

Professionals and Professional Faculty Assembly

MEETING MINUTES

Wednesday, January 8, 2014

Board of Visitors Board Room, Blow Hall

Attendance:

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

I. Call to order. Sekula called meeting to order at 8:25.

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

III. Minutes. Minutes were approved with no changes.

IV. General Meeting Round table notes update. Notes have been sent to Carla Costello.

ACTION: Costello will prepare and put on Blackboard by the February meeting.

V. PPF Facebook Page Update. Matthew Pohl provided an update on the PPF Facebook page. Pohl encouraged group to invite your PPFA friends to like the Facebook page and he demonstrated how to do this. The URL to the PPFA Facebook page is <https://www.facebook.com/wmppfs> .

Tina Coleman added a link on the general PPFA William & Mary based web page to the PPF Facebook page.

There was discussion regarding what would or should be posted to the Facebook page and acknowledgement that information posted to the Facebook page may duplicate information posted on general W&M based web page. Additionally, there was discussion about other things to increase the visibility of the PPF webpages, like adding an RSS feed to the general W&M based page.

VI. Committee Updates.

Membership:

- Employee Appreciation Day:
 - Committee meeting scheduled for Jan. 14 at 2:00 p.m. to discuss Employee Appreciation Day and what will be done specifically for PPFs Employee Appreciation.

ACTION: Committee will report back to Assembly about PPF employee appreciation at February meeting.

 - Bengston reported on the Employee Appreciation Day Committee's progress and some ideas, such as: the idea of separating service awards from Employee Appreciation Day. Bengston reported that the Committee is still trying to provide the traditional half-day off, but it is unclear as to whether this is viable.

ACTION: Employee Appreciation Committee will send out communication once final decisions have been made.
- Building Effective Networks:
 - Bengston reported on a networking and skill building opportunity available exclusively to all PPFs on January 30th, 2014, in the Dogwood Room at the School of Education. Bengston described the event as mini-lectures from 1:00 – 5:00 p.m. followed by an interactive skill-building practice and a debriefing. Additionally, there will be a reception from 5:00 – 6:00 p.m.

ACTION: Coleman will send the usernames of PPF's to Bengston.
- Partnership Program: Bengston reported on a project that facilitates mentorships and partnerships through connecting newer to W&M PPFs with more established PPFs. Bengston will work to get more people involved as an established PPF partner.

Policies and Administrative Issues:

- Atkinson and Molineux reported that this Committee is looking at all university-wide committees throughout campus and evaluating the PPF representation on each of these committees, understanding how well PPFs are represented on these committees and determining whether or not there needs to be more PPF representation.

Communications:

- Coleman reported that the committee has added a Facebook button onto the general W&M based PPFA website.
- ACTION: Committee will update hot topics, possibly with information from the notes from the general meeting.

Academic Affairs:

- The Committee reported that the proposed Curriculum changes to the undergraduate curriculum were approved by faculty in December 2013.

VII. Performance Planning and Evaluation policy: Molineux explained the background; specifically that many of the corrections are to make the policy clearer, rather than to make a substantive changes. There was a discussion of the term “proficiency”, what that means, and how many “inproficiencies” in basic competencies would cause the employee to not be rated fair or unsatisfactory. Additionally, there was a discussion of whether or not the PPFA wanted to include numerical values in relation to basic competencies and whether or not the definition of separate evaluations for basic competencies and work expectations should be added. Changes:

- It was suggested to change "basic competences" to "one or more of"
- One or more to multiple basic competences in the unsatisfactory.

There was also a discussion of where the records are housed on campus. Gatling proposed adding language to the policy that would require evaluations to be sent to Human Resources. Molineux proposed asking the Provost and a Kierston Boyce to either the next meeting or the March meeting in order to finalize some changes in this policy.

VIII. New Business:

A. Department Staffing. There was a discussion regarding investigating whether or not departments at W&M are understaffed. It was suggested that the PPFA should compare their departments’ staffing allocations to other colleges and universities. It was suggested that perhaps SCHEV Peers are used as a comparison.

ACTION: ?? Further discussion at next meeting ??

B. Business Efficiency Study. Discussion of what the outside consultant hired to conduct the Business Efficiency Study of W&M will do and there was an emphasis that it was not an academic study.

IX. Adjournment. Sekula adjourned the meeting at 9:43 a.m.

Respectfully submitted,
Claire Leatherwood
2/11/14