

# **Professionals and Professional Faculty Assembly**

## **MEETING MINUTES**

Wednesday, January 12, 2011 8:15-10:00am  
Board of Visitors Board Room, Blow Hall

### **Present:**

Judy Corello  
Lee Foster  
Sharron Gatling  
Jennifer Latour  
Pamela Mason  
Elaine McBeth  
German Mendez  
Mary Molineux  
Susan Mongold  
Dot Osborne  
Carlane Pittman  
Tom Rideout  
Cory Springer

### **Absent:**

Wayne Boy  
Lisa Grimes  
Ilsa Kaattari  
Mane Pada  
Bobby Reis  
Stacy Richardson  
Jennifer Scott  
Wendy Webb-Robers

**I. Call to order:** Mendez called the meeting to order at 8:25 am. There were no guests to introduce.

**II. Agenda:** The agenda was reviewed, with no new items added.

**III. Minutes:** *ACTION: minutes for November and December 2010 meetings will be reviewed for approval at the February 2011 meeting. December minutes are posted on Blackboard; Mendez will post the November minutes. All PPFAs members should review these minutes prior to the February meeting.*

**IV. Preliminary Discussion of PFFA Response to President Reveley's Productivity Initiative.** The Assembly discussed several ideas, including:

**A. Performance Evaluation:** training of both PPFs and their supervisors to ensure that measurable goals and objectives are set, regular feedback exchanged, etc. Ideas included

obtaining or creating a standardized evaluation cover sheet with the process steps; posting the procedures and process; and posting generic examples of well-crafted goals/objectives, self-assessments, and evaluations.

**B. Service/Governance Component:** proceed with the PPFA's plan to propose a service/governance component for all PPF positions. Molineux confirmed that the PPFA's Policies & Administrative Issues Committee was gathering information and would present a proposal at the PPFA's February meeting. Mendez noted that an example of a service activity would be serving on a new task force that the Provost is creating regarding criminal history checks.

**C. Hiring and Budget Processes:** streamline these by making as many of the steps as possible electronic and removing redundant steps.

**D. Personnel Processes:** improve access to information and training on questions about employee categories and which personnel policies apply – e.g., leave policies (types of leave available, when to use different types, how to record....)

**IV. Staff Climate Survey 2010:** The PPFA hopes to use data from this survey to inform its goals for the year, including some of the projects mentioned above. Mongold reported that the summer 2010 survey's results are still being processed and it's not yet known when they will be released. There were some instructional faculty who mistakenly completed the survey; some staff have also reported that they took the survey more than once, but this is not documented.

***ACTION:** Mendez will ask College administration about obtaining the data.*

**V. President Reveley's Productivity Initiative:** W&M's Vice President for Strategic Initiatives, Jim Golden, joined the meeting at 9:00 a.m. to review President Reveley's plan for a new financial model for the College, including better efficiency. A brief overview of Golden's major points:

Reveley's "Four Pillars" of the new financial model are (1) state aid (maintaining current level, if possible) (2) tuition (exploring possible increases; maintaining current in-state/out-state ratio); (3) grants and other outside funding for research; development/fund-raising (with a current emphasis on annual giving to help with current operational costs); and (4) productivity (i.e., how to be more efficient, how to "work smarter.")

**For the "productivity" pillar, Golden noted that W&M:**

- is currently cited as very efficient (e.g., cost per graduate)
- needs to make a better case to legislators and the public about how efficient we are
- needs to make better use of streamlined processes, especially incorporating technology: examples included distance education opportunities for generating revenues; using technology internally for staff training; streamlining processes such as hiring and budgeting.

**Timeline for the productivity review:**

- October 2010: President Reveley's Four Pillar's memo

- October 2010 – December 2010: Teams in each W&M department reviewed what efficiencies had been accomplished in the past 2 years and what efficiencies are planned *and* asked to identify possible campus-wide efficiencies; departments should continue to identify top 3 to 5 efficiencies with which to proceed
- December 2010: Coordinating committee met to review departmental input and to begin identifying and prioritizing categories, with the goal of selecting the top campus-wide efficiencies
- March 2011: plans for top efficiencies due to Golden and Provost Michael Halleran
- April 2011: A university plan for efficiencies, which would include examples of specific projects (with “stories” that help explain the efficiency) and anticipated savings or revenue, will be presented to the Board of Visitors.

The objective is a new culture of innovation. Factors needed to support this new culture include (1) sharing information across campus; and (2) improved access to financial information to help all departments plan their budgets and possible cost savings.

***ACTION:*** Golden will provide the PPFA with a list of the categories of efficiencies. He encouraged the PPFA to review and rank those categories, giving him the top 3 and providing scripts or stories that explain/document efficiencies **by January 31**. We can also contribute suggestions for specific campus-wide efficiencies that we feel should be top priorities.

*Mendez will send out Golden’s categories list as soon as possible and either convene a working meeting of interested PPFA members or set up an interactive online process to complete this project by the deadline.*

**VI. Adjournment:** Mendez adjourned the meeting at 9:50 a.m.

Respectfully submitted,  
Mary Molineux (on behalf of Wendy Webb-Robers, Secretary)  
1/14/2011

*Approved by the PPFA, February 16, 2011*