

Professionals and Professional Faculty Assembly MEETING MINUTES

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

Location: Swem Library's Ford Classroom

Members Present: *Steve Cole, Judith Corello, Lee Foster, Lisa Grimes, Ilsa Kaattari, Wendy Livingston, Pamela Mason, Elaine McBeth, Mary Molineux, Dorothy Osborne, Carlane Pittman-Hampton, Tom Rideout, Wendy Webb-Robers, Randolph Williams.*

Members Absent: *Wayne Boy, Vernon Hurte, Mane Pada, Robert Reis, Stacy Richardson, Cory Springer, Jobila Williams.*

Guests: *Provost Geoff Feiss; Faculty Assembly President Tom White.*

Observer: *Tatia Granger, W&M's Ombudsperson.*

1. Professor Tom White, President, Faculty Assembly:

Reported that the Faculty Assembly is generally looking forward to working with the PPFA. Suggested that there are several natural places to begin collaboration, such as the FA's Committee on Planning and Resources, Education Abroad issues, the W&M Strategic Plan, and even specific topics such as transfer students and tuition waivers for W&M employees' family members.

He offered some organizational advice to the PPFA: The FA does a triennial survey of the faculty and has done so for the past 15 years. Because some questions are asked on each survey, the FA gets a good longitudinal overview of progress on issues. The survey results are a vehicle to communicate with the Board of Visitors and other constituencies. The survey provides a means to monitor progress and trends.

White said that the overlapping of representation on various faculty committees (e.g., FA committees, Arts & Sciences committees) is very helpful. White says that the FA's bylaws require teaching faculty only on some committees, but ad-hoc committees would be a great place for PPFs to participate.

2. Provost Geoff Feiss:

Feiss emphasized doing surveys well. He also recommended comparing us to other institutions and suggested Professor Katherine Kulick, who has worked with the FA's survey over several iterations, as a good resource.

Action: Molineux will contact Professor Kulick for advice and a copy of the FA's most recently-completed survey.

Feiss also emphasized how useful the collaboration between FA and PPFs will be. He advised us to watch the balance between populating committees with experts vs. having broad representation. He observed that shared governance is

a good way to build community. Feiss warned us to be careful about burning people out with committee work

Feiss also noted that the FA has a retreat every year to set up priorities and to meet with W&M's President and Provost. He suggested a leadership summit with Student, Faculty, PPF, and Operational employee assemblies to identify common issues and common strategies.

Feiss suggested exploratory outreach, for example to alumni, to help them understand who we are. We should also invite PPF counterparts who work for the Alumni Association to participate in the PPFA. **Action:** Molineux will contact the Alumni Association's director.

Feiss suggested meeting with persons who oversee committee appointments, such as incoming FA President Gene Tracy and Assistant to the Provost Shirley Aceto, to see what committees exist and which we'd like to join.

Vice President for Strategic Initiatives Jim Golden and incoming Provost Michael Halleran will work on the strategic plan and pick out 5-6 things to focus on for the coming year. They will give the BOV a quarterly progress report. The Strategic Plan Steering Committee has not yet been populated, and Feiss suggested that this is another place PPFs can participate.

Feiss asserted that we cannot meet too often or learn too much: "it's what we don't know" that results in errors and problems. Our group is the place where people can talk things through, identify and resolve issues. He urged to use a clear voice in expressing concerns.

Feiss also reiterated that PPFs would continue to report through the Provost's Office for recruitment, hiring, etc., processes.

3. **Ombudsperson:** Carlane Pittman-Hampton introduced Tatia Granger, W&M's Ombudsperson. Granger told us that she is responsible for representing the concerns of PPFs.
4. **Feiss retirement farewell:** Molineux presented Feiss with a card with photos of small cairn built for him on behalf of the PPFA.
5. **July PPFA meeting at VIMS:** Kaattari invited us to come early to the July 10 meeting at VIMS to socialize a bit, and to stay later, if we wish, to have a tour of the facility. Details will be announced later.
6. **Committees:** Molineux displayed a chart created in 2005 by a Librarians Assembly committee, showing the various W&M committees (FA, A&S, College-Wide); this chart could be used as a starting point for the PPFA's committee membership project.

7. **PPFA goals and objectives:** **Action:** each PPFA member should review the draft goals and objectives sent out by Molineux on May 7, providing her with feedback by 5pm May 20th.
8. **Communications:** Communications Committee Foster announced that PPF Louise Kale, executive director of W&M's historic buildings, is being made an honorary alumna and encouraged the PPFA to attend the ceremony. Foster also noted that one of her committee members, John Wallace, had suggested putting a "PPFs in the News" link on the PPFA website. **Action:** Create a "PPFs in the News" webpage.
9. **Minutes:** minutes of the April 10, 2009, PPFA meeting were approved. **Action:** Molineux will send to the PPFA members a version of the April 10 minutes with action points updated.

Respectfully submitted,
Wendy Webb-Robers
April 10, 2009

Approved by the PPFA, June 12, 2009