

Professionals and Professional Faculty Assembly

MEETING MINUTES

Wednesday, March 23, 2011 8:15-10:00am Board of Visitors Board Room, Blow Hall

Present:

Judy Corello, Sharron Gatling, Jennifer Latour, Pamela Mason, Elaine McBeth, German Mendez, Mary Molineux, Susan Mongold, Carlane Pittman, Tom Rideout, Cory Springer, Ilsa Kaattari, Mane Pada, Bobby Reis

Absent:

Lee Foster, Dot Osborne, Wayne Boy, Lisa Grimes, Stacy Richardson, Jennifer Scott, Wendy Webb-Robers

I. Call to order: German Mendez called the meeting to order at 8:25 am. He introduced our guest, Denise Ridley, Assessment Analyst, Office of Institutional Analysis & Effectiveness.

II. Agenda: The agenda was reviewed, with several items added: Background checks on PPFs and Instructional Faculty and PPFs' Performance evaluations.

III. Minutes: February 2011 minutes were approved.

IV. Background Checks. The committee acknowledges that background checks and finger printing currently only apply to Operational Employees. Given past events and being concerned with the college community's welfare, it is recommended that background checks extend to PPFs and Instructional Faculty. It is also recommended that this process be conducted in a transparent and un-intrusive way. The committee asks that consideration be given to delay finger printing until later in the hiring process and that a Background Officer be assigned to centralize this process and ensure confidentiality. Sharron Gatlin stated that Non-Tenure Eligible faculty (NTE) need to be included. She expressed concerns with our minor student population and potential liability issues. Background checks run approximately \$37,000 per check. The VOB will be looking at the committee's report.

V. PPFs Governance/Service. Mary Molineux reported that the goal is to integrate this component into our job description and performance evaluation forms. The Provost will review the proposal to move forward. German Mendez plans to meet with Mike Stump, William & Mary's Internal Audit to discuss the potential implications. There is a concern with misuse of work-related time by some PPFs and lack of time tracking by their supervisors/managers.

VI. Performance Evaluations. The performance evaluation tools and forms are posted on the website, however many supervisors/managers are not aware and/or do not know how to access them. We need to communicate and inform other PPF's of the new policy (http://www.wm.edu/about/administration/provost/documents/ppf_perf_planning_evaluation_policy.pdf). Mary Molineux has been discussing training possibilities with Susan Mongold and German Mendez intends to contact Julie Hunt in Human Resources.

VII. Climate Survey. Tom Rideout contacted the external vendor, Gallup Consulting. The vendor advises that we obtain a preliminary budget. Their minimum fee is \$40,000.00.

VIII. Elections. Officers and seven PFFA members' turns expire in June 2011: Lee Foster, Lisa Grimes, Ilsa Kaattari, Mary Molineux, Jennifer Scott, Cory Springer, and Wendy Webb-Robers. There are some elections-related amendments that need to be approved by the Provost before they can be adopted and implemented (refer to document titled PFFA Constitution & Bylaws—Proposed Amendments: 01/03/2011 DRAFT posted in Blackboard). Ilsa Kaattari, Cory Springer and Mane Pada will meet to plan and organize the upcoming June election.

VI. Adjournment: German Mendez adjourned the meeting at 10:00 a.m.

*Respectfully submitted,
Maria Elena Pada (on behalf of Wendy Webb-Robers, Secretary)
3/24/2011*

Approved by the PFFA, April 27, 2011.