

Professionals and Professional Faculty Assembly

MEETING MINUTES

Wednesday, May 5, 2010 8:15-10:00am

Board of Visitors Board Room, Blow Hall

Members Present: Cole, Steve; Corello, Judith; Grimes, Lisa (*Chair, PPF Handbook*); Kaattari, Ilsa (*Chair, Elections*); Latour, Jennifer; Livingston, Wendy; McBeth, Elaine; Molineux, Mary (*President*); Osborne, Dot (*Chair, Policy*); Pada, Maria Elena (*Vice President*); McBeth, Elaine; Pittman-Hampton, Carlane; Richardson, Stacy; Rideout, Tom (*Chair, Strategic Plan*); Reis, Robert (*Chair, Technology*); Richardson, Stacy; Springer, Cory; Webb-Robers, Wendy (*Secretary*)

Members Absent: Mason, Pamela (*Chair, Academic Issues*); Boy, Wayne; Foster, Lee (*Chair, Communications*); Hurte, Vernon; Scott, Jennifer.

Visitor: German Mendez

I. **Call to order:** the meeting was called to order at 8:17 a.m., and visitor Mendez was acknowledged.

II. **Agenda:** the agenda was reviewed—no new items were added.

III. **Minutes:** March 2010 minutes were reviewed and approved since we didn't have a quorum at the April meeting. April 2010 minutes were also reviewed and approved.

Review of ACTION items in the April 2010 minutes:

- Salary cap: Corello reported that W&M Human Resources Associate Director Rita Metcalfe clarified that the salary cap does not apply to professionals and professional faculty (PPFs), but only to operational/classified positions.
- CUPA-HR access account for the PPFA: Molineux reported that she had not had a chance to do this.
- PPFA's future: discussion was added to this meeting's agenda.

IV. **Elections update:** Elections Committee Chair Ilsa Kaattari and Vice President Mane Pada. Kaattari reported that 216 people have completed voting out of 451 eligible PPFs. Molineux reported that W&M's Internal Auditor Mike Stump had kindly agreed to ask one of his auditors to be present on May 18 when the ballot would be opened and that auditor Cherice Carlos had subsequently contacted Molineux to discuss the process. One more voting reminder will go out.

V. **Grievance Policy:** the draft PPF Grievance Policy was reviewed and discussed, with a number of revisions suggested. *Note—because this is a confidential policy, visitor Mendez left the room.*

VI. PPFA's future: Molineux proposed to bring in facilitators to help us discuss the future of the PPFA, including the need for members to serve as officers next year.

Molineux has spoken with two possible facilitators: Prof. Susan Grover, School of Law, and Prof. Megan Tschannen-Moran, School of Education. One or two other faculty members were suggested, but it was agreed to start with Grover and Tschannen-Moran.

Also, although there are some W&M professionals/professional faculty (PPF) who might also serve as a facilitator, it was agreed that it would work best if the facilitator was not a PPF and that it was also best to choose a facilitator who would provide the facilitation at no cost.

ACTION: Molineux will check with Grover and Tschannen-Moran about their availability to attend our next PPFA meeting (June 10), one at 3:30pm and the other at 4:30pm, at which time the PPFA can meet them and discuss how a future (later in the summer) facilitation session might work. She will also verify that there would be no fee.

ACTION: Set up a web form for PPFA members to identify the topics that they'd like discussed at a facilitated session. This information would be provided to the facilitators to help them plan for the session. Molineux will create a draft survey form with an open-ended question for PPFA members to test out; then, after input about the survey form, will send out the real survey to collect the information.

VII. Policy & Issues Expertise (PIE) Project updates:

- Leave share: Pada and McBeth reported that their research and white paper were almost completed.
- Annual leave: Pada and McBeth have posted relevant documents on the PPFA's Blackboard site.
- Retirement: Springer reported that she's doing some more research on the retirement benefits.

VIII. Next PPFA meeting: June 10, 2010, 3:30-5:00pm, Board of Visitors Board Room, Blow Hall.

IX. Meeting adjourned at 10:00 a.m.

*Respectfully submitted by
Wendy Webb-Robers
May 12, 2010*

Approved 6/10/2010 by the PPFA.