MEETING MINUTES
August 14, 2020, 9:3011am
This meeting was held via Zoom

PPFA Members - x denotes member was present and - denotes member was not present
1. Armstrong, Suzie x 12. Maurer, Mariellynn x
2. Austin, Marra x 13. Owens, Shene x
3. Craft, Jabria x 14. Palacios, Melissa x
4. Davis, Tamekka x 15. Pettigrew, Melissa x
5. Erb, Ruth -- 16. Powell, Kathleen x
6. Frey, Jonathan -- 17. Russell, Tim x
7. Hummel, Julie -- 18. Smith, Sarah x
8. Joseph, Jacob x 19. Tomlinson, Carol x
9. Koenigsmann, Emrys (Karl) -- 20. White, Shannon x
11. Lueker, Mary x

Present: 36 persons were present on the Zoom web call.

I. Call to order by Mariellynn Maurer (Shannon White, as secretary) 9:36 am

II. Approval of Agenda: Motion for approval of Agenda made by Suzie Armstrong and seconded by Marra Austin, voted on and passed.

III. Welcome and Introduction

IV. Minutes Review and approve June minutes: motion by Julie Hummel & second by Suzie Armstrong. Minutes were approved by vote.

V. Updates
a. Mariellynn – Executive Committee (Officers + Committee Chairs) - Met June 29, 2020
Logistical discussions about how we will use Teams, and communicate among and between committees. Discussion of repository of PPFA materials and transition plans for leadership among officers and Committee chairs for next year. Also a preliminary discussion of goals for the year.
b. Academic Committee – Has not meet, will be meeting in September
c. Administrative – Jacob Joseph – working on what the committee has done in the past. This committee will be meeting in September.
d. Communications Jabria Craft
   • First meeting and assigning tasks
   • Created liaisons for each committee from communications committee to other committees. They will reach out via teams to other committees.
e. Membership – Marra Austin
   • This committee hasn’t met yet but will set up a time in September for
   • When they meet they will get calendar set up
f. Professional Development – Tamekka Davis met last week. The committee brainstormed the following goals and ideas:
   1) 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:
      o Leadership (top priority)
      o W&M Benefits
      o Facilitating Effective/Productive Meetings
      o Retirement Planning
      o Diversity and Inclusion
      o Adult Learning Opportunities
      o Managing Conflict
   2) 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.)
   3) Website will also include a link to each department’s point of contact or HR liaison
   4) Work with HR to identify professional development trainings
   5) Create a way to advertise, market all the trainings/leadership/professional development opportunities currently available; and
   6) Share/create an awareness of professional development funding through HR (Development Support Fund)

OLD BUSINESS

VI. Old Business
   a. COVID Response Team (CRT) Update – Joe Wheeless

      • Meeting twice weekly now (20 people)
      • Agenda is full, some deep dive and sometimes broadly across multiple areas
      • This team will continue to meet for the foreseeable future.
      • Will divide to focus areas such as: academic support, student support, Healthy together (testing & messaging), and a fourth area.
      • Student Affairs taking lead on Call-in Center (testing, move-in, etc) is a lot of people s from many departments are/were assisting. If you have some time to pitch in and help
reach out to Greg Henderson in Student Affairs. Looking for shifts over weekend. Case managers also needed. Volume is so high. There is a Microsoft Team and there is a script to assist. Much of the time is spent helping folks who are waiting for test results, etc. Case manager is more focused and help through resolution of an issue. This helps with anxiety among students and Family with a personal contact is the goal of case managers.

- Residence Life and Student Affairs – are in need of assistance at this time, even if it’s an hour, reach out to help with Move In, contact Chris Durden, to help with the Call Center, contact Greg Henderson.

- Email COVID response or email Joe Wheeless if you have concerns:

- COVID-19 Response team information and updates can be found at: https://www.wm.edu/about/administration/emergency/current_issues/coronavirus/response-team-updates/index.php

b. Path Forward: Marielynn & Shannon are meeting weekly with the President, Provost, Chief Operating Officer alongside other Assembly Leadership. If you have questions please send them to us at: ppfa@wm.edu

Questions addressed during the Meeting:

- Salary Reductions – Does this mean that we are “there”? Not yet, but it is the preliminary step. Temporary personnel action is last step and Temporary Furlough, is a tool. Details for voluntary furloughs available through HR. Change of duties are being sent to employees and reassignment of supervisors.

- Furlough – if you take voluntary will it protect you later? If you volunteer to take furlough, is that taken into consideration when making the mandatory furlough list? - No answer at this time and no decision has been made. It is a reasonable consideration but hasn’t been determined.

- When people return from furlough, will it be at their full original salary? – Yes, unless there is a university change among all personnel.

- What is needed right now across campus? Assistance for the Call center is remote work; helping with move-in help is in person (tent); move-in has extended into the weekend and into evenings

- Tim Russell – working with Registrar’s office for reopening and physical space management. Decisions made as of the morning of the meeting: Law will begin Aug 20 (or) Sept 2nd Education; Mason Aug 24th for Grad school; A&S decision will start online and more will come tomorrow; VIMS on their own schedule.

- Face to face classes will start for courses with only freshmen (such as COLL 100-150 courses) on August 19th all others after Labor Day.

- Union discussion (addressed in the most recent Townhall)

- Clarification of start dates – see Registrar’s office website for up-to-date information.

- Clarification that the PPFA Teams site is the working space for voting members and committee members is the work of the Team. Request any documents referenced in a meeting through Melissa Palacios.
VII. New Business:
   a. PPFA Budget FY21 – (Mariellynn) $1000.00 is the typical allocation from the Provosts office. Officers have discussed whether we need it this year. Would the right thing to be to forego it this year? A suggestion that all assemblies forego and put a united front forward.
   b. Guest Speakers: Carla Costello – ADA in October (celebration of the anniversary of ADA)

VIII. Announcements:
   a. Union discussion (addressed in the most recent Townhall)
   b. Other Clarifications made for members:
      • Academic start dates across campus – see Registrar’s office website for up-to-date information.
      • Clarification that the PPFA Teams site is the working space for voting members and committee members is the work of the Team. Any PPF may request any documents referenced in a meeting through Melissa Palacios.
   c. Marra Austin from Procurement provided an overview of many of the efforts of their office during COVID. Topics discussed included:
      • NPERT (non-personnel Exception Request Team) – This is a “third set of eyes” after divisional leadership review for mission critical spending over $500.
      • Cost Containment efforts
      • Unknown nature of current budget (enrollments and VA General Assembly decisions are to come)
      • The whole of the University is being asked to defer spending and we are being asked to consider if a purchase is mission critical versus purchases that may be mission optimal and mission optional.
      • Reminders that Research Indexes (start with a 7) require spending approvals from the Office of Sponsored Programs
      • Previously approved Equipment trust fund purchases (emphasis on previously approved)
      • W&M contractual obligated spending was addressed. Asking to reach out to procure@wm.edu if you would like to get your W&M purchasing contract changed
      • A key point to consider: Think about a situation, if we are going into furloughs, will you look back at purchases with confidence of the purchases you made?
      • Question – Is there any update on the use of private W&M foundation funds? These are not grants or scholarships, but funds for a very specific purpose from the foundation. Restricted gifts are going through NPERT- make sure you include that it is private funds.
      • Purchasing request turnaround time. Reviews are Tuesday and Thursday evenings, they are using an IT developed process. Typically approved within 5 days. If there are things that have questions or clarifications needed, Marra and her office reach out after the NPERT to get answers.
Clarification from Mary Leuker regarding PERT (personnel approvals, not NPERT). These are reviewed on Thursday and typically have 1 week turnarounds.
d. Headshots are needed for new PPF Assembly members, email to Jabria Craft or upload to Teams.

IX. Adjourn
Motion to adjourn was made by Melissa Pettigrew and Marra Austin seconded. Meeting adjourned at 10:31 am

Attachments to the Agenda included July Meeting Minutes

**Future Meeting Dates:**

September 4, 2020  9:30am (meeting will be held via Zoom look for a registration link in the digest or via email); BOV update expected