

Professionals and Professional Faculty Assembly

MEETING AGENDA

Wednesday, September 4, 2013 8:15-9:45am

Board of Visitors Board Room, Blow Hall

8:15-8:45am

- I. Attendance:
 - a. Atkinson, Leslie - absent
 - b. Bengtson, Babs
 - c. Cartwright, Grace
 - d. Coleman, Tina
 - e. Costello, Carla
 - f. Crispino, Matthew
 - g. Fassanella, Terence
 - h. Hawthorne, Peel
 - i. Jennings, Karlene
 - j. Leatherwood, Claire
 - k. McBeth, Elaine
 - l. Molineux, Mary
 - m. Morse, Linda
 - n. Pada, Maria Elena
 - o. Pohl, Matthew
 - p. Sekula, Jennifer
 - q. Trichler, David
 - r. Varnell, Lyle - absent
 - s. Webb-Robers, Wendy
 - t. Zagursky, Erin
- II. Call to Order: Sekula called the meeting to order shortly after 8:15 am.
- III. Agenda: The agenda was reviewed; no new items were added.
- IV. Minutes: Approval of the August 1, 2013 meeting minutes was postponed until the October meeting.
- V. Guest speaker: Ron Price, Associate Vice President for Human Resources

Price discussed different options for employee appreciation events. Suggestions for other employee appreciation events that could replace employee appreciation day included: (1) an Unsung Heroes award program, (2) Retirement Celebration program, (3) a Professional Development program, and (4) an Employee Fun Day.

There was also discussion of the possibility of a PPF-targeted survey to gauge how PPFs would want to be involved in employee appreciation events. Possible question areas of this survey include a 4 event/2 event option and whether or not to continue having the PPF employee appreciation events with the

Instructional Faculty. There was also discussion of the professionals/professional faculty category of staff and its relationship to other categories of College staff.

- VI. New Member Welcome: Sekula welcomed David Trichler as the PPFA's new member to replace Tiffanie Rosier as she departed from the College.
- VII. Report from Executive Committee meeting on Aug. 13, 2013: The executive committee offered a report from their Aug. 13th meeting on the potential creation of an Events Committee, possible options to facilitate PPF professional development, and social events to get to know other PPFs. An ad hoc Events Committee has been formed, chaired by Bengtson, that will work closely with the Membership and Communications Committees.
- VIII. General Meeting (for all PPFs) planning: There was a discussion related to the program, dates and location for the general meeting. It was reported that the Provost's Office has agreed to provide funds for coffee at the general meeting. **ACTION:** General Meeting planning Group, chaired by Costello, will meet to discuss details and will report back to the full PPFA.
- IX. Committee reports:
 - a. Academic Issues Committee: It was noted that the committee conducting the curriculum review does not include any PPFs.
 - b. Policies & Administrative Issues Committee: there were no updates.
 - c. Membership Committee: Chair Pohl discussed the creation of Facebook group and page.
 - d. Communications Committee: there were no updates.
- X. Professional development survey: the possibility of conducting a professional development survey for PPFs and the potential content of its questions was discussed. It was noted that the College is obtaining a campus-wide license for Lynda.com, a large database of online training films and that Human Resources also provides online professional development training. **ACTION:** Pohl will gather possible survey questions and send examples to the PPFA for consideration.
- XI. PPFA Homecoming: An activity involving PPFs during W&M Homecoming 2013 was suggested to increase PPF's visibility. Suggestions included (1) having a float, (2) marching in the parade, and (3) having a PPFA viewing party of Homecoming Parade. It was also suggested that (4) the PPFA host a PPF tailgate for the Oct. 12 home football game. **ACTION:** Zagursky will reach out to Staff Assembly to see what, if anything, the Staff Assembly is doing and will report back to PPFA at the October 2013 meeting. **ACTION:** Hawthorne will get in touch with Spencer Milne in Athletics regarding possibly discounted football tickets and a tailgating spot. Hawthorne will report back to PPFA at the October meeting.
- XII. Other new business
 - a. It was suggested that the Provost attend the next PPFA meeting to discuss PPF issues with us.
 - b. Bengtson announced that there would be round table discussions about the book Influencers as part of a professional development program that the College is offering; the discussions will be held on Oct. 24, Nov. 1, and Nov. 5.

XIII. Next PPFA Meeting: Wednesday, October 9, 2013 at 8:15 a.m. in the Board of Visitors room, Blow Hall.

XIV. Adjournment: Sekula adjourned the meeting at 9:45 a.m.

*Respectfully submitted,
Claire Leatherwood, Secretary
September 27, 2013*