

Professionals and Professional Faculty Assembly
MEETING MINUTES

Wednesday, December 5, 2013

Board of Visitors Board Room, Blow Hall

Attendance:

1. Atkinson, Lesley
2. Bengtson, Babs
3. Cartwright, Grace -- *absent*
4. Coleman, Tina
5. Costello, Carla
6. Crispino, Matthew
7. Fasanella, Terence
8. Gatling, Sharron -- *absent*
9. Hawthorne, Peel -- *absent*
10. Jennings, Karlene
11. Leatherwood, Claire -- *absent*
12. McBeth, Elaine
13. Molineux, Mary
14. Morse, Linda -- *absent*
15. Pada, Maria Elena -- *absent*
16. Pohl, Matthew -- *absent*
17. Sekula, Jennifer -- *absent*
18. Trichler, David -- *absent*
19. Varnell, Lyle
20. Webb-Robers, Wendy
21. Zagursky, Erin

I. Call to order. Costello called the meeting to order at 8:20 a.m.

II. Agenda. The agenda was reviewed, with no new items added.

III. Minutes. October meeting minutes were reviewed, but approval delayed until later in the meeting when a quorum was available. The November meeting had been cancelled, so there are no November minutes to approve.

IV. General meeting review. It was agreed that, despite the limited attendance (approximately 15 professionals/professional faculty and another 15 PPFA members), the November 14, 2013, general meeting was successful, with good discussions at each of the round tables. Reports from the three round tables:

- Parking: Bill Horacio, W&M's Director of Parking & Transportation, answered questions. Attendees reported that it was interesting to learn about all the variables related to parking on campus; if exceptions are needed, it's best to contact Parking Services in

advance to make arrangements; and plans are in the works to streamline the process when VIMS employees need to park on the main W&M campus.

- **Benefits:** Rita Metcalfe, W&M's Human Resources Director of Benefits and Administration, provided very helpful information, especially about retirement benefits; a new "hybrid" Virginia Retirement System plan will be launched in 2014, with many informational sessions to be held for staff.
- **Training:** Babs Bengtson, W&M's Human Resources Director of Training & Development, reported that many good training ideas were presented; also, the need for staff to have time and spaces for training was discussed.

ACTIONS:

The PPFA should consider sponsoring future informational sessions about specific professionals/professional faculty policies and benefits. Adding professionals/professional faculty to the faculty benefits fair at the start of the fall semester is also a possibility. Bengtson will investigate the latter.

Each round table note-taker should turn in notes to Costello before the next meeting so that they can be compiled, shared on the PPFA's webpages, and possibly help generate initiatives.

Photos from the general meeting will be posted on the PPFA's Facebook webpage by Pohl.

At a future meeting, the PPFA should review ways to increase attendance at the general meetings.

V. Networking session. Bengtson reported that Inga Carboni, an Assistant Professor at W&M's Mason School of Business, will lead a half-day workshop in networking skills:

- program will be limited to 30 to 40 persons
- possible dates are the last week in January 2014
- publicity and registration information will be posted before and after the winter interim

VI. Employee appreciation events. Bengtson reported that the committee charged with planning employee appreciation events was still reviewing ideas, but that the annual employee appreciate luncheon for operational/classified/hourly staff has been cancelled due to lack of funds; a "service award" event might be held in May; an employee day might be held in the fall; and there was discussion of holding employee days tied to W&M sporting events.

Molineux proposed that the PPFA create a proposal for College administration that recommends the types of employee appreciation events that would best serve and recognize professionals and professional faculty.

ACTION: The PPFA's Membership Committee will draft a proposal for the next PPFA meeting.

VII. PPFA Performance Planning & Evaluation Policy. Some months ago, the PPFA submitted to College administration proposed improvements to this policy -- mostly to clarify concepts and improve the form which documents the six-month and annual evaluations.

ACTIONS:

Molineux will send to all PPFA members that latest draft of proposed improvements, especially for new members to review.

Costello will contact Provost Halleran and Compliance Officer Boyce to ask if the January 8 PPFA meeting could be a work session with them to complete the review of these proposed improvements.

VIII. Minutes. With a quorum present, the October PPFA minutes were approved.

IX. New business:

A. Partnership Program. Bengtson reported on the status of this program, begun two years ago as a joint project of the PPFA and Staff Assembly with Human Resources, to match new W&M staff (professionals/professional faculty/operational/classified/hourly) with current ones for the first few weeks on the job. The program needs more current employees to serve as partners.

ACTION: To recruit new partners, Bengtson will send an email to the proffaculty-l@wm.edu listserv, which reaches all 470+ professionals/professional faculty.

B. Holiday food drives and Salvation Army senior gifts drive. PPFA members were reminded of these joint (with the Staff Assembly and Faculty Assembly) projects and encouraged to set up boxes in their respective departments. Coordination is by Sandy Wilms in the President's Office.

X. Adjournment. Costello adjourned the meeting at 9:10 a.m.

*Respectfully submitted,
Mary Molineux, for Secretary Claire Leatherwood
12/9/2013*