

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

Friday, October 2, 2020 MEETING AGENDA: 9.30am-10.30am Zoom Meeting

- I. Call to order 9.30am
- II. Agenda: Review and approve
- III. Welcome and introductions
- IV. Minutes: Review and approve September minutes
- V. Guest Speaker: Carla Costello, Deputy Compliance Officer and ADA Coordinator
- VI. Board of Visitors Meeting Report: Arielle Newby, Administrative Assistant to the Provost & Staff Liaison to the Board of Visitors
 - BOV Meeting held Sept 23-25, 2020
- VII. Committee Updates
 - Executive Committee Mariellynn Maurer (Chair)
 Goals & Objectives
 - continue to raise the profile of PPFA and increase membership engagement
 - continue a high-level partnership with the Staff Assembly and Faculty Assembly
 - seek opportunities to connect with membership and membership to connect with each other during pandemic
 - support clear and consistent communication across our membership and serve as a resource in this area (The Break Room)
 - work to create a smooth transition of the full executive committee to the incoming officers and chairs with a centralized set of documents and tasks for each committee
 - support all PPFA committees and work to elevate the goals and objectives of each committee
 - b. Academic Shannon White & Julie Hummel (Co-Chairs)
 - c. Administrative Jacob Joseph (Chair)
 - d. Communication Jabria Craft (Chair)

Goals & Objectives:

- Continue updating the PPFA website (members, committees, agendas, minutes, etc.)
- Assign a liaison for each committee (Executive, Academic, Administrative, Membership, Professional Development)

a. Executive: Jabria

b. Membership: Melissa Pc. Prof Development: Suzie Ad. Administrative: Sarah S

e. Academic: Melissa M



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- e. Membership Marra Austin (Chair)
 - Goals & Objectives:
 - Connecting with membership and other PPFs (how can we connect virtually with folks now is an important time to do so, fun Zoom activities we could play, water coolers, etc?)
 - Service recently added service as part of memberships goals how can we engage with campus community during this time
 - Membership nominations and elections
- f. Professional Development Tamekka Davis (Chair) Goals & Objectives:
 - Create a web page on the PPFA website that contains a central database and/or list of available training opportunities, including links to Cornerstone, HR, and University Events calendar. List will highlight trainings focused on the following high priority training and professional development opportunities that were identified in the PPFA Needs Assessment, including:
 - a. Leadership (top priority)
 - b. W&M Benefits
 - c. Facilitating Effective/Productive Meetings
 - d. Retirement Planning
 - e. Diversity and Inclusion
 - f. Adult Learning Opportunities
 - g. Managing Conflict
 - Website will also include a list and/or links to membership organizations that W&M subscribes to for access to training and professional development programs (i.e. CASE, Academic Impressions, EAB, etc.)
 - Website will also include a link to each department's point of contact or HR liaison
 - Work with HR to identify professional development trainings
 - Create a way to advertise, market all the trainings/leadership/professional development opportunities currently available; and
 - Share/create an awareness of professional development funding through HR (*Development Support Fund*)

Old Business:

- a. Ombuds Search Committee Update Emrys Koenigsmann
- b. <u>COVID Response Team</u> Update Joe Wheeless
- c. Department of Education Regulations relating to Title IX Review Jacob Joseph
 - a. Revisions to the Discrimination, Harassment, and Retaliation Policy
 - b. Policy Prohibiting Sexual Harassment, Gender-Based Harassment and Sexual Misconduct
 - c. Employee Discrimination, Harassment, Retaliation Grievance Complaint Procedure
- d. Path Forward Updates, Q&A, Follow Up Mariellynn Maurer & Shannon White
 - a. Healthy Together Daily Health Check reminders going out
 - b. Call Center 8am-5pm M-F at 757-221-7420
 - c. COVID Dashboard
 - d. COVID-19 Case Guide for Faculty & Staff
 - e. Prevalence Testing & At Will Testing



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VII. New Business:

- a. Classification & Compensation Review Update Dr. Chris Lee
- b. Building Trust/Communication The Break Room

VIII. Announcements:

- a. Election Day (November 3) is a new state holiday
- b. R&R during COVID plan to take some time for yourself and use your leave benefits available
- c. Planning Timelines for Spring Semester

IX. Adjourn

Attachments:

Future Meeting Dates:

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

November 6

December 4

January 8 (if needed)

February 5

March 5

April 2

May 7

June 4