



WILLIAM & MARY
**PROFESSIONALS &
PROFESSIONAL FACULTY ASSEMBLY**

MEETING MINUTES

November 6, 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	x	12. Maurer, Mariellynn	x
2. Austin, Marra	--	13. Owens, Shene	--
3. Craft, Jabria	x	14. Palacios, Melissa	x
4. Davis, Tamekka	x	15. Pettigrew, Melissa	x
5. Erb, Ruth	x	16. Powell, Kathleen	x
6. Frey, Jonathan	x	17. Russell, Tim	x
7. Hummel, Julie	x	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: 30 persons total were present on the Zoom web call.

I. Call to Order by Mariellynn Maurer, President (Taylor Locks, as secretary) at 9:33 AM

II. Review and approve Agenda

I. Motion by Shannon White, seconded by Emerys Koenigsmann

III. Minutes: Review and approve October minutes

I. Motion by Emerys Koenigsmann and seconded by Melissa Pettigrew

IV. Guest Speakers

- Dr. Chon Glover, Chief Diversity Officer, Office of Diversity and Inclusion
 - Thank you for all that you are doing as staff!
 - Mariellynn was provided an update on the Race and Racial Relations Taskforce (created in 2015) and the Lemon Project. The final status project report is available and the group wanted to provide an update to the larger community.
 - One recommendation from the Lemon Project is the memorial to the enslaved and we are pleased that the project is moving forward. The memorial will be next to the Wren Building. During OTOD, the memorial was able to raise necessary funds. Concept and design has been approved; now moving forward through the building permit process.



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- I. There is a commitment to continue the work of the Lemon Project but the memorial will be a major accomplishment for the initial work of the group.
 - The inaugural Juneteenth celebration was postponed due to the pandemic this year and will now take place next year at the site of the memorial.
 - There is now a Diversity and Inclusion Advisory committee
 - I. Much of the work happening on campus has been happening in a decentralized way.
 - II. As William & Mary looks to move D&I forward, plans and implementation of new recommendations will be done in the new year. If there are specific strategies or ideas within the area of climate, curriculum, landscape, and hiring to move these ideas forward, please send and share those to Dr. Chon Glover.
 - III. The reports were included as attachments and pre-read inclusion to today's meeting.
 - For the COL 350 (general ed requirement), there are 7 classes with 150 students enrolled.
 - Under President Trump, the executive order from Sept 22 regarding training that involves race and gender and anti-American work. Executive orders are not implemented for 60 days; the election results may have implications for adherence to the executive order.
 - I. Under the executive order, trainings may still occur and there is a specific review process. While some institutions are no longer programming, William & Mary is still moving forward but is in close consultation with legal counsel. There are still things we can do and be compliant.
- Dr. Chris Lee, Chief Human Resources Officer, Human Resources
 - Working with an external consultant, HR has been studying the competitiveness of the compensation on campus. The study was responding to the pay concerns expressed in the 2018 climate survey.
 - I. We compared ourselves with six different peer groups including national universities, doctoral institutions in Virginia, mid-Atlantic peers, employers from Richmond and throughout Hampton Roads.
 - Compensation and classification reviews are still occurring consistently throughout the year. The volume of requests has increased this year. Classification/comp requests are occurring as merit raises are not occurring.
 - PPFA Classification update: there is no plan to change people's roles existing classification but we are reviewing and changing classification as vacancies occur.
 - I. There is a "Duties Test" and the 4 parts that classification is examined under: VA Code, Fair Labor Standards Act, Professional Associations, Professional Practice



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- Classification needs review to given some of the laws and marketplace patterns which have emerged due to recruitment, benefits, and national standards. Due to ORP, W&M pays a penalty/higher price. Different positions also have different standards (faculty v. police v. a marine scientist at VIMS).

V. Committee Updates

- a) Executive Committee – Mariellynn Maurer (Chair)
 - a. Did the very first break room. The conversation largely focused on ways we can say thank you and support our colleagues who have not had a break (Amy Sebring)
 - b. The next break room will be on November 19th ;
 - c. Met with Pam Mason around Title IX and shared feedback. The redlined draft copy will be shared with staff and faculty assembly. What is currently posted on the website is a temporary version (which can be up for a year).
- b) Academic – Shannon White & Julie Hummel (Co-Chairs)
 - a. Discussed the compressed semester that we have seen this semester. Acknowledging it worked, in the sense of COVID, but has been a difficult semester due to the compression. Discussed Fatigue of faculty, students and staff.
 - b. Discussion of Spring semester (what will it look like? Any changes expected?) At the time of the meeting we had not yet learned of the Spring Break decision that came out in email from the Provost 10/22/2020 which stated that:
 - i. We will offer individual spring break days in 2021, rather than a consecutive, five-day break. For undergraduates, there will be six spring break days:
 1. Friday, February 12
 2. Thursday, March 4
 3. Wednesday, March 17
 4. Tuesday, April 6
 5. Wednesday, April 7
 6. Monday, April 26
 - ii. Additionally, since our meeting on the , we have learned the Semester will begin January 27th, we are hearing that it will be a repeat of Fall semester with phased return of undergraduates (including a possibility of remote start of courses then shifting to in-person for the in-person & mixed classes). Graduate Schools are often on different schedules so refer to graduate calendars for program return dates.
 - c. Due to timing of needed feedback, this committee reviewed the proposed pilot for a “Planned Pause” from the perspective of PPFA’s who work in academic and non-academic departments. Provided feedback to Mariellyn to take to the President in the Monday meeting that followed the committee meeting.
- c) Administrative – Jake Joseph (Chair)
 - a. Please feel free to forward any questions or concerns from the Title IX drafts and feedback
- d) Communication – Jabria Craft (Chair)



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- a. If you have suggestions of different communications, please send those for Jabria.
- b. [Recognition form](#)!
- e) Membership – Marra Austin (Chair)
 - a. No update
- f) Professional Development – Tamekka Davis (Chair)
 - a. No update but if you have ideas or suggestions for discussion at an upcoming meeting, please

VI. **Old Business:**

- a) Ombuds Search Committee Update – Emrys Koenigsmann
 - a. No updates
- b) [COVID Response Team](#) Update – Joe Wheelless
 - a. Continue to prep for spring and testing return
- c) [Path Forward](#) – Updates, Q&A, Follow Up – Mariellynn Maurer & Shannon White
 - a. Please review the message from Amy Sebring regarding the end of the first quarter and the successful bond sales. The bond sales provides additional financial flexibility.

VII. **New Business:**

- a) **You can submit new business to Mariellynn and Shannon at your convenience.**

VIII. **Announcements:**

- a) PPFA on University Committees – thank you for serving!
 - i. Julie Hummell – Parking Services Advisory Committee
 - ii. Melissa Pettigrew – W&M&You Steering Committee
- b. The Breakroom – last Thursday of the month from 12pm-1pm on Zoom (Oct 29 was the first one); next one will be Nov 19 due to Thanksgiving on Nov 26; watch Digest for announcement and link
- c. Planned Pause - Read more details about W&M Employee Wellness
- d. Recognition:
 - i. The Office of Diversity & Inclusion welcomes campus community members to nominate a colleague to be recognized for a diversity-related program or project that furthers our commitment to inclusive excellence. Nominate a colleague through the [online form](#). (Listed in the HR Minute)
 - ii. [PPFA Recognition Link](#) – share the big and little things that you see colleagues do to make a difference and “be a helper” during these times
 - iii. [Kudos Board](#) – submit your kudos for colleagues to the HR recognition board

IX. **Adjourn**



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- a) Motion to adjourn was made by Tim Russell and Kathleen Powell seconded. Meeting adjourned at 10:40 AM

Future Meeting Dates:

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

December 4

January 8 (if needed)

February 5

March 5

April 2

May 7