

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY

MEETING MINUTES

September 4, 2020, 9:30 AM This meeting was held via Zoom

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

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

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

- I. Call to order by Mariellynn Maurer, President (Taylor Locks, as secretary) 9:34 am
- II. **Approval of Agenda:** Motion for approval of Agenda made by Shannon White and seconded by Suzie Armstrong, Voted on and passed.
 - a. Motion for approval of Minutes from August made by Melissa Palacios. Second by Melissa Pettigrew
 - b. Motion voted on and passed.
- III. Welcome and Introduction
- IV. **Guest Speaker:** Arielle Newby, Administrative Assistant to the Provost & Staff Liaison to the Board of Visitors
 - **a.** <u>Board of Visitors Reports</u> August 25, 2020 Powerpoint Slides, Agendas; Next Meeting Sept 24-25
 - i. Recap of the meeting:
 - 1. There was an in-person meeting (socially distant); you can review the president
 - 2. President Rowe shared updates regarding the return of students to campus
 - ii. Restructuring Existing Debt and Issuing New Debt (BOV approved up to \$20M Resolution 1(R))
 - 1. Authorize up to 200M bond; allows the COO and the President
 - iii. Budget Shortfall will Exceed \$30M and May Reach \$100M



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- 1. Still on a hiring freeze with some mission critical review; mission critical purchases only
- 2. Voluntary personnel options
- 3. Salary reduction to the president's salary by 15%
- iv. Building Renaming Committee
 - 1. Board of Visitors is seeking feedback on the principles that are currently on the website. Please visit the website and review.
 - 2. Teaching history but also balance transparency
- v. Reports from each of the different assemblies about the state of different constituents across campus
 - 1. BOV expressed gratitude for the work of staff during the pandemic; resolution for the Monday after Thanksgiving as a holiday
- vi. Memorial to the Enslaved August 25, 2020 News Release (Fundraising Target Met \$2M)
- vii. Feedback to BOV around the transparency of leadership
 - 1. Lack of certainty makes it difficult to manage communication proactively; caution
 - Our classifications are playing to a detriment; supervisors aren't always communicating and closing the loop. Staff Assembly Water Cooler Talks are open to all staff.
- viii. No public discussion took place regarding the varsity teams. Discussed in closed session.
- ix. If you have specific feedback, contact Mariellyn Maurer or Arielle Newby (staffassembly@wm.edu)

V. Updates

- a. Executive Committee- Mariellyn Maurer (Chair)
 - i. <u>Leadership Structures</u> new chart on the Office of the President's website
 - 1. Emphasis on the PPFA and Staff Assembly
 - ii. Ombuds Search Committee Emrys Koenigsmann representing PPFA
 - iii. From the Manager's Forum: Recognition is free and awards are not. In an effort to elevate the work HR is doing with the kudos board. Adminsitrative Committee will share more announcements.
 - iv. Next Meeting Friday, September 11 at 9.30am
- b. Academic Committee- Shannon White & Julie Hummel (Co-Chairs)
 - i. Next Meeting Friday, September 18 at 9am via Zoom (contact <u>Shannon White</u> for Zoom invitation/link); time may shift slightly
- c. Administrative Jacob Joseph (Chair)
 - i. First meeting will be on September 11
 - ii. Changes to Title IX verbage for the policy manual needs to reviewed and voted on (refer to new business)
 - iii. Two forms are being launched: Recognition Survey (through the communications committee) and the Participation in Committees/Community Service Form



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- d. Communications Jabria Craft (Chair)
 - i. All committees have an assigned liaison
 - ii. The website has been updated
 - iii. You can expect to see an increased use of Instagram and facebook. There will also be a link for recognition on social media. Please submit <u>this form</u> for a deserving staff member in your office.
- e. Membership Marra Austin (Chair)
 - i. Meeting scheduled for September
- f. Professional Development Ghana Smith (Member)
 - i. No new updates

VI. Old Business

- a. COVID Response Team Update Joe Wheeless
 - i. All students will be tested on a regular schedule beginning 9/8; additional guidance around how often is "regular" is pending
 - ii. The CRT is closely monitoring situations at other institutions; William & Mary is in a very different trajectory and situation than other institutions. We are doing a lot more.
 - iii. We are almost done with Kallaco from testing
 - iv. <u>COVID-19 Dashboard</u> is updated daily; as data comes in how it is being presented is being tweaked
 - v. No deaths related to W&M and COVID-19 have occurred but we have had a handful of positive cases (still below less than 10)
- b. Path Forward Q&A Follow Up Mariellynn Maurer & Shannon White
 - i. Healthy Together Checklist
 - ii. Report Feeling III
 - iii. Report a Positive Test Result
 - iv. Report Unsafe Behavior or covidconcerns@wm.edu
 - v. COVID-19 Dashboard
 - vi. No updates on leave balance carryover; there are no plans that we know of at this time to extend leave balance
 - vii. COVIDWISE app from the Commonwealth
 - viii. New issues:
 - 1. What does the conversation look like around the payroll tax issue?
 - a. We are not doing anything at this time. The guidance from the IRS came out on Tuesday. While an Executive Order was signed, the order is optional and guidance from IRS is optional. DHRM is not adopting the act. The proposal is not to take a payroll tax holiday
 - 2. BOV passed the November 30 recognition leave day; HR will work through the resolution and send out additional messaging
- c. Update Regarding Next Key Dates in the Phased Return Taylor Locks, Residence Life



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- i. Move-In is occurring 8:00 AM 5:00 PM on 9/4-9/6
- ii. Students are permitted to have 2 guests for one hour
- iii. We have over 1,000 students arriving to campus

VII. New Business:

- a. Department of Education Regulations relating to Title IX Mariellynn Maurer
 - Revisions to the Discrimination, Harassment, and Retaliation Policy
 Policy Prohibiting Sexual Harassment, Gender-Based Harassment and Sexual Misconduct
 - ii. Employee Discrimination, Harassment, Retaliation Grievance Complaint Procedure
- b. Recognition Survey Jacob Joseph
- c. Building Trust (Mariellyn Maurer)
 - i. Trust in the administration and also among all colleagues
 - ii. We hope campus will move beyond seeing positive intent and creating trust across campus, shared expectations
 - iii. As we reach concreate goal, we would love to hear follow-up just on updates.
- d. Ideas to Stand Down in December (Mariellyn Maurer)
 - i. What are ways we can rejuvenate people and contribute to their wellbeing between the semesters?
 - 1. Time away and leave questions

VIII. Announcements:

- a. Ombuds Search
- b. Anyone who has questions about academic scheduling and resources shared can reach out to Shannon White
- c. No isolation cases, only a few quarantines due to close contact (no contact on campus)
- d. Some summer semester changes are currently being evaluated, including looking at a full semester being offered over the summer

IX. Adjourn

Motion to adjourn was made by Mary Lueker and Suzie Armstrong seconded. Meeting adjourned at 10:36 AM

Future Meeting Dates:

October 2, 2020 9:30am (meeting will be held via Zoom look for a registration link in the digest or via email)

Guest Speaker: Carla Costello (Compliance & Title IX Investigator) will be speaking on the 30th anniversary of ADA this year



Attachments to the Agenda included August Meeting Minutes