welcome and introductions

IV. Minutes: Review and approve December minutes
   a. Motion to approve by Shannon White; seconded by Suzie Armstrong

V. Committee Updates
   a. Executive Committee – Mariellynn Maurer (Chair)
      a. Did not meet in January
   b. Academic – Shannon White & Julie Hummel (Co-Chairs)
      i. **Discussion of Fall planning of classes** - We are being asked to plan for both full capacity and back in person Fall and planning as if it were in the same as now (pandemic planning).
      ii. **Discussion of Commencement** 2020 (May 15) and 2021 (May 22)
         a. More to come on that in March.
      iii. **Admissions** has had a 20% increase in admissions applications.
   iv. **Student Related** We discussed a few things from Student Affairs that impact our students, there was a survey with 3K responses regarding fall semester. There are propane firepits going in around campus for outside gathering in cold weather.

Working Collaboratively For Success
v. **National Rankings of programs:** There were discussions about some rankings changes (positive) on campus but want to allow for those units to announce before sharing here.

vi. **Spring Break Days (undergrad schedule):** We discussed the undergraduate Spring break days (in Shannon's office we are calling them wellness days). We discussed if units are using this for programming or if we want to prioritize for student to focus on taking a break and taking a day off and focus on self care. We suggest that PPF’s consider using these days to take vacation if possible.

vii. **Parking:** We also talked about the Parking & Transportation memo regarding students being allowed to park in all parking lots including those designated for Fac/Staff. We discussed both the positives of this during the pandemic and the potential impact (which at that time few students were back). It is a good change for those students on campus and also helps W&M have lots, like Morton Lot, used and remind folks that we are open, even if we aren’t open to the public. Isn’t a permanent change.

c. **Administrative – Jacob Joseph (Chair)**
   i. Focus will be on review and revision of different policies. Please contact Jake with different initiatives or policies for review

d. **Communication – Jabria Craft (Chair)**
   i. This semester the focus will be on social media
   ii. If you have any initiatives you would like to broadcast, please contact Jabria on teams or via email (jrcraft@wm.edu)

e. **Membership – Marra Austin (Chair)**
   i. Having dates for nominations, will be forwarded to Mariellynn for review and approval
   ii. Completed Qualtrics testing for nominations and election procedures
   iii. Happy hour in January; more communication about spring social is forthcoming

f. **Professional Development – Emrys (member)**
   i. Has not yet met this semester yet

VI. **Old Business:**

A. **W&M&You Update – Melissa Pettigrew**
   a. Increase in participation among faculty and staff which is helpful for approving confidence intervals
   b. If you get a text message, you can respond directly to the text stream

B. **Ombuds Search Complete – Rebecca Green, Charles Gressard, Shylan Scott (beginning Feb 15)**
   a. Thank you Emrys for your service and for representing us on that committee

C. **COVID Response Team Update (COVIDResponse@wm.edu) – Mariellynn Maurer & Joe Wheeless**
   a. The team has been reorganized and is much smaller than last semester. Amy Sebring has taken over the group following Sam’s retirement. It is divided into seven groups of operations.
      i. Academic Operations: Sallie Marchello, Associate Provost & University Registrar
      ii. Communications: Cortney Will, Executive Communications & Special Projects Manager
      iii. Health Logistics: Corinne Picataggi, Chief Technology Officer
      iv. Student Affairs: Virginia M. Ambler ’88, Ph.D. ’06, Vice President for Student Affairs
      v. Research Operations: Dennis Manos, Vice Provost for Research
      vi. University Operations: Amy Sebring, Chief Operating Officer (W&M)
      vii. Virginia Institute of Marine Science Operations: Joseph Martinez, Chief Operations Officer (VIMS)
   b. Each of the groups will be structured differently based on the needs and goals of the group.

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D. **Path Forward** Update – Q&A/Follow Up – Mariellyn Maurer & Shannon White

   a. The group meets weekly (Tuesday) with President Rowe, Amy Sebring, Provost, and representatives from the different assemblies. The representatives have also been added to parts of the cabinet plus meeting.

   b. There is a message today to students from Ginger Ambler

   c. **Vaccines:**

      i. This was a common topic in the break room.

      ii. Vaccines will continue for faculty and staff through the summer. The 1A list has been mostly worked through and 1B list has been started. The lists are developed based on primary job function rather than on title or department where staff are located. Although W&M develops lists, VDH reviews the recommendations and makes final determination. The clinic then coordinates with Corinne Picataggi. The amount of people able to be vaccinated

      iii. There has been a lot of collaboration between W&M and James City County. W&M has loaned the freezer to the efforts so that vaccine distribution can expand to include Pfizer.

      iv. All vaccines are authorized under an emergency order. Due to this, employees are not required to receive the vaccine.

      v. The landscape for vaccines is constantly evolving and changing based on supply and demand. If staff are unavailable or uninterested in receiving a vaccine, there may be some shifting in the lists. The priority is to use vaccines and “get vaccines in arms”. We do not want vaccines to expire and be discarded.

      vi. Community Conversation with President Rowe was on 2/4 and spoke specifically about vaccines. Recording is available online.

         1. Discussed the many feelings associated with the pandemic and vaccines: both a weariness and a new feeling of hope related to the vaccine, combined with fear and mistrust. Guilt may be normal.

         2. Ways to respond is that we want to be positive and that we are prioritizing health of the entire community. President Rowe has asked that as assemblies we provide compassion and reiterate information from trustworthy sources

         3. Actions to take and ways to sign-up: W&M is going through every position and looking at vaccine administration. VIMS is in a different health district. Employees are encouraged to put their names on the VDH website and on the doctor’s office. Having your name on your list in more than one place is encouraged. And if it comes to you through another source first, feel free to take it.

         4. It may be messy but the vaccine is the best way to protect our larger community.

         5. Vaccine data will be incorporated into the dashboard at a future date

         6. Part of the community conversation also addressed rumors that have been circulating. For example, “Richmond Hall is full” is not a true statement (as exhibited by dashboard data)

      vii. Links shared in the PPFA chat:

         1. Williamsburg Drug Co: Fill out and submit this form online:  
            [https://forms.myupdox.com/#/form/68252](https://forms.myupdox.com/#/form/68252)

         2. The Prescription Shoppe: No form. Just Text your name and DOB to 757-870-3303.

         3. Virginia Dep’t of Health: this form for 65+ is hard to find, so here it is (again I know, but just in case you didn't do it yet):

            [https://docs.google.com/.../1FAIpQLScizvdaDHSls9.../viewform](https://docs.google.com/.../1FAIpQLScizvdaDHSls9.../viewform)
d. Inclusive Excellence
   i. Virginia is looking at EDI (Equity Diversity and Inclusion) reporting framework; William & Mary is working proactively on these goals
   ii. The Washington Post had an article which mentioned William & Mary’s efforts towards reconciliation with the Lemon Project and HEARTH project.
e. Board of Visitors will be meeting later this month. Amy Sebring will be presenting an update on the finances
   i. The budget loss for last semester was approximately $40 million (from the estimated $30-100).
f. Strategic planning for the university is going to be restart in March. It was paused for COVID-19 response and planning.
   i. First question will be what have we learned; some of the strategic initiatives already discussed were implemented due to COVID (e.g. remote learning access)

VII. New Business:
a. No new business

VII. Announcements:
a. Shene Owens discussed her involvement with an upcoming event: Strengthening Allyship: Dr. King’s Dream in Action on Wednesday Feb 17 from 2 – 3 PM
b. Taylor Locks: Residential student move-in has been managed in a staggered way
   i. January 23-24: Freshman and international students
   ii. January 30: Seniors
   iii. February 6-7: Sophomores and Junior students
c. Bill Horacio: Parking Updates
   i. PBK parking lot has expanded its footprint. Due to weather, the fenceline will remain expanded for an additional 6-8 weeks. Approximately 12 spaces have been impacted.
   ii. The rear lot behind Sadler has been closed to allow for construction of Sadler West. As the project concludes in two years, you will see a different pedestrian goodprint.
   iii. The parking changes made for the spring semester are temporary and were made in response to student assembly feedback and based on occupancy/permit spaces. Daily count and review of permit spaces; contacting students who ‘camp’ out. The changes are meant to impact daily use of parking spaces—rather than weekly or monthly users of their vehicles.
      1. Adjustments may be made around midterms.
      2. Bill has been actively working to respond to inquiries from students and faculty regarding changes; they are working to gather longitudinal trend data before making additional adjustments
      3. Landrum drive has spaces converted to ‘faculty and staff at all times’ to ease some of the pressure in that area.
d. If you need to register for W&M&You or you would like to see the latest results, please visit https://www.wm.edu/about/administration/provost/wmandyou/. New results from the most recent question will be posted soon!
e. Marra Austin, Director of Procurement. Procurement will be introducing the BuyW&M System to replace eVA.
   i. The town hall will take place Feb. 9th at 10:30 a.m. To register for this meeting, visit: https://cwm.zoom.us/meeting/register/tJwrdeqopzwoGNQKpRMbG6dvVwc3XY3NELnq. After
registering, you will receive a confirmation email containing information about joining the meeting.

VIMS campus: A VIMS-specific Town Hall will take place on Feb. 18th at 11:00 a.m. A separate Zoom registration link will be sent for this event.

f. There have been a lot of questions regarding double masking. Double masking is a personal prerogative but the requirement is for a single mask

IX. Adjourn at 10:24 AM
   a. Motion by Emrys Koenigsmann; Second by Marra Austin

**Future Meeting Dates:**

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

March 5
April 2
May 7
June 4