

Professionals and Professional Faculty Assembly (PPFA) Minutes

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

Location: Dean/Director Board Room, Waterman's Hall,
Virginia Institute of Marine Science (VIMS)

Members Present: Cole, Steve; Grimes, Lisa (*Chair, PPF Handbook*); Mason, Pamela (*Chair, Academic Issues*); McBeth, Elaine; Molineux, Mary (*President*); Osborne, Dorothy (*Chair, Policies & Administrative Issues*); Pada, Maria Elena (*Chair, Elections*); Kaattari, Ilsa; Reis, Robert (*Chair, Technology*); Richardson, Stacy; Webb-Robers, Wendy (*Secretary*)

Members absent: Boy, Wayne; Corello, Judy; Foster, Lee (*Chair, Communications*); Livingston, Wendy; Hurte, Vernon; Pittman-Hampton, Carlane; Rideout, Tom (*Chair, Strategic Plan*); Springer, Cory

Visitors: VIMS PPFs, including: Gary Anderson, Grace Cartwright, Diane Walker, Lyle Varnell, Jane Lopez, Newt Munson

1. Meeting was called to order at 8:35. Members introduced themselves; visitors introduced themselves.

2. Minutes from June 12, 2009, PPFA Meeting were approved.

Updates to ACTIONS:

- Molineux reported that President Reveley will meet with us 4 times per year; twice with just the Executive Board and twice with the entire PPFA.
- Last month's PPFA meeting with President Reveley has been rescheduled for Friday, July 17th at 2:30 pm in the Board of Visitors Board Room.
- Molineux reported that she had contacted Vice President for Finance Sam Jones re PPFA membership on the Committee on Continuous Improvement and that he had replied that the committee was still being formed; Molineux and Rideout will meet to discuss how to recruit PPFs to recommend for that committee.
- The Alumni Association's PPF-equivalent positions are still being reviewed by W&M's Human Resources, so we'll wait to decide about inviting them to participate in the PPFA.

Holdover ACTIONS:

- Molineux reported that she had contacted Professor Katherine Kulick and received from her a copy of the 2006 Faculty Assembly survey. This will form the basis for a future PPFA survey of PPFs. Kulick generously offered to help with advice when the PPFA tackles this project.

3. PPFA goals and objectives: Molineux reviewed how to access and edit the Goals and Objectives wiki and reported that 12 PPFA members (out of 19 current) had already signed up.

Action: Members are to go through the goals and objectives and volunteer to either work on or be In Charge (IC) of items in the Goals and Objectives wiki. Each PPFA member is asked to take on one project. Current PPFA members who have already signed up will be asked to contact those have not yet done so.

4. Vice President/President-Elect position

- Molineux reported that she has received a few inquiries about the two vacancies – with the resignations of Randy Williams and Jobila Williams -- on the PPFA and what the “expectations” are for serving on the PPFA.
- Discussion about the best procedures to fill the vacated Vice President’s officer position and the two general membership positions. Consensus to elect Vice President from existing PPFA rather than waiting until the two PPFA vacancies are filled. The newly elected Vice President will assume the vacant three-year position held by Jobila Williams (to fulfill the PPFA’s January 2009 decision to have the Vice President serve a three-year term).
- Then, newly elected PPFA members will complete the existing terms of the newly vacated seats; for instance, Randy Williams’ seat has two years left and the other seat will be that of the current PPFA member who is elected Vice President
- Timetable discussed and agreed upon:
 - July 13 – 20: Nominations for Vice President (by PPFA only)
 - July 22 – 27: Voting for Vice President (by PPFA only)
 - July 27 - August 10: Nominations for two Assembly vacancies (all PPFs)
 - August 13 – 27: Voting for two new Assembly members (all PPFs)

Action: Elections Committee Chair Pada and her committee will proceed with this schedule. Web forms (same used for last fall’s PPFA nominations) will be used for both nominations; Molineux will update. Opinio will be used for both voting periods.

5. PPFA’s meeting with President Reveley on Friday, July 17 (2:00-3:00pm, BOV Board Room, Blow Hall) – preparing for these and other discussion points:

- For fund-raising ideas, PPFA members brainstormed the following:
 - Find ways to do things more efficiently here at the college
 - Install incentive programs to encourage people to come up with money saving and money generating ideas
 - Have the School of Business take over the management of Busch Gardens; using it as a way to teach Business students practical skills
 - Buy the Hospitality house and use it to host conference services
 - Overhaul the Dillard complex and charge to use the space

- Partner with Colonial Williamsburg to provide education-based tourism experiences (Reveley's idea)
- Partner with VIMs to create eco-tourism packages
- Hold expensive events, such as Charter Day, only once every 5 or 10 years

6. PPFA expectations: several PPFA members had requested clarification about the types and level of expectations – in time, committee membership, etc. – for serving on the PPFA. Members discussed as a group.

Discussion:

- Some basic expectations are outlined under article 2 of the PPFA constitution.
- The PPFA still gelling and that our efforts to increase our brand recognition
- Possible lack of support from supervisors about the amount of time PPFA membership requires; this can vary from department to department.
- We need to do a better job of encouraging our colleagues to come to meetings.
 - We must schedule something interesting to make our general meetings appealing, such as a hosting the new Provost.
- Send out a survey as to the general PPF's expectations of the PPFA.
- Molineux suggested that that each PPFA member would take responsibility for one objective and possibly serve on one external committee.
- Cole suggested that each PPFA member should be responsible for regularly polling fellow PPFs about concerns and interests.
- Molineux suggested that each PPFA member should put our service on the PPFA (including serving on different committees) into our personal goals at the beginning of each year; having that endorsed by our supervisors; and we giving regular updates to our supervisors.

7. Committee reports:

Academic Issues Committee: Mason reported that committee members Dave Gilbert and Steve Gilchrist will attend faculty meetings. Kia Butts and Pam Mason will research which academic committees would benefit from having a PPFA representative???? (McBeth and Corello are working on the same project for college-wide committees.) The Academic Issues Committee is comparing similar issues at other colleges. Also, Springer will join this committee.

Technology Committee: Reis reported that PPFA website is being converted by W&M's Information Technology Department staff to the new "re-web" style and should be completed in August. Reis reported that 17 people responded to the technology training needs survey. Action: Reis will report the results of the survey before the next PPFA meeting.

PPF Handbook Ad Hoc Committee: Grimes reported waiting to hear from Assistant the the Provost Shirley Aceto for approval to post the current handbook draft on the Provost's webpage.

8. **Adjournment:** Molineux reminded members of the VIMS tour that followed and adjourned the meeting at 10:15 a.m.

Respectfully submitted,
Wendy Webb-Robers

Approved August 14, 2009, by the Professionals and Professional Faculty Assembly.