

# Professionals and Professional Faculty Assembly (PPFA) MEETING MINUTES

Thursday, December 18, 2008 8:30-10:00am Swem Library Ford Classroom

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

1. **Minutes:** PPFA 12/9/2008 minutes were approved without changes. Because these specific meeting minutes contain a detailed summary of the Provost's comments, we'll wait for his approval before posting.

2. **Election of officers:**

- a. An Interim Elections Committee was formed to organize the nomination and election of officers: Carlane Pittman-Hampton, Robert Reis, Wendy Webb-Robers, and Mane Pada.
- b. Lee Foster nominated Mary Molineux for the President's position and the other Assembly members decided to elect that position by consensus.
- c. Nominees so far for Vice President/President Elect are Jobila Williams and Maria Elena Pada. Nominees so far for Secretary are Wendy Webb-Robers.
- d. Nominations will continue through January 6, 5:00pm. Pittman-Hampton will send an email to PPFA, soliciting additional nominations. Self-nominations are encouraged.
- e. Pada, Reis, and Webb-Robers will develop the Opinio online ballot, which will be available from January 7 to 5:00pm January 9.

3. **Appointment of Standing Committee chairs and two At-Large Members** will occur following the election of officers. At that point, the officers will solicit nominees and volunteers for these positions.

4. **1, 2, and 3-year terms:**

- a. Per the PPFA bylaws, to initiate the staggering of PPFA terms, seven members will need a 1-year term, another seven a 2-year term, etc.
- b. Elaine McBeth noted that, due to the timing of the establishment of the PPFA, the next PPFA election will be held in Spring 2010, so members will actually serve an extra half-year: e.g., 1-year terms will run from now through June 2010.
- c. In the interests of continuity and tapping into the knowledge of previous year's officers, it was agreed to have the President and Secretary each have a 2-year Assembly term (but 1 year in their respective offices) and the Vice President/President Elect a 3-year Assembly term (1<sup>st</sup> year as VP; 2<sup>nd</sup> year as President; 3<sup>rd</sup> year as Past President).
- d. The rest of the Assembly members will be asked if they have a preference for a 1-year or 2-year terms, and be given those.
- e. The remaining Assembly members will draw term numbers.

5. **PPFA meetings.** It was agreed to:
- a. try monthly meetings on same day of the week/same time if we can find a slot that works for all. Fridays at 8:30am worked for those; the four members not present will be consulted.
  - b. meet on the 3<sup>rd</sup> Fridays of the month; the next PPFA meeting was scheduled (for post-election) on Friday, January 16, 2009, 8:30am. Location TBA.
  - c. use a primary meeting location, with meetings occasionally in other locations. Molineux will check re the availability of the Board of Visitors Board Room. Alternate locations include Swem's Ford Classroom; a conference room in Development's Discovery Building/New Town; a meeting room in Athletics' W&M Hall.
  - d. hold a social event (e.g., lunch at a restaurant) to get better acquainted: Pittman-Hampton and Corello agreed to organize this.

6. **PPF meetings.** It was agreed to schedule the next general PPF meeting for April 2009, exact date to be determined. An earlier meeting could be scheduled if issues arise.

7. **Communication, Committees, etc.**

- a. Communication tools. Members reviewed current and prospective communication tools, including the PPFA listserv and webpage; Blackboard discussion board; Blackboard to store documents; Blackboard and Opinio survey tools.
- b. Communication ideas. Members discussed ways to:
  - include PPFs (such as identifying departments not represented on the PPFA and encouraging participation on committees; PPFA members talking with their own departments' PPFs or other PPFs about the issues and concerns important to them)
  - ensure regular contact with the President, Provost, other administrators, the Faculty Assembly, etc.
  - continue to raise the campus profile of PPFs.
  - continue to work with Human Resources and Information Technology to ensure that all professionals and professional faculty are included in the listserv and voting.
- c. Communications ad hoc committee: Foster recommended this committee to develop plans for the PPFA's internal and external communications. She, Corello, and Randy Williams will initiate its work.
- d. Handbook of PPF policies and procedures: Part of the responsibility of the Policies and Administrative Issues standing committee. Lisa Grimes, Wayne Boy, and Steve Cole volunteered to serve.
- e. Strategic Plan, Provost Search, etc., university committees. The PPFA will contribute to these processes, with opportunities to submit specific goals and objectives for the strategic plan and to meet with Provost candidates. Molineux will contact Jim Golden and Kate Slevin, respectively.
- f. PPFA paperwork (agendas, minutes, Bylaws, etc.): Molineux will pursue ordering binders for each member.

9. **PPFA goals and objectives.** To be tackled in January, coordinating with the College's strategic plan.