

**Professionals and Professional Faculty Assembly Meeting -- Minutes
May 11, 2011**

Attendance: Judy Corello, Lee Foster, Ilsa Kaattari, Jennifer Latour, Pamela Mason, Elaine McBeth, German Mendez, Mary Molineux, Susan Mongold, Dot Osborne, Mane Pada, Carlane Pittman, Cory Springer, Wendy Webb-Robers

Item 1 – Preparation for General Meeting (May 17, 2011)

ACTION ITEM – All PPFA members should contact their peers with a personal invitation to the General Meeting. Use the link (<https://forms.wm.edu/2195>) and encourage them to register.

Meeting Schedule:

8:15-8:25 Coffee/Check in
8:30-8:45 Provost Halleran
8:45-9:00 Introductions/Explanation (German)
9:00-9:05 Move to Roundtable (select one from five choices)
9:05-9:25 Roundtable 1
9:25-9:30 Switch Roundtable (select one from remaining four choices)
9:30-9:55 Roundtable 2
9:55-10:00 Briefly discuss next steps, hold drawing and wrap up

Roundtables

Topic	Facilitator	Recorder
Benefits	Sharron	Carlane
Professional Devel.	Susan	Mane
General/Open	Judy	Dot
Morale Building	Cory	Wendy/Pamela
Performance Mngt	Mary	Jennifer

ACTION ITEM – All PPFA members should try to get to meeting by 8am with a smaller group arriving at 7:30am

Item 2 – Participation Internal Policy (Internal means this policy does not become part of the constitution and therefore does not need membership vote)

Mary presented a proposal, developed by the PPFA's Policies & Administrative Issues Committee, for participation expectations of PPFA members. The discussion was positive with no recommended changes. A vote was taken and the policy was unanimously approved. Mary will post to the PPFA website and Mane will send the policy to the currently nominated slate.

Other conversations:

- Discussion of pending items (German meeting with Provost in June to narrow that list)
- Update on Shirley Aceto award (Mane reported the top three candidates have been forwarded to the Provost for final selection)
- Update from VIMS on:
 - Spring PPF meeting – good program, light attendance
 - Awards ceremony – well attended, good program
 - Professional Development awards for PPF and Operational employees – fund allocated by the Dean with employees currently submitted requests.

*Respectfully submitted, Susan Mongold (for Secretary Wendy Webb-Robers).
Approved June 1, 2011, by the PPFA.*