Professionals and Professional Faculty Assembly (PPFA)
Minutes
Friday, August 14, 2009  8:30-10:00am
Location: Board of Visitors Board Room, Blow Hall

Members Present: Boy, Wayne; Cole, Steve; Corello, Judy; Grimes, Lisa (Chair, PPF Handbook); Hurte, Vernon; Kaattari, Ilsa; Livingston, Wendy; Mason, Pamela (Chair, Academic Issues); McBeth, Elaine; Molineux, Mary (President); Osborne, Dorothy (Chair, Policies & Administrative Issues); Pada, Maria Elena (Chair, Elections); Reis, Robert (Chair, Technology); Rideout, Tom (Chair, Strategic Plan); Webb-Robers, Wendy (Secretary)

Members absent: Foster, Lee (Chair, Communications); Pittman-Hampton, Carlane; Richardson, Stacy; Springer, Cory

Guest: Vice President for Administration Anna Martin

Visitors: German Mendez, Registrar’s Office; Stephanie Berger, Law School

1. Meeting convened: Molineux convened the meeting at 8:35 am. Guests, visitors, and PPFA members were introduced.

2. Vice President for Administration Anna Martin
Vice President for Administration Anna Martin described the broad scope of her responsibilities to us and reviewed the many departments and projects that she oversees, including several building projects (School of Business; School of Education; new Career Center; renovations of existing buildings; etc.); other Facilities projects, such as a more centralized power plant; Human Resources restructuring; sustainability; and risk management.

Some significant new initiatives include the new HR training and development director and a forthcoming training needs assessment, along with a more structured performance review system, and the College’s preparedness for handling swine flu this fall.

Martin also mentioned the possible additional state budget cuts, observing that the College has undergone 7 budget cuts over the past 9 years. W&M currently receives only 14.9% of its budget from the state.

In discussing possible economy measures, Kaattari proposed a faculty/staff/student “suggestion box” to allow for individuals to suggest ideas to the College administration.
3. **Minutes**: from June 12, 2009, PPFA Meeting were approved

*Updates to ACTIONS:*

**Elections Chair Pada** reported that we have a fairly good response rate to the election so far, with about a week left; we need a 40% response rate to meet Bylaws requirements.

A few members still need to go through the **PPFA goals and objectives** and volunteer to either work on or be In Charge (IC) of items in the Goals and Objectives wiki.

4. **Agenda review and announcements:**
   - the agenda was reviewed and new business items solicited.
   - Hurte was recognized for his recent promotion to Director of the Center for Student Diversity.

5. **PPFA Vice President’s position:**
   Motion to elect Mane Pada as Vice president was unanimously approved by voice vote.

   **Action**: PPFA Executive Committee will solicit volunteers and meet to select new Elections Committee chair, previously held by Pada.

   Executive Committee members reported that this meeting went very well, with Provost Halleran very engaged and interested in the PPFA. Molineux reported that Provost Halleran had responded to our follow-up questions (re posting the PPF Handbook; membership on the Planning Steering Committee; and our Board of Visitors’ proposal). He also agreed to be the speaker at a general PPF meeting this fall. Discussion ensured as to the best dates, times, and venues for that general PPF meeting, with a decision for 8:30 a.m. on a Tuesday or Wednesday in the 3rd or 4th week of October at the new School of Business meeting room, pending availability.

   **Action**: Molineux will check on Provost availability dates. Rideout will check on Miller Hall meeting room availability and to see if there is a fee for room set-up; and will try to arrange a School of Business tour afterwards.

7. **Goals and Objectives:**
   **Action**: Each assembly member should review the objectives she or he volunteered to do.

8. **Policy & Issues Expertise (PIE) project:**
   Molineux proposed that we become experts in certain policies as they exist on this campus and how they compare to policies on other campuses. She suggested that we do some research in scholarly journals and develop reports or white papers.

   **Action**: Molineux will generate a list of policies for us to work on.
9. Committee Reports:
   - PPF Handbook: Handbook Chair Grimes reports that the PPF Handbook will go up on the Provost’s site today.

   - Committees Project: McBeth presented the spreadsheet of college-wide committees (see attached). This spreadsheet indicates which college-wide committees already include PPF members, as well as when vacancies will come open. There is also an indication as to whether Assistant to the Provost Aceto believes individual committees would be appropriate for PPFs.
     **Action:** Review the list and determine in which committees we’d like to secure participation.

   - Policies & Administrative Issues: Osborne’s committee has divided up certain PPF policies to begin researching them, as in the PIE project outlined above.

10. VIMS’ PPFs: Kaattari reported that VIMS has started its own informal PPF organization – VIMS professionals and professional faculty who meet to share common issues.

11. Grant-funded positions that perform PPF jobs: Kaattari reported that there are a number of grant-funded positions on the main and VIMS campuses that perform PPF-type jobs: about 70 on the main campus and 15 on the VIMS campus. Molineux reported that personnel benefits for these “GO” positions are almost identical to PPFs; it’s primarily the leave benefits that differ or are lacking. Molineux suggested that the PPFA investigate whether to include GO employees under the umbrella of the PPFA. McBeth says that grant-funded positions are typically included in organizations similar to ours on other campuses.
     **Action:** PPFA members interested in working on this project should contact Molineux. Need at least two (Kaattari volunteered at the meeting as one). Project would include researching GO status now and how these types of employees are organized/affiliated/benefitted at other Virginia universities and W&M peer institutions; then submitting a report to the PPFA.

12. Next Meeting: Next PPFA meeting will be held September 11, 2009, in the Board of Visitor’s Board Room, with guest Provost Michael Halleran.

13. Adjournment: Molineux adjourned the meeting at 10:15 am.

Respectfully submitted,
Wendy Webb-Robers
August 18, 2009

*Approved September 11, 2009, by the PPFA.*