Professionals and Professional Faculty Assembly
MEETING MINUTES
Wednesday, May 7, 2014 8:15-9:45 a.m
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. Fassanella, Terence
8. Gatling, Sharron -- absent
9. Hawthorne, Peel -- absent
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
21. Zagursky, Erin

I. Call to order. Sekula called the meeting to order at 8:23 a.m.

II. Agenda. Two pieces of new business were added: 1) a discussion regarding communications among the assembly (see item VIII.a, below) and 2) a Professional Development update (see items VIII.b and VIII.c below).

III. Minutes. The April 2014 minutes were approved.

IV. BOV update. Sekula reported to the PPFA on her observations from the BOV meetings she attended on behalf of PPFs. Her report included information on the following subjects, among others: a BOV approved budget and an increase in the budget from last year; a change in procurement; biking services on campus; locally sourced food; the role of NTEs; a joint MD/MBA program; percentage of students studying abroad; salaries of W&M faculty; staff and professional faculty; the Halo Effect as presented by Athletics. Sekula also noted a movement to include faculty members on BOV committees as non-voting representatives and that this motion passed, without a concurrent motion to include other staff and constituents, like PPFs, on these committees.

V. Development update: Atkinson reported that the participation goal targeted for the “One Tribe One Day” campaign was exceeded and that the quiet phase of the capital campaign was gaining momentum.

VI. Committee reports:
a. Membership Committee:
   i. Election: Pada and Pohl reported that 9 nominations have been received for the 7 PPFA vacancies. It was agreed to require both a minimum (of 5) and maximum (of 7) votes. The ballot will be distributed in the next week or two, with a 3-week (15 working days, per Bylaws) election period.
   ii. Committee membership: Two professionals/professional faculty staff members have expressed an interest in serving just on a PPFA committee. ACTION: Sekula, as president, will invite them to the July PPFA meeting and give them an opportunity to choose a committee on which to serve.

b. Communication Committee:
   i. PPFA Goals: Coleman reported that FY13 and FY14 PPFA goals need updating on the PPFA webpages. ACTION: Sekula and Molineux will meet in the next week to write these.
   ii. Communication and Technology Plans: Coleman reported that minor changes had been made to these two plans, with the latest editions posted on the PPFA’s Blackboard course page.

VII. Old Business:
   a. Name change for Policies & Administrative Issues Committee (to just Administrative Issues Committee) and proposed changed to the PPFA’s Bylaws to allow minor changes without Provost’s review and approval:
      i. a Bylaws Task Force was formed (Sekula, Costello, and Pada) to review the Bylaws and propose new language. ACTION: this task force will present its recommendation at the June PPFA meeting.
      ii. Professional Development standing committee: adding this new standing committee was approved by the PPFA; as that requires a Bylaws change, it will need to go through the process currently outlined in the Bylaws.
   b. Professional development survey: ACTION: Bengtson, chair of the task force that also includes Pada and Molineux, will call a meeting in May 2014 to begin work on this project.

VIII. New business and announcements.
   a. Communication: improving the advance lead time on PPFA communications (such as meeting announcements, agendas, and minutes) was noted.
   b. Staff training/development: Bengtson announced several new programs, including TED Talk Tuesdays and “Crucial Accountability.” Details are available the W&M Human Resources webpages and the W&M Events calendars.
   c. Supervisors Institute: Bengtson reported that the first Supervisors Institute (multi-week training) had finished April 29, with 25 supervisors completing. The institute will be repeated in fall and spring semesters.
   d. Parental leave policy: Molineux reported that a Women’s Network Executive Committee project to compare W&M’s parental leave policy with that of W&M’s 25 State Council of Higher Education (SCHEV) peers and 5 other Virginia universities was almost complete and would be shared with the PPFA.
   e. W&M’s PPF Performance Planning & Evaluation Policy proposed revisions: Sekula reported that she had recently emailed the Provost for a status report on the proposed revisions, which were submitted and reviewed with him in March.

IX. Meeting adjourned.

Respectfully submitted,

Claire Leatherwood
5/28/14