

MEETING MINUTES

Friday, October 2, 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		12. Maurer, Mariellynn	Х
2. Austin, Marra	Х	13. Owens, Shene	Х
3. Craft, Jabria	Х	14. Palacios, Melissa	Х
4. Davis, Tamekka	X	15. Pettigrew, Melissa	Х
5. Erb, Ruth	X	16. Powell, Kathleen	Х
6. Frey, Jonathan	X	17. Russell, Tim	Х
7. Hummel, Julie	Х	18. Smith, Sarah	Х
8. Joseph, Jacob		19. Tomlinson, Carol	Х
9. Koenigsmann, Emrys (Karl)	Х	20. White, Shannon	Х
10. Locks, Taylor	X	21. Zawoyski, Alissa (Ali)	Х
11. Lueker, Mary	Х		

Present: 31 persons were present on the Zoom web call.

I. Call to Order by Mariellynn Maurer, President (Taylor Locks, as secretary) at 9:34 AM

II. Welcome and introductions

- a) Carla Costello
- b) Arielle Newby will update us on the BOV
- c) Dr. Christopher Lee

III. Approval of Agenda: Review and approve

- a) Motion for joint approval of agenda and approve September meeting minutes made by Shannon White and seconded by Melissa Pettigrew.
- IV. Guest Speaker: Carla Costello, Compliance & Title IX Investigator
 - a) Brief History of ADA
 - Passed in 1990—led to historic and monumental shift in how individuals with disabilities are treated; served as Congress' recognition of the challenges, barriers, and prejudices passed by people with disabilities.
 - ii. Ensures equal opportunities
 - a. Employment (Title I)
 - b. State and Government (Title II)
 - c. Public Accommodations (Title III)



- ADA Amendment Act- signed into law on January 1, 2009. Rejected the Supreme Court's narrow definition of disability and restored broad protections. Revised and clarified terminology
- ii. What is a disability/who is a person with a disability
 - a. An individual who has a physical or mental impairment that substantially limits one or more major life activity (walking, lifting, speaking, learning, caring for self, body functions such as respiratory system)
 - b. An individual who has a history or record of such impairment
 - c. An individual who is regarded as having such an impairment
- People with disabilities must be 'qualified' to participate in programs, services, or activities. They must be qualified for a job. However, they may need reasonable accommodations
 - a. Reasonable accommodations are reasonable modifications in polices, practices, and procedures which are individualized and provided through an interactive process.
 - b. If you need to talk to someone about a reasonable accommodation, contact Debbie Howe (Deputy Chief Human Resources Officer).
- b) This year is the 30th anniversary of the ADA. <u>The 30th Anniversary website</u> contains a statement from President Rowe, a list of events to honor the event, and a wide range of resources.
 - i. On the website is a link to "Report a Barrier to Access" such as if a handicap button on a building is broken. 75 have been resolved this year.
 - ii. There are captioning services listed as videos are required to have captions if there is audio
 - iii. The Diversity and Inclusion Symposium is October 23rd
 - iv. October is National Disability Employment Awareness Month!
 - v. <u>Haben Girma delivered the McSwain-Walker Lecture</u> on September 21. The recording will be available on the website soon.
 - vi. The website features a timeline which goes back to 1986. Check-out and share this great educational resource on the website.
- c) Contact information
 - i. Carla Costello, Compliance and Equity (<u>cacostello@wm.edu</u>)
 - ii. Debbie Howe, Human Resources (faculty/staff) dmhowe@wm.edu
 - iii. Student Accessibility Services (student accomodations) sas@wm.edu
- VI. **Board of Visitors Meeting Report:** Arielle Newby, Administrative Assistant to the Provost & Staff Liaison to the Board of Visitors. <u>Presentation and Reports</u>.
 - a) Took place over 2 days; all committee meetings on Thursday.
 - b) <u>Financial Update from Amy Sebring</u>. This report also highlights places of uncertainty related to General Assembly and bond sale.



- c) <u>The Highland</u> Descendant Advisory- the descendants of the enslaved of Monroe. Discussed efforts towards reconciliation—academic and realistic, tangible outcomes. The conversation focused on actions moving forward. Consensus is that it was very powerful.
 - Dr. Christopher Lee shared that The Highland Presentation will be preserved in Cornerstone.
- d) The Student Assembly president gave a report about the atmosphere and climate on campus with adjustment difficulties. Asked Board of Visitors to critically consider the spring plan.
- e) Arielle presented on the needs and concerns of staff across campus. Arielle's presentation begins at 2:26:27 in the recorders.
- f) Two buildings are in the process of being renamed:
 - i. Trinkle Hall will be renamed to Unity Hall
 - ii. Maury Hall will be renamed to York River Hall
- g) The Wednesday night listening session focused on athletics

VII. Committee Updates

- a) Executive Committee Mariellynn Maurer (Chair)
 - i. Goals & Objectives (also located in Executive Committee Channel on Teams)
 - a. continue to raise the profile of PPFA and increase membership engagement
 - b. continue a high-level partnership with the Staff Assembly and Faculty Assembly
 - c. seek opportunities to connect with membership and membership to connect with each other during pandemic
 - d. support clear and consistent communication across our membership and serve as a resource in this area (The Break Room)
 - e. 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
 - f. support all PPFA committees and work to elevate the goals and objectives of each committee
 - ii. Breakroom: As a companion to the water cooler of staff assembly, we will offer a 12-1 PM time once a month to gather informally. A chance to connect across different divisions and departments. It will pushed out in a full listserve updates
- b) Academic Shannon White & Julie Hummel (Co-Chairs)
 - a. Committee Goals:
 - i. Connect with Faculty Assembly and report any pertinent information regarding academics and academic policy issues or changes to the PPFA.
 - ii. For 2020-1 we have decided to pause the larger Emergence brown bag lunch series and instead offer shorter, more timely Q&A sessions that cut across all assemblies and are issues PPF's find are relevant or need-to-know.



- b. One of our discussions in our committee meeting was how can we help PPF's, staff and faculty back on campus. We are creating an FAQ of "learn from what we learned" as we came back. I.e. If you can't call out on your desk phone, most likely you still have softphone set up on your computer. Either disable Softphone or continue to use your computer for calls.
- c. Classes being scheduled for Spring semester are due on October 5. However, the schedule for spring semester (e.g. spring break, start, and end dates) will be determined at a later date.
- c) Administrative Mariellynn Maurer (President)
 - Mariellynn shared notes from the administrative committee on the Title IX policy changes.
 The documents sent out with today's agenda include comments. Please share any feedback with Mariellynn (mdMaurer@wm.edu) within the next two weeks (by October 16)
- d) Communication Jabria Craft (Chair)
 - i. Continue updating the PPFA website (members, committees, agendas, minutes, etc.)
 - ii. Assign a liaison for each committee (Executive, Academic, Administrative, Membership, Professional Development) a. Executive: Jabria

Membership: Melissa P
 Prof Development: Suzie A

Administrative: Sarah S
 Academic: Melissa M

- iii. Reminder to submit a highlight and recognize an outstanding colleague!
 - 1. https://wmsas.qualtrics.com/jfe/form/SV 55CUr4OzQwFlGst
 - 2. They are posted to Instagram and Facebook! Instagram: @wmppfa
- b. Membership Marra Austin (Chair)
 - i. 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?)
 - ii. Service recently added service as part of memberships goals how can we engage with campus community during this time
 - iii. Membership nominations and elections
- e) Professional Development Tamekka Davis (Chair)
 - i. 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:
 - 1. Leadership (top priority)
 - 2. W&M Benefits
 - 3. Facilitating Effective/Productive Meetings
 - 4. Retirement Planning



- 5. Diversity and Inclusion
- 6. Adult Learning Opportunities
- 7. 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.)
- iii. Website will also include a link to each department's point of contact or HR liaison
- iv. Work with HR to identify professional development trainings
- v. Create a way to advertise, market all the trainings/leadership/professional development opportunities currently available; and
- vi. Share/create an awareness of professional development funding through HR (Development Support Fund)

VIII. Old Business:

- a) Ombuds Search Committee Update Emrys Koenigsmann
 - a. No updates to share at this time
- b) COVID Response Team Update Joe Wheeless
 - a. Continues to meet on a twice a week basis. Focus has shifted to the transition between fall and spring transition. Conversations are being had about testing for the end of the semester, as students are going home.
 - b. Expect some communication in the next few weeks about transition and testing expectations
- c) Department of Education Regulations relating to Title IX Review Mariellynn Maurer
 - a. 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
 - i. Right now, it is a system reminder. There is no punitive action associated at this time.
 - 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

IX. New Business:

a) Classification and Compensation Review Update



- a. Not creating as many PPF exempt positions; aligning things to be operational exempt. We will likely see some changes to move more towards the state standard. There are financial implications with our current classification models.
- b. No changes to existing PPFs; this only applies to new positions.
- b) The Break Room

X. 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 the spring semester

XI. Adjourn

a) Motion to adjourn was made by Shannon White and Emyrs Koengisman seconded. Meeting adjourned at 10:29 AM

Attachments:

- September Meeting Minutes
- Summary of Substantive Changes to Employee Grievance Procedure August 2020
- Employee Discrimination Procedure (Draft)
- DHR Policy Revised August 2020 (Draft)
- Policy Prohibiting Sexual Harassment, Gender-Based Harassment, and Sexual Misconduct



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