

Professionals and Professional Faculty Assembly

Meeting Minutes

Friday, January 16, 2009 8:30-10:00am

Location: Conference Room 201, Discovery 1 Building, New Town

Present were: *Wayne Boy, Steve Cole, Judy Corello, Lee Foster, Lisa Grimes, Vernon Hurte, Ilsa Kaattari, Pamela Mason, Elaine McBeth, Mary Molineux, Mane Pada, Carlane Pittman-Hampton, Bobby Reis, Tom Rideout, Cory Springer, Wendy Webb-Robers, Jobila Williams, Randy Williams* Not present were: *Wendy Livingston, Dot Osborne, Stacy Richardson*.
Guests: *Julie Bradshaw, VIMS; and Kiersten Boyce, Coordinator, Legal Affairs (arrival: 9:25am)*.

President Mary Molineux called the meeting to order at 8:35am.

1. **Minutes:** PPFA 12/18/2008 minutes were approved without changes.
2. **New officers:** Jobila Williams, Vice President/President Elect, and Wendy Webb-Robers, Secretary, both elected on January 9, 2009, were introduced and congratulated.
3. **Thanks:** to **Mane Pada** for the election survey and to **Lee Foster** for obtaining the beautiful meeting room for us.
4. **Executive Committee** (standing committee chairs and two at-large members): Thanks to everyone who expressed an interest in serving on the executive committee. **ACTION:** The newly-elected officers will meeting within the week and announce appointments.
5. **Communications Committee:** There was discussion about this proposed ad hoc committee. PPFA members suggested that the Communications Committee could facilitate communication with staff, faculty and college community at large; proactively push information about PPFA, rather than passively post it; and explore venues to effectively do this.
6. **Terms:** Because of the PPFA being newly formed, and the Bylaws requiring staggered terms, these initial PPFA members needed to determine which 7 members would each serve 1, 2, and 3-year terms. At the December 18, 2008, PPFA meeting, the PPFA decided that, for continuity, the PPFA's initial President and Secretary be given 2-year terms and the Vice President a 3-year term. That left slots for seven 1-year terms; five 2-year terms; and six 3-year terms.

The names of those remaining 18 members were placed in a hat and drawn by Mane Pada. Results:

One-year terms: Steve Cole, Judy Corello, Vernon Hurte, Wendy Livingston, Elaine McBeth, Carlane Pittman-Hampton, Bobby Reis.

Two-year terms: Lee Foster, Lisa Grimes, Ilsa Kaattari, Cory Springer, Randy Williams (plus officers Mary Molineux and Wendy Webb-Robers).

Three-year terms: Wayne Boy, Pamela Mason, Dot Osborne, Mane Pada, Stacy Richardson, Tom Rideout (plus officer Jobila Williams).

7. **Identification of all full-time and part-time PPFs** to include in listserv and voting: Molineux reported that

Information Technology is still working on the proffaculty-I listserv (to include part-time PPFs), with results due in a week, and that the Provost's Office is working with Human Resources (HR) on new PPFs (moved into this category as a result of W&M's HR restructuring).

8. **"Professional" vs. "Professional Faculty"**: Molineux reported that the Provost is still working on these designations.

9. **Assembly lunch**: Corello and Pittman-Hampton reported that the date is February 4 at 12 noon. ACTION: They will identify and announce a venue; PPFA members are encouraged to send suggestions to them.

10. **PPF Handbook**: Grimes has posted the **faculty handbook** in the documents section of the Blackboard page for us to review. We are scheduled to have a draft handbook ready for Provost Feiss's review by the end of April 2009.

11. **Strategic Plan**: The PPFA discussed its contribution to the W&M Strategic Plan and how best to take a proactive, leadership role in contributing ideas and objectives. It was:

A. Suggested that all PPFAs encourage our individual departments to work on the Strategic Plan.

B. Agreed to divide the PPFA into 6 teams – one per Grand Challenge -- to work on begin the work while an ad hoc Strategic Plan committee decides how to organize the work and include the PPFs.

Serving on the **Grand Challenges teams** are:

- I. Lead higher education as a model liberal arts university.
Grimes, team leader; McBeth, Pittman-Hampton, and Webb-Robers.
- II. Build and support a more fully diverse W&M community that demonstrates the strengths of inclusion.
Hurte, team leader; Kaattari, Mason, and Reis.
- III. Build an ever more engaging educational environment that maximizes student learning, fosters personal development, and inspires a lifelong commitment to W&M.
Rideout, team leader; Foster, J. Williams, and Springer.
- IV. Develop and implement a business plan that maximizes revenue sources and ensures transparent resource allocation in support of College priorities and needs.
All PPFA members.
- V. Provide adequate human and physical resources....
Boy, team leader; Cole, Molineux, and Springer.
- VI. Articulate more clearly W&M's identity, mission, and goals, and implement a more effective model for internal and external communication.
R. Williams, team leader; Pada and Corello.

C. Decided to encourage all PPFs to review and Grand Challenges and contribute ideas to the PPFA's Strategic Plan document, both through listserv communications and perhaps a general PPF meeting

or forums. **ACTION:** After the proffaculty-l listserv is updated and the W&M Strategic Planning Committee has posted a webpage with the 6 Grand Challenges, Molineux will send an email to the proffaculty-l listserv, asking for feedback to the PPFA.

D. Decided to set a timetable to accomplish all of the above by the 3rd week in February, to meet the March 1 deadline of turning in our document to the Provost. **ACTION:** The officers will consult and send out a proposed timetable.

E. Decided to contact W&M Strategic Plan co-chair Jim Golden to see if it would be useful for him to speak to the PPFA. **ACTION:** Molineux will contact him.

12. Restructuring policies that affect PPFs: Kiersten Boyce, Coordinator, W&M Legal Affairs Office spoke about her current work on restructuring policy changes that affect PPFs and her assistance with the forthcoming PPFA handbook project.

A. So far the **board has taken action on 2 policies:**

1. The **compensation policy** which applies to everybody, not just PPFs. The goal is once you've reached mid-range of your pay grade, all future salary increases will be based on merit.
2. The second policy governs **severance policy:** PPFs will no longer get a year's worth of severance. Severance packages will now be based on years of service, but will be less than a year.

B. There are **some policies** posted on the Provost's webpages:

<http://www.wm.edu/about/administration/provost/forfacstaff/policies/index.php>

Boyce encouraged the PPFA to review these policies as part of the PPF handbook project.

C. Boyce is currently working on **policies governing contracts, leave, termination, and performance evaluations** and will share them with the PPFA as soon as possible. She said that the College President is responsible for setting these policies, not the Board of Visitors. Boyce also recommended that the PPFA begin reviewing handbooks at other colleges and draft policy suggestions, starting with the policies already in place and under review here at W&M, including the recently-revised Faculty Handbook (for instructional faculty).

Molineux adjourned the meeting at 10:00am.

Respectfully submitted,
Wendy Webb-Robers, Secretary
January 21, 2009

Approved by PPFA, February 13, 2009.