

**Professionals and Professional Faculty Assembly**  
**MINUTES**

Wednesday, October 9, 2013 8:15-9:45 a.m.  
Board of Visitors Board Room, Blow Hall

- I. Attendance:
  - a. Lesley Atkinson
  - b. Babs Bengtson
  - c. Grace Cartwright
  - d. Tina Coleman
  - e. Carla Costello
  - f. Sharron Gatling
  - g. Terrence Fassanella
  - h. Peel Hawthorne
  - i. Karlene Jennings
  - j. Claire Leatherwood
  - k. Mary Molineux
  - l. Linda Morse
  - m. Maria Elena Pada
  - n. David Trichler
  - o. Lyle Varnell
  - p. Wendy Webb-Robers
- II. Call to order: Costello called to order at 8:16 a.m.
- III. Agenda: Review and solicit new items – no new items were added.
- IV. Minutes: Both the August 2013 and September 2013 minutes were approved.
- V. Discussion of PPF status, definition and relationships to other campus employee groups: There was a brief discussion regarding W&M employee classifications, the three levels of employees, PPF status, and the PPF's role on campus. There was further discussion regarding Recognition/Appreciation Awards for PPFs, with two proposals:
  - a. Proposed: communal recognition for service awards
  - b. Proposed: form a small group to study options and discuss further at November meeting
- VI. Report on Climate Survey: A Climate Survey is being considered to do next year. There was a discussion regarding the best methodology by which to conduct this survey with the *Chronicle of Higher Education* "Great Colleges to Work for" Climate Survey put forth as a potential model. Additionally, there was a discussion of PPF representation in the group conducting this survey.
- VII. Guest Speaker: Provost Michael Halleran

Halleran discussed five things: the PPF Category, Appreciation Days, William & Mary Promise, Professional Development, and Evaluations. (1) PPF Category: There was a discussion of the PPF category, the PPF history and the current structure of university employees, specifically: operational, classified, PPFs, faculty (instructional & research), executives. Halleran assured the

PPFA that W&M is not in the process of changing or diminishing the PPF category. (2) Appreciation Days: There was a discussion of staff appreciation days and how that affects PPFs in a more general sense; Halleran assured the PPFA that joining with operational staff will not cause PPFs to lose their PPF status,. Additionally, there was a discussion of putting all 3 groups (faculty, staff and operational) together for one campus-wide appreciation day. (3) William & Mary Promise: Discussion of W&M promise includes a commitment to evaluate operational (non-academic side) effectiveness related, but not necessarily limited to, the following: procurement, IT, finance, and facilities. Goals: Reduce costs, save time, save energy, increase revenue. Additionally, there was a discussion of the aspect of the W&M promise related to compensation of employees. (4) Professional Development: Discussion of professional development, including possible time constraints, necessary behavioral changes in order to make space in the schedule to be present in professional development, funding and supervisor amenability. (5) Discussion of evaluations: there was a brief discussion of evaluations and the accuracy of evaluations.

VIII. General Meeting Update: Nov. 14 at 8:30 a.m. in Chesapeake B and C in the Sadler Center with breakfast starting at 8:15 a.m.

Costello reported to the assembly from the General Meeting Committee's meeting and planning. Costello provided a draft of an outline from the Committee and discussed the general theme of the meeting "What We Can Do for You". Set-up details, including a time limit of one hour and a round table set-up were discussed. The following were suggested as potential guest invitees: someone from parking services to discuss parking pass issues; Linda Knight from Campus Recreation to discuss specific PPF benefits. **ACTION:** General Meeting Committee will reach out to list of potential guest invitees to invite them to join the meeting and will report back to PPFA at the November meeting. Other suggestions included: setting-up easels; not introducing assembly members by name in order to save time; giving PPFA members nametags identifying us as PPFA; put committee updates on large power point screen continually cycling through in the background; put up form on webpage. **ACTION:** A "Contact Us" form will be put on the PPFA website and Costello will inform PPFA when this is completed.

IX. Committee reports

- a. Academic Issues Committee: there were no updates.
- b. Policies & Administrative Issue Committee: there were no updates.
- c. Membership Committee: Membership updates were made in conjunction with the Communication Committee, see below.
- d. Communication Committee:

The committee announced the creation of a PPF Facebook page that will be jointly managed with the Membership Committee. There was a general discussion of how the PPF Facebook page will be used with a suggestion of taking pictures at the general meeting to upload to the page. Additionally, there was discussion regarding advertisement to PPFs for the general meeting. Besides encouraging PPFA members to speak directly to friends and members of their departments, it was decided that all PPFs should receive an email message inviting them to the general meeting.

X. Upcoming Event Updates

- a. October 12 football game and tailgate: a tailgate spot has been secured for the PPF's Tailgate and all PPFs will be invited to attend by a direct email message. **ACTION:** Mane Pada will email all PPFs directly to invite them to the PPF tailgate.

XI. Next PPFA Meeting: Wednesday, November 6, 2013 at 8:15 a.m. (BOV room)

XII. Adjournment: Costello adjourned the meeting at 9:45 a.m.

*Respectfully Submitted,*

*Claire Leatherwood*

*PPFA Secretary, November 5, 2013*