

Professionals and Professional Faculty Assembly (PPFA) Minutes

Wednesday, August 4, 2010 4-5pm

Location: Room 326 Anderson Hall,
Virginia Institute of Marine Science (VIMS)

Members Present: *Corello, Judith; Gatling, Sharron; Grimes, Lisa* (Chair, PPF Handbook); *Kaattari, Ilsa* (Chair, Elections); *Latour, Jennifer; Mason, Pamela* (Chair, Academic Issues); *Mendez, German* (President); *Molineux, Mary; Pittman-Hampton, Carlane; Reis, Robert* (Chair, Technology); *Webb-Robers, Wendy* (Secretary).

Members Absent: *Scott, Jennifer Boy, Wayne; Springer, Cory; Rideout, Tom* (Chair, Strategic Plan); *McBeth, Elaine; Mongold, Susan; Osborne, Dorothy* (Chair, Policies & Administrative Issues); *Pada, Maria Elena* (Vice President); *Foster, Lee* (Chair, Communications); *Richardson, Stacy*.

Visitors: The VIMS PPF Council: Lyle Warnell, Chris, Jennifer Dillon, Dean John Wells; Carol Coughlin

- I. **Meeting was called to order** at 3:46 p.m. Mendez thanked the VIMS PPFs for hosting this meeting.
- II. Nothing added to the agenda.
- III. June meeting minutes reviewed and approved. Minutes from June 10, 2010, PPFA Meeting were approved.
- IV. Kaattari reported on the VIMS PPF Council and some general information about VIMS. There are approximately 40 VIMS PPFs (9-10% of the VIMS employees). VIMS PPFs work in 18 different departments or groups, including academic departments, scientific disciplines, library, development office, etc.
- V. There are 54 master's students, 51 PhDs studying at VIMS and undergrads are welcome to come and study as there will be a new collaborative marine science minor with the main campus. VIMS was started in 1938, separated, then rejoined W&M in 1979. VIMS is more heavily subsidized by the state than the main campus, so budget cuts hit particularly hard. 12 people lost their jobs this year. Kaattari reported that W&M President Taylor Reveley recently told the staff that VIMS is one of the reasons W&M is considered to be a strong research university.
- VI. She explained that the *PPF Council* was formed because the VIMS PPFs were interested, but found it difficult to get across to main campus. The PPF Council is modeled heavily on the PPFA. Their constitution has been approved by the Board of Visitors and put online. There have been 2 general PPFC meetings. They are about to nominate candidates and hold elections. Kaattari observed that the post-docs are still unrepresented on campus.
- VII. Mendez asked the PPFC members present what kinds of things, ideas, resources we might share. Carol Coughlin, acting secretary, said that the PPFC gives the VIMS PPFs a

voice to the administration. Said that because the PPFC is still forming, it may be too soon to know how we can collaborate.

VIII. Mendez expressed appreciation for VIMS PPFC representatives coming to our general meetings. He urged that we keep the communications open. The PPFC asked what big issues the PPFA sees on the horizon; Mendez replied that there is a strong need to engage more PPFs and enlist their support to work on the PPFA's projects.

IX. The PPFC members explained that there are cultural differences between our two campuses that may challenge our communications. They reported that VIMS has acquired some stimulus money that will be used for professional development. A discussion followed about how professional development is conducted on our respective campuses. Coughlin said that it will be interesting to see if more people apply for professional development funding than there are dollars. Kaattari said that she suggested that 5% of staff time should be devoted to community service and that time should be evaluated in the performance reviews. She feels that this would be a morale booster. Discussion about how many universities do this for faculty. Kaattari said that she doesn't want the PPFC to be subsumed by the VIMS Faculty Assembly. Molineux asked if the classified staff have any representation; they do.

X. Molineux explained how we've been working with the administration on the employment policies and the PPF Handbook is almost complete.

ACTION: Molineux will go through the PPFA web site and update the goals.

XI. The Dean welcomed us, said that he supports the PPFA and PPFC. He said that he tries to attend at least a portion of every PPFC meeting to stay engaged.

XII. Discussion about future meetings dates and times:

ACTION: Reis will send out an online survey to determine times most convenient for all.

XIII. PIE Project Updates/Deadlines: Reis reports that the leader of the Health Insurance PIE project is no longer a member and no progress made. Molineux explained the PIE project to the PPFC.

ACTION: The PPFA will identify deficiencies in the PIE Project and plan how to address them.

ACTION: Mendez will send out a call to the Assembly to ask for people to volunteer to serve on the committees and the executive committee.

XIV. Kaattari wondered which committee is working on changing our bylaws. We need to look at our election bylaws. Kaattari wondered if we still plan to combine the election committee with the technology committee. Molineux explained that we don't have to get approval to make minor changes to bylaws, but need to show changes to the Provost so that he can decide if the change needs to be approved at a higher level.

ACTION: Investigate changing our bylaws.

XV. Latour asked if we've had a chance to meet Christy Fiedler of the Provost's office. That has been scheduled.

- XVI. Kaattari encouraged everyone to complete the climate survey. Mendez will send out a message encouraging participation. Molineux pointed out that several of our suggestions were incorporated into the survey.
- XVII. Pittman-Hampton wondered if we should evaluate how we are structured, in light of the fact that our Assembly meeting attendance has been low. Suggested perhaps utilizing technology such as 'GoToMeeting'. Mendez said that we may need to look within ourselves and discover why we aren't meeting our commitments. Pittman-Hampton said that she believes that our low visibility equates to our supervisors not valuing our time spent here. Gatling said that she'd like to see the dedicated service commitment suggested by Kaattari. Coughlin asked her Dean if there is something he could do to encourage supervisors to support PPF activities. The Dean said that he thinks that time will help, as we gain visibility.
- XVIII. Meeting adjourned 5:06pm

Submitted by Wendy Webb-Robers. Approved by the PPFA 10/20/2010.