

Professionals and Professional Faculty Assembly

MEETING MINUTES

Friday, June 12, 2009 8:30-10:00am

Location: Board of Visitors Board Room, Blow Hall

Members Present: *Wayne Boy, Steve Cole, Judith Corello, Lee Foster, Lisa Grimes, Ilsa Kaattari, Wendy Livingston, Pamela Mason, Elaine McBeth, Mary Molineux, Dorothy Osborne, Mane Pada, Carlane Pittman-Hampton, Robert Reis, Tom Rideout, Cory Springer, Jobila Williams.*

Members Absent: *Vernon Hurte, Stacy Richardson, Wendy Webb-Robers, Randy Williams.*

Guests: *W&M Vice President for Strategic Initiatives Jim Golden*

Observer: *German Mendez, PPFA committee member.*

1. **Call to order and announcements:** PPFA President Molineux called the meeting to order at 8:35 a.m. Guests were introduced. Molineux announced that:

- President Taylor Reveley, one of our planned guests, was not able to attend today. **ACTION:** Molineux will contact the President's Office to reschedule.
- PPFA member Randy Williams has resigned from the PPFA and is leaving W&M to take position at North Carolina Wesleyan College.

2. **Strategic Plan with Guest VP Golden:** Vice President for Strategic Initiatives Jim Golden reviewed W&M's new Strategic Plan and its top initiatives. A Committee on Continuous Improvement, co-chaired by VP Golden and VP Sam Jones, will be appointed to oversee the Strategic Plan. Golden recommended that the PPFA contact Jones re membership on this committee. **ACTION:** Molineux will contact Jones.

3. **Minutes** from April 10, 2009, PPFA Meeting were approved. Updates to ACTIONS:

- April 10 completed ACTIONS:
 - Alumni Association staff: Molineux had contacted Karen Cottrell, Alumni Association (AA) Director, re whether AA employees in professional/professional faculty type jobs would be interested in being a part of the PPFA; Cottrell reported that W&M's Human Resources is currently classifying the AA's employee positions and, when that has been completed, this idea could be revisited, probably in Fall 2009.
 - PPFs in the News: To promote PPFs, a PPFA Communications Committee member, John Wallace, suggested that the PPFA post on its webpage links to news about PPFs. This webpage was created and posted.
- April 10 carryover ACTIONS:
 - Survey: Molineux noted that she had not yet contacted Faculty Assembly member Katherine Kulick about getting a copy of the triennial faculty survey, which the PPFA might use as a model for designing its own survey of PPFs.

4. **PPFA goals and objectives:** a final review was made and PPFA members approved the final document, with one change: deadline to recruit the Strategic Plan Ad Hoc Committee moved to August 1, 2009. **ACTIONS:** The document will be posted on the PPFA webpage. Molineux will also post it on Blackboard as a wiki and each PPFA member is asked to sign up to work on at least one objective.

5. **PPFA committee reports:**

- **Elections Committee:** Pada reported that, due to PPFA member Randy Williams' resignation, that committee had begun plans for electing a new member.
- **Academic Issues Committee:** Mason reported that her committee would be meeting on June 24 with some of the original professional faculty executive committee members to learn about those members' ideas for the Academic Issues Committee.
- **Training Project:** J. Williams reported that she had attended meetings of the W&M Human Resources Training & Development Advisory Committee and reminded PPFA members to send her feedback to that committee's Training Needs Assessment draft.
- **Technology Committee:** Reis reported that a technology training survey would soon be sent out to PPFA members.
- **PPF Handbook Ad Hoc Committee:** Grimes reported that she and Molineux had met and decided to ask just-retired Provost Feiss for the go-ahead to post the handbook, in its incomplete stage, on the Provost's webpage.
- **Committees project:** McBeth and Corello reported that they had begun work and were waiting to meet with Assistant to the Provost Shirley Aceto.

6. **Announcements:**

- PPFA budget: it was suggested that the PPFA develop a request for a small budget to cover supplies, guest costs, and refreshments.
- Molineux asked PPFA members to be thinking of additional topics and especially fund-raising ideas to share when we have our rescheduled meeting with President Reveley.

7. **Adjournment:** Molineux adjourned the meeting at 10:10 am.

Respectfully submitted,
Mary Molineux
July 9, 2009

Approved July 10, 2009, by the Professionals and Professional Faculty Assembly