



# WILLIAM & MARY

CHARTERED 1693

## PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

### Professionals and Professional Faculty Assembly (PPFA) -- Meeting Minutes

Thursday, May 3, 2018

Board of Visitors Room, Blow Hall

PPFA Members - √ = Present

1. Campbell, Darlene √
2. Cole, Steven √
3. Conner, Karen √
4. Davis, Tamekka √
5. Fassanella, Terence √
6. Ferree, Jacquelyn √
7. Fredrick, Patricia √
8. Lawrence, April √
9. Massey, Grace √
10. Maurer, Mariellynn √
11. McFarland, Natasha √
12. Morales, David √
13. Murphy, Michael √
14. Osborne, Dorothy √
15. Palmer, April √
16. Shimp-Bowerman, Jennifer √
17. Summs, Julie √
18. Varnell, Lyle √
19. Wheelless, Joseph √

#### **I. Call to order - Welcome/introductions**

Julie called the meeting to order at 816:am.

Guests present were Deborah Deguzman and Shannon White.

#### **II. Agenda: Reviewed and approved**

#### **III. Minutes: Review and approve March and April meeting minutes**

April minutes approved with changes. March minutes approved with no changes.

#### **IV. Old Business/New Business**

- a. BOV Meeting – Terry shared meeting summary
- b. Strategic Planning - The engaged community/strategic planning dashboard report.  
Terry will send to assembly.
- c. President Rowe transition – ad hoc committee met to discuss PPFA response.  
Will create an electronic briefing book to include our mission, history, meeting schedule, goals, membership, and who we are as a PPF body. Briefing book will

include the assembly members, past presidents, etc. We will address why we exist and how we help the institution meet its goals. Lyle Varnell suggested that we need to explain how we differ from faculty and staff groups, and that we need to explain the unique nature of our group, as many people at the College do not understand the diversity of responsibilities within the PPF group. He added that the existence of the multiple groups is not merely hierarchical, it is definitional. It was suggested that we add the clip from our general meeting where President Reveley explained how the assembly fits into WM.

- d. Outgoing message for President Reveley – Discussion of writing a letter thanking him for his support, and/or give him a bottle of wine to celebrate his retirement.
- e. PPF Social – May 17, 5:15 pm at Amber Ox.

## V. Committee Reports

- a. Administrative – Met with Deb Love on leave share policy. Some challenges due to state definitions of who is eligible, and costs to run the program. Need to get John Poma and Amy Sebring involved. Would have to go to state to ask for exemption to allow folks to be eligible. Leave in the leave bank creates a cost for the College. The allocation of the leave hours are different due to differences in hourly pay rate based on salary.

Performance review rankings – look at implementing changes next cycle. Focus on goals. HR wants one review form for operational and PPF.

- b. Academic – no updates.
- c. Membership- Discussed some drafted policy changes for assembly to consider. Suggestions allow some flexibility to manage the membership challenges, and administrative challenges.

Proposed Bi-laws and constitution changes:

Adding a 4<sup>th</sup> position (Assembly Operations Chair) to the Executive Committee;

Allowing the outgoing president to serve an additional 1-year term as an ex-officio, non-voting member of the PPF. This role would also be a member of the Executive Committee;

Allowing the PPF to adjust eligibility requirements based on the interest for the Assembly that year. In the event that there are not enough new candidates to fill vacancies but members who have served two consecutive terms that are less than two full (3 year) terms:

Allowing those members to remain on the Assembly for an additional 1 or 2 years in order for them to reach the limit of two full 3-year terms (6 years);

Allowing members who have served 2 consecutive terms but have only been off the Assembly for 1 year to come back for another term of service.

Elections – total of 5 nominations, if we make the suggested changes. We currently have 7 open slots for next year.

Joe Wheelless made a motion to consider the changes to the bi-laws and constitution as one motion, by roll call vote. Jackie Ferree seconded the motion.

Roll call vote taken. The roll call vote taken in the meeting was unanimous. Darlene Campbell and Lyle Varnell were not present at the time of the vote. They will be contacted for their votes after the meeting.

- d. Communications – not present. Terry still looking at adding news stories. Want to look at goals for this committee for next year.
- e. Professional Development – no updates. Working on needs assessment.

**VI. Upcoming PPFA Meetings:**

Thursday, June 7<sup>th</sup> @ 3:30pm. VIMS – Andrews Hall (Room: Dominion 326.) - Join us afterward for drinks and hors d'oeuvres at [York River Oyster Company](#).

Meeting adjourned at 9:33am.

*Respectfully submitted,  
Dorothy Osborne, Secretary, May 3, 2018*