

Professionals and Professional Faculty Assembly

MEETING MINUTES

Wednesday, May 7, 2014 8:15-9:45a.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