

## Professionals and Professional Faculty Assembly -- MINUTES

Friday, April 10, 2009 8:30-10:00am

Location: Board of Visitors Board Room, Blow Hall

Members Present: *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, Stacy Richardson, Cory Springer, Wendy Webb-Robers, Jobila Williams, Randolph Williams*

Members Absent: *Wayne Boy, Vernon Hurte, Wendy Livingston, Tom Rideout*

Visitors: *Lynn Riggs, W&M's Human Resources and member of the PPF Handbook Ad Hoc Committee); German Mendez, W&M's Registrar's Office and member of the PPFA's Policies and Administrative Issues Committee; Kiersten Boyce, W&M's Legal Affairs Coordinator and member of the PPF Handbook Ad Hoc Committee.*

### Minutes:

#### 1. Minutes from March 6, 2009

- Approved
- Review and update of Actions proposed at last meeting:

*ACTION: President Molineux will begin scheduling regular meeting dates: **Update:** Molineux met with VP Anna Martin; VP Martin would like to meet with the PPFA president, officers, or executive committee every 6 weeks.*

*ACTION: PPFA and all PPFs should continue to visit the W&M strategic planning website to be aware of developments and suggest ideas **Update:** Strategic Planning Committee Chair, Thomas Rideout, will report on progress.*

*ACTION: Molineux will alert the PPFA's Executive Committee when Martin schedules this initial session. **Update:** April 13th at 9:30 the Executive Committee will meet with Provost Geoff Feiss, VP Martin, HR Associate Vice President Earleen O'Roark, and Legal Affairs Coordinator Boyce to review policies.*

*ACTION: Molineux will draft an initial handout and consult with the Foster of the Communications Committee and Riggs of HR, and bring it to the PPFA. **Update:** Molineux distributed handbook draft for PPFA consideration and asked for feedback within a week.*

*ACTION: It was suggested that the committee investigate developing charts that compare policies – among categories of W&M employees **Update:** Pending*

*ACTION: Rideout will review membership for his committee and recruit new members as needed **Update:** Pending*

*ACTION: Each committee will complete its draft goals and objectives by April 6 and post to Blackboard **Update:** Committees reported as below*

*ACTION: In the next two months, the PPFA will develop a survey of PPFs will include questions about meetings, including when and how often and what content would be of interest **Update:** Pending*

*ACTION: Molineux, Springer, and Reis (as Technology Committee chair) will consider a short PPFA survey to gather input on location preferences*      **Update:** Pending

**2. Contacts with College administrators and organizations—report:** as above.

**3. Policies affecting PPFs:** as above.

**4. PPF general orientation handout and webpage—report:** Discussion about the purpose and use of the handout and about new employee orientations. Once the PPFA approves the handout, it is suggested that we make sure that supervisors and department heads get a copy. **Action:** By next Friday, April 17, 2009, all PPFA members will have reviewed the orientation handout and given Molineux feedback.

**5. PPFA goals and objectives:**

### **Standing Committees**

#### ***Policies & Administrative Issues: Dot Osborne, Chair***

Osborne reported that this committee hasn't formally met yet; waiting for Handbook draft to be finished to identify policy and administrative issues. Osborne has been working with the Handbook Committee to that end. **Action:** This committee will annotate goals and objectives with deadline dates.

Discussion about concerns that Professionals and Professional Faculty will receive notice about changes in their classification without warning. **Action:** PPFA will submit a suggestion to Provost Feiss that he send out a brief message explaining what the differences are in classification and the rationale behind determining which classification an employee falls under before sending out notices of change in classification.

#### ***Academic Issues: Pamela Mason, Chair***

Mason reviewed the committee's stated goals and objectives. Molineux suggested a quick survey asking PPFs how their work affects or is affected by academics at some point. **Action:** This committee will annotate goals and objectives with deadline dates.

#### ***Elections: Mane Pada, Chair***

Discussion about how to accommodate PPFs who won't utilize online surveys. **Action:** This committee will draft some suggested policies and bring them back to us. **Action:** This committee will annotate goals and objectives with deadline dates.

#### ***Technology: Bobby Reis, Chair***

Reis reported no formal committee meeting yet. Tentative goals and objectives include:

- Decide who is in charge of what (web site, listserv, etc.)
- Work with IT to see when we fall into the Re:Web cycle.
- Develop a set of instructions about how to use Blackboard wikis, online calendars, and other technology employed by PPFA. Make sure there is PPF representation on the IT steering committee.

**Action:** This committee will annotate goals and objectives with deadline dates

## **Ad Hoc Committees**

### ***Communications: Lee Foster, Chair***

Foster reported that this committee met 2 times. She reviewed the communications plan  
**Action:** collaborate with the Technology committee on how to implement some parts of the plan.

Discussion about PPF representation to the Board of Visitors. **Action:** Make sure that a PPF is designated to attend the open BOV meetings. **Action:** Schedule an annual PPFA presentation to the BOV

### ***PPF Handbook: Lisa Grimes, Chair***

Grimes reviewed the Handbook table of contents draft. She pointed out that links to some of the newer policies simply don't yet exist. Grimes verified that PPFs are served by the campus' Ombudsperson. Discussion about when the deadline should be for the finished Handbook. Consensus to publish it as early as possible, leaving the unresolved policies listed as "TBD" in the table of contents and then revise the document every year. **Action:** Grimes will send this table of contents over to Provost Feiss before May 1, 2009. **Action:** Handbook committee will complete the document by August 1, 2009.

***Strategic Plan: Tom Rideout, Chair,*** was not present to report.

### **PPFA's overall goals and objectives**

Molineux reviewed the overall PPFA goals posted on our site. **Action:** PPFA will review, revise, and complete a polished draft by May 1<sup>st</sup>

Because of identified PPF training needs in the goals, the Assembly discussed whether to create an ad hoc committee to address staff training and development. Susan Mongold, W&M Human Resources' new Director of Training and Development, is working to identify needs across campus. **Action:** It was agreed that the Executive Committee of the PPFA will work on staff training and development.

Discussion of draft PPFA Goals and Objectives article IX, items 2 & 3 pertaining to building professional opportunities for PPFs and to foster a sense of collegiality among us. **Action:** Encourage all PPFs to attend Provost Feiss's farewell reception. **Action:** Encourage all PPFs to attend the annual Faculty reception and the Women's Network receptions. The goal is to increase the general awareness of the PPF population here on campus.

## **6. Handbook Committee report: Lisa Grimes -- as above.**

Meeting adjourned at 10:00 a.m.

*Respectfully submitted,*  
*Wendy Webb-Robers*  
April 10, 2009

Approved by the PPFA, May 8, 2009.