

Professionals and Professional Faculty Assembly (PPFA)

MEETING MINUTES

Tuesday, December 9, 2008 8:30-10:00am
Swem Library Ford Classroom (ground floor)

Present: PPFA members Wayne Boy, Steve Cole, Judith Corello, Lee Foster, Lisa Grimes, Vernon Hurte, Ilsa Kaattari, Wendy Livingston, Pamela Mason, Elaine McBeth, Mary Molineux, Dorothy Osborne, Maria Elena Pada, Carlane Pittman-Hampton, Robert Reis, Stacy Richardson, Cory Springer, Wendy Webb-Robers, Jobila Williams, Randolph Williams. Guest: Provost Geoff Feiss. Visitor: Stephen D. Clark. Not present: PPFA member Tom Rideout.

1. **Welcome and introductions.** As this was the first meeting of the newly-elected 21-member Assembly, all were congratulated on their election and thanked for their interest in serving. Members introduced themselves.

2. **Purpose of our new organization.** We held a brief review and discussion of the stated purpose/roles of the new PPFA. Ideas included (1) help produce the handbook of policies and procedures for PPFs; (2) raise the visibility of PPFs on campus; (3) have a greater voice in campus planning and decision-making; (4) raise awareness among PPFs, both current and newly hired, about their status and the policies and procedures that apply to them as PPFs. The PPFA will continue this discussion at future meetings and as part of goal-setting.

3. **Constitution and Bylaws.** A brief review was made of the major points in the PPFA's Constitution and Bylaws, focusing mostly on those parts of the Bylaws that require imminent steps such as election of officers and appointment of committee chairs.

4. **Immediate next steps.** A review was made of next steps identified so far for the PPFA, as included in #6-10 below.

5. **Provost Geoff Feiss.** Provost Feiss joined the meeting. During his remarks he:

a. congratulated the group on forming the new PPFA

b. explained that the PPFA has no official authority on its own, but can be an effective voice for PPFs

c. encouraged the PPFA to:

- raise awareness about PPFs, noting that the Board of Visitors has already recently become more aware of the important roles that PPFs play on campus
- become involved in the selections of new College administrators (e.g., meet with candidates for the Provost's position)
- have the PPFA's Executive Committee schedule regular meetings with him and communicate with him about PPFA meetings, inviting him as needed
- schedule meetings as needed with the President, Vice Presidents, Faculty Assembly, etc.

- communicate well with all PPFs – to get good input and to keep them informed of PPFA activities -- because it is such a diverse group with many interests and concerns.

d. recommended that the PPFA communicate with the Board of Visitors as needed and develop a good working relationship with BOV members, always keeping the BOV's Secretary Michael Fox informed of any communications or meetings, and asking Fox about options for a PPFA ex officio seat on the BOV and attending BOV committee meetings such as Academic Affairs and Administration.

e. discussed the process and criteria for defining professionals versus professional faculty. The criteria page was sent to College deans and vice presidents, who were asked by the Provost to categorize their employees. He will make the final decisions by early January, when the new Human Resources restructuring program takes effect. A copy of the criteria page will be shared with PPFA members.

f. approved having the PPFA begin the project to compile a handbook of policies and procedures that affect PPFs. Steps include:

(1) form the PPFA's Policies and Administrative Issues standing committee to begin work identifying contents and process.

(2) coordinate with the Provost's office to form a subcommittee of PPFA members, the Provost, Shirley Aceto, and others as identified. Ensure a broad representation.

(3) coordinate with Vice President for Administration and Director of Human Resources re relevant HR policies, including new restructuring policies.

(4) review what's relevant/applicable in the Faculty Handbook and just reference it.

(5) coordinate with Legal Affairs lawyers and Faculty Handbook authors.

Timetable: a solid draft by the Provost's departure date; possible BOV review and approval at its Fall 2009 meeting.

g. stated that the PPFA would be asked to respond to the College's proposed strategic plan, with specific, measurable goals; he suggested that the PPFA would be especially helpful in responding to the strategic plan's "grand challenges" of developing more diversity and sense of community.

h. indicated that the PPFA should initiate contact with Jim Golden, Vice President for Strategic Initiatives, to request becoming more involved with College planning committees.

i. briefly discussed the College's budget situation, stating that there would likely be new cuts for 2010 and that raising undergraduate tuition was an option.

6. **Identification of all PPFs.** Molineux reported that currently there are still some discrepancies in the lists of PPFs produced separately by Information Technology and Human Resources for the proffaculty-I listserv, webpage PPF list, and for voting. IT and HR are continuing to work on this.

7. **1, 2, and 3-year terms.** Per the PPFA Bylaws (Article IV, Section 7), the PPFA will determine which members will serve these staggered terms. Suggestions so far included random choice (by pulling numbers or names), and asking for members to volunteer for the term they want. Discussion to be continued to the next meeting.

8. **Election of officers.** A president, vice-president, and secretary need to be elected by the PPFA; the officers will then appoint committee chairs and at-large Executive Committee members. Continued to the next meeting.

9. **PPFA goals and objectives.** Continued to the next meeting.

10. **Meeting dates and times** for the PPFA and PPF general meetings. It was agreed to hold a meeting next week; Molineux will check calendars and send an email with possible dates and times. It was also agreed to vary days of the week, times of day, and locations for PPFA meetings to ensure opportunities for everyone to attend as many meetings as possible.

Respectfully submitted,
Mary Molineux
12/11/2008