

## Professionals and Professional Faculty Assembly

### MEETING MINUTES

Wednesday, June 1, 2011 8:15-10:00am

Board of Visitors Board Room, Blow Memorial Hall

**Members Present:** Gatling, Sharron; Grimes, Lisa; Kaattari, Ilsa (*Chair, Elections*); Latour, Jennifer; McBeth, Elaine (*Chair, Academic Issues*); Mendez, German (*President*); Molineux, Mary (*Chair, Policies & Administrative Issues*); Mongold, Susan; Osborne, Dot (*Member-at-Large*); Pada, Mane (*Vice President*); Pittman-Hampton, Carlane; Reis, Bobby; Rideout, Tom; Springer, Cory (*Chair, Technology*); Webb-Robers, Wendy (*Secretary*)

**Members absent:** Boy, Wayne; Corello, Judy (*Member-at-Large*); Foster, Lee; Mason, Pamela; Richardson, Stacy; Scott, Jennifer

**Guests:** Sekula, Jennifer; Hawthorne, Peel (both elected to the PPFA; terms begin July 1).

**I. Call to order** at 8:22 a.m. and introduction of guests.

**II. Agenda:** reviewed; no new items added.

**III. May 2011 minutes** reviewed and approved. April minutes still pending.

**IV. Goals & Objectives:** 2010-2011 goals were reviewed and approved. Once new officers are elected, these goals will be revised for 2011-2012. **ACTION:** Each PPFA member should review the 2010-11 goals and submit to Mendez any updates.

**V. Elections:** Ilsa Kaattari, Chair of the Elections Committee, reported that Internal Auditor Cherice Carlos authenticated the election results. 160 votes altogether. The proposed Constitution and Bylaws amendments were approved, effective July 1, 2011. Using Tribe Responses to create the election form worked well, although result tabulation could be improved, as well as auto-reminders to non-respondents. Suggest looking at using Qualtrics survey software in the future. Kaattari encouraged the Assembly to utilize the campus FacStaff listserv to increase PPFA visibility.

**VI. Retreat:** the July 13, 2011, meeting will be a retreat, scheduled from 8 a.m. – 12 p.m. in the Board of Visitors Board Room, to allow time to go over the May roundtable discussions and incorporate what we learned into next year's goals.

### **VII. Committee Reports:**

- **Academic Issues:** Chair McBeth reported discussions about the growth of the student body and tuition increases, which have not resulted in budget increases. Other topics that the committee discussed as possible future issues for this committee: Honor Code review, student body growth, and curriculum review. McBeth proposed that we take ½ an hour at the July meeting to discuss how the growth of the student body will affect the work of PPFs and proposed having VP Sam Jones come explain the tuition increases and budget issues to the PPFA. Proposed having Prof. Clay Clemens come talk to the PPFA in September or October about the Honor Code review.

- **Policies & Administrative Issues:** Chair Molineux reported on the committee's projects, including service-governance proposal (proposal given to the Provost in March 2011); revised employee survey for PPFs (proposal given to the Provost in March 2011); the Policies & Issues Expertise (PIE) Project (being reviewed by two committee members, Susan Mongold and Sharron Gatling); Constitution & Bylaws amendments (having just passed; we'll update the webpage versions of these documents in July); "number of staff" project, designed to help us learn how the size of the staff has grown over the years (Molineux and committee member Denise Ridley-McCoy have met and divided work responsibilities); and PPFA engagement policy (completed: approved at the May 2011 PPFA meeting and now posted on the PPFA webpages).

**VIII. General Meeting follow-up:** Pittman-Hampton reported that approximately 50 PPFs attended, along with another 15 PPFA members, and that the meeting was a success in both turnout and objectives. She reviewed highlights of the notes gathered from the May 17 PPF general meeting's roundtables. Further review will take place at the July 13 PPFA meeting/retreat.

**IX. Agenda Items for Meeting with Provost:** Mendez noted that he will be meeting with the Provost in June. Topics will include the service-governance component; employee survey reprise; classification policy. **ACTION:** He asked PPFA members to submit other topics or issues.

#### **X. New Business**

**XI. Next PPFA Meeting:** July 13, 2011, 8:00 a.m.-12 p.m., Board of Visitors Board Room, Blow Hall

**XII. Adjournment:** the meeting was adjourned at 10:00 a.m.

*Respectfully submitted,*

*Wendy Webb-Robers, Secretary*

*Approved 7/13/2011 by the PPFA*