

Professionals and Professional Faculty Assembly

MEETING MINUTES

Thursday, July 25, 2012 8:15-9:45 a.m.

Board of Visitors Board Room, Blow Hall

Attendance:

1. Atkinson, Lesley
2. Boy, Wayne -- absent
3. Coleman, Tina
4. Costello, Carla
5. Crispino, Matthew
6. Gatling, Sharron
7. Hawthorne, Peel
8. Jennings, Karlene -- absent
9. McBeth, Elaine
10. Molineux, Mary
11. Morse, Linda -- absent
12. Neff, Dean
13. Pada, Maria Elena -- absent
14. Pittman-Hampton, Carlane
15. Pohl, Matthew
16. Reis, Robert -- absent
17. Rosier, Tiffanie
18. Sekula, Jennifer
19. Varnell, Lyle
20. Webb-Robers, Wendy -- absent
21. Zagursky, Erin -- absent

8:20-8:40 a.m.

I. Call to order:

- Gatling called the meeting to order at 8:20 a.m.
- Members introduced themselves and welcomed the newly-elected members who were present (Crispino, Neff, Pohl, Rosier, and Varnell).

II. Agenda: the agenda was approved.

III. Minutes: Minutes for the PPFA's June 28, 2012, meeting were reviewed and approved. Brief updates were given on the three ACTION points:

- performance planning & evaluation surveys (one for PPFs, the other for PPF supervisors) that were sent to the Provost about 10 days ago: Gatling reported that the Provost had communicated he would review these in the next couple of weeks.
- status of the PPFA's proposal for tuition waivers for part-time employees: Gatling reported that the policy has been approved, with a few details awaiting the review of the new Vice President for Human Resources (who arrives in mid-August).
- status on the PPFA's internal Communications and Technology plans: Coleman reported that these plans need minimal polishing and would be ready by the end of August.

8:40-9:00am

IV. Election of Vice President/President-Elect and Secretary + selection of committee chairs and members: following discussions about the time commitments, benefits, and responsibilities of the Vice President/President-Elect position, these members were elected:

Vice President/President-Elect: Jennifer Sekula

Secretary: Carla Costello

Chairs were then selected for the four PPFA standing committees, with some members signing up to serve on those committees:

Academic Issues:

Peel Hawthorne, chair

Carlane Pittman

Linda Morse

Elaine McBeth

Communications:

Tina Coleman, chair

Dean Neff

Erin Zagursky (tentative, pending her agreement)

Membership:

Mane Pada, chair (tentative, pending first refusal by Wayne Boy)

Tiffanie Rosier

Karlene Jennings

Wayne Boy

Policies & Administrative Issues:

Lesley Atkinson, chair

Carla Costello

Lyle Varnell

Mary Molineux

ACTION: Gatling will send an email to PPFA members, asking those who have not chosen a committee to do so.

V. Transition to the new year:

A. Meeting dates and times: only 8 PPFA members had responded to the survey sent out last week. **ACTION:** Gatling will send again, with a Monday, July 30, deadline, and will ask members to indicate if alternate times of the day would work better than the 8:15-9:45 a.m. slot.

B. Quorums: Gatling requested that members who are unable to attend meetings send her an email in advance so that she can better anticipate attendance. Members were also reminded that they can participate via conference call. [Note: both of these steps are covered in the PPFA Members' Engagement and Participation Policy.]

ACTION: the question of whether to hold PPFA meetings during the summer months will be discussed at a future meeting.

C. Communication: Gatling asked that during the year all members voice their thoughts and concerns in a positive way and that everyone "embrace the diversity" of ideas.

Gatling also asked members to keep current on minutes and for new members to review older documents on Blackboard and the PPFA's website. Molineux noted that the PPFA's minutes and other older significant documents will also be stored electronically as pdfs in the College of William & Mary's University Archives in Swem Library.

VI. **General Meeting:** it was agreed to hold a fall 2012 general meeting for PPFs, probably in October or November, perhaps using the same round-table discussion format used in spring 2011. If the PPFA has been able to conduct the two performance planning & evaluation surveys, those results can also be discussed.

VII. **Goals for 2012-13: ACTION:** PPFA members were asked to begin thinking about goals for the year and to discuss ideas for PPFA goals (as well as ideas for the general meeting) with their departments' PPF colleagues and to bring those to the next PPFA meeting.

VIII. **Next PPFA Meeting: ACTION:** as soon as results are in for the meeting date/time survey, Gatling will book the location and announce to PPFA members.

IX. **Adjournment:** the meeting was adjourned at 9:35 a.m.

Respectfully submitted,
Mary Molineux, Acting Secretary
7/25/2012

Approved by the PPFA at its August 16, 2012, meeting.