10/4/2012

Professionals and Professional Faculty Assembly
MEETING MINUTES
Thursday, October 4, 2012  8:15-9:45 a.m.
Board of Visitors Board Room, Blow Hall

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

Special guests: Ron Price, Babs Bengtson, Julie Hunt

8:15-8:30 a.m.
I. Call to order:
- Gatling called the meeting to order at 8:25 a.m.
- Gatling noted that Ron Price, new AVP in Human Resources, would be sharing updates and new initiatives of Human Resources during the meeting.

II. Agenda: the agenda was approved.

III. Minutes: Minutes for the PPFA's September 5, 2012, meeting were reviewed and approved. Brief updates were given on the following:
- Performance planning & evaluation surveys: Provost and HR have approved the survey. We plan to add a question to both the employee and supervisor’s survey asking what types of forms they would prefer to use-their own or a standardized form.
- Ron Price will be the speaker at our general meeting in November
- The membership decided that individual comments were sufficient for the Sexual Harassment Policy, and no general statement was needed from the PPFA.
8:30-9:00am  
IV. Guest Speaker:  
Ron Price discussed the function of Human Resources in the following context:  
- Mission and Vision - In the past HR served more so as a transactional entity which didn’t serve the college well. The focus is changing in which Human Resources will begin to be a partner of the college and serve as a resource.  
- Upgrade of Recruitment System - PeopleAdmin will be upgraded in November to version 7, which will streamline HR processes. This upgrade will provide a relatively paperless process.  
- Training and Professional Development – Babs, the Director of Training, talked briefly about training and development that will enhance job competencies in which employees will begin to feel more confident in their respective areas. A component of training and professional development is the tuition waiver policy. Ron announced that the policy was approved and an announcement will go out soon.  
- Pay Increases/Bonuses - Ron and Julie discussed the upcoming bonuses for employees. All employees will receive a 3% bonus that at least have satisfactory performance/meet expectations and do not have any outstanding standards of conduct notices. There is some money for base pay increases but these will only go to university employees as deemed by the deans and vice presidents. Classified employees are not eligible because it is a college increase; not a state increase.

9:00-9:45 a.m.  
V. Survey Update:  
Gatling asked for suggestions on a timeline for the survey. It was decided that we would send it out October 31 and allow until November 14 for responses. We will send out a reminder on November 7 and remind everyone at the general meeting. Mary will send the survey to the 21 assembly for testing.

VI. General Meeting:  
Gatling will send out a poll to the listserv concerning preferred meeting dates, allowing members one week to respond. Once topics are finalized, we will need volunteers from the 21 to facilitate each session and take notes.

VII. Committee Goals:  
- The membership committee has decided to use BlackBoard to share documents including goals, new member orientation information, and resignation regulations. They will focus on elections and procedural guidelines.  
- The Policies and Administrative Issues Committee’s goal is the performance planning and survey as well as meeting with Babs to discuss the training aspect.  
- Academic Issues committee are currently reviewing course offerings, and scheduling concerns for athletes. Also, a friendlier process is needed for midterm evaluations of students. It is important they receive this so they have time to turn things around. They also discussed the difficulties transfer students have getting classes they need to graduate in 2 years.

VIII. Next PPFA Meeting  
Gatling informed us that Kiersten Boyce would be the guest speaker for the November meeting.
IX. **Adjournment**: The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

*Carla Costello, Secretary*

*10/5/2012*