Professionals and Professional Faculty Assembly
MINUTES
Friday, October 9, 2009  8:30-10:00am
Location:  Board of Visitors Board Room, Blow Hall

Members Present:  Corello, Judith; Foster, Lee (Chair, Communications);  Kaattari, Ilsa (Chair, Elections)  Latour, Jennifer; Livingston, Wendy; Mason, Pamela (Chair, Academic Issues);  McBeth, Elaine; Molineux, Mary (President); Osborne, Dorothy (Chair, Policies & Administrative Issues);  Pada, Maria Elena (Vice President);  Reis, Robert (Chair, Technology);  Rideout, Tom (Chair, Strategic Plan);  Springer, Cory; Webb-Robers, Wendy (Secretary)

Members Absent:  Boy, Wayne; Cole, Steve; Grimes, Lisa (Chair, PPF Handbook); Hurte, Vernon; Pittman-Hampton, Carlane; Richardson, Stacy; Scott, Jennifer.

Guest:
Chon Glover, W&M Assistant to the President for Diversity and Community Initiatives

I.  Molineux called the meeting called to order at 8:32 a.m.  She introduced Jennifer Latour, one of the two recently-elected PPFA members, and guest Chon Glover.

II.  Agenda reviewed; no new items were suggested.

III.  September’s Assembly meeting minutes reviewed and approved.

IV.  Terms for members elected to fill vacancies:  A proposal was moved and adopted to cover situations in which two or more members are elected to fill vacancies that have different ending terms.  In this instance, the new members will choose which vacant term they wish to fill, based on which of them received the highest number of votes.  In the present case, with 2011 and 2012 term vacancies, Jennifer Latour had received the most votes and she chose the 2012 term.  Jennifer Scott will therefore have the 2011 term.  

ACTION:  The Elections Committee will formalize this policy in its official policies and procedures.

V.  The PPFA’s Goals and Objectives were reviewed:
   •  Most of the goals in Section I, Organization and Establishment in the W&M Community, have been met.
   •  Among the Section II goals, Outreach/Training for Professionals & Professional Faculty
      A.  PPF identification:  Molineux reported that there is still some uncertainty as to whether we’ve identified all PPFs.  She’s working with Vice President for Human Resources Earleen O’Roark on this project.
      B.  General meeting for all professionals and professional faculty: scheduled for October 27, 2009.  (Details below.)
      C.  Surveys:  Pada has been communicating with Professor Katherine Kulick about the faculty survey.  Glover notified us that her office will do a climate survey this spring and would be happy to incorporate a few questions that
we may have. She pointed out that the results of this climate survey would inform us as to what kind of follow-up survey or focus groups we may decide to conduct.

**ACTION:** The Assembly will identify the questions we’d like added to this survey. Glover told us to channel these questions to Gene Roche, as he is on the planning committee for this project.

D. **PPF Informal Focus Groups:** Rideout will begin identifying who is represented, who not, etc.

E. **Liaison to HR:** Webb-Robers will set new deadline to establish contact with HR.

F. **PPF Orientation:** Molineux reported that the orientation handout had been reviewed by HR and now needs final review by the Provost. Pada reported that HR is creating an orientation Ambassadors program to serve as information resources to new employees; the employees will be matched with an ambassador from their own classification. As an extended way to give PPFs more knowledge about the College, Molineux proposed (for a future project) creating a brown-bag series where PPFs could meet with administrators who could talk about current issues facing the college as well as representative PPFs from different departments and offices who could explain their work.

G. **Training:** Pada is serving on the HR training advisory committee.

H. **PPF Profiles:** Webb-Robers built an application to collect this information and display it on a web site.

**ACTION:** Webb-Robers will distribute the application to the Assembly for testing.

- **Section II goals: Policies & Administrative Issues**
  A. The PPF Handbook (as a “work in progress” has been approved and is linked from the Provost’s web site and to the PPFA’s web site.

The Assembly is working on analyzing the policies (i.e., Policies & Issues Expertise—PIE—Project). Molineux reported that the PPFA Executive Committee has been working on the four pending confidential policies, with most of the efforts so far on “Appointments and Terminations.” Good progress has also been made on “Leave Share” and “Classification.”

**ACTION:** Molineux will forward the Executive Committee’s revisions to Provost Halleran and will ask if we can see the revisions that Provost Halleran, President Reveley, Vice President Martin and Legal Affairs Coordinator Boyce have been making to the four pending policies, and will let them know that the PPFA would like additional time to continue working on these policies

**ACTION:** Molineux and Pada will contact those Assembly members who have not yet signed up for this project and for goals and objectives.

**ACTION:** We’ll continue the Goals & Objectives review at a future meeting, planning to review these at least quarterly.
VII. Chon Glover, W&M Assistant to the President for Diversity and Community Initiatives.
Glover reported that she is meeting with different groups to find places where collaboration. Throughout her 13 year career here at W&M, Glover has been working with our college presidents on diversity issues. President Reveley decided to appoint her to work on diversity full-time instead of splitting her job with Student Affairs. She still chairs the President’s Diversity Committee, initiated in 2003 during a racially-tense time. She sees her current role as institutionalizing the commitment to diversity. Glover is also working on the strategic plan and updating the College’s policies to include. Faculty Assembly gender identification and domestic-partner benefits (some of the other Virginia public universities – including UVA) -- offer these benefits.

Glover described the 'Lemon Project', a research project, coordinated by Professor Robert Engs, which the College has adopted as a positive approach to dealing with its past relationship with slavery. Lemon was a slave at W&M who was very much involved here—so much so that the college paid for his burial. Glover described the project as research to see how the community and college were impacted by slavery. Steering committees will be created and, hopefully, some student research opportunities will be created. The end project should be a historical database and Lemon scholarships.

Glover also works on town/gown relationships. To open communication lines and to facilitate quick resolutions to problems, she's looking at instituting a 'good neighbor' hotline for complaints from neighborhoods where students live. In response to a query about PPF diversity, Glover said that the College is doing a good job of recruiting diverse PPFs but retention is poor, mostly because this area isn't good socially for young professionals.

She reported that there is a meditation space next to the Center for Student Diversity. It is not a schedulable space, but is available from 6:00 am to midnight, available for everyone; it saw heavy use during the most recent Ramadan.

Glover reported that the Watson Lab, located in the Campus Center and which houses equipment for students with disabilities, received a sizable donation and has greatly expanded the equipment and resources it offers to the students.

Glover invited the PPFs to join the C.O.R.E. (conversations on reconciliation and equality) sessions. Professors come into the campus cafeterias (usually the Commons) to guide the conversations.

She reports that this year's incoming student class is 25% ethnically diverse; this helps to reach visual critical mass, which in itself helps make diversity more comfortable.

VIII. Officer and committee reports + proposal:
- Molineux proposed that the chairs of committees and special projects would post monthly reports to Blackboard by the 1st of each month, followed by an email to PPFA members alerting them to the posting. Committee chairs would submit for the PPFA agenda any issues that require PPFA discussion and decision-making. Discussion ensued
as to whether reports should be made verbally during monthly meetings. There was consensus to try the postings, as meeting time is valuable and not all members are at all meetings. **ACTION:** Each committee chair will post an update.

- Pada distributed handouts that she had created to help Assembly members use Blackboard (create folders, add items, use the wikis, etc.). All PPFA members were encouraged to ask colleagues for assistance with any technology questions, such as using Blackboard, Oracle Calendar, spreadsheets, etc.

**IX. PPFA meeting days-of-week/times/locations for 2010:**

- At this point in the meeting, many members left, remaining members agreeing that Wednesday mornings would be preferable to Fridays. **ACTION:** Molineux will send out a new survey to verify whether Wednesday mornings are the best time for the majority. Following a decision, she will book the BOV Board Room for 2010 dates.

**X. General PPF meeting:** Tuesday, October 27, 2009, 8:30-10:00am, Brinkley Commons Room, Miller Hall, Mason School of Business. The proposed agenda was discussed. **ACTION:** PPFA members should send any suggested changes to Molineux by Friday, October 16, 2009.

**XI. Next PPFA meeting:** November 13, 2009, 8:30-10:00am

- The meeting will be held at Swem Library’s Ford Classroom (the BOV Board Room is unavailable).

**XII. Adjournment:** the meeting was adjourned at 10:05am.

Respectfully submitted by
Wendy Webb-Robers 10/21/2009

*Approved by the PPFA, December 11, 2009*

*Note: The November 13, 2009, meeting was canceled due to a nor’easter that closed the College early.*