

Professionals and Professional Faculty Assembly
MEETING MINUTES
August 10, 2011 8:15-10:00am
Board of Visitors Board Room, Blow Memorial Hall

Attendance: Lesley Atkinson, Tina Coleman, Judy Corello, Sharron Gatling, Karlene Jennings, Pamela Mason, Elaine McBeth, Mary Molineux, Susan Mongold, Tom Rideout, Jennifer Sekula.

1. Call to order and introduce guests

- Molineux called the meeting to order at 8:20 a.m.
- Guest was Sylvia Mitterdorfer – Reves Center.

2. Agenda: review and solicit new items

- New agenda item – move the December meeting to earlier in the month and make it be a social event rather than a formal meeting

3. Minutes: review and report on action points; approve previous meeting minutes

- All July 13, 2011, action points were reviewed and had been achieved.
- Unanimously approved those July minutes.

4. PPFA engagement and meeting protocols

- The PPFA Engagement & Participation Policy, adopted by the PPFA in May 2011, was reviewed. There was discussion of the meeting attendance requirement and how that would be enforced. The policy states that members are “expected to” participate at the described level, not “required to,” but it was also agreed that additional language describing how the PPFA would handle situations when members who did not meet the participation levels. **ACTION:** McBeth will circulate the language from her city board that might clarify this. We’ll discuss adding wording to the policy at the next PPFA meeting.
- PPFA meeting protocol: at the previous request of several members, it was agreed that -- to ensure that everyone has an equal chance to have the floor -- members will raise hands to be acknowledged before speaking.

5. Provost’s meeting report. Molineux and Mendez, as current and immediate past PPFA presidents, met with Provost Michael Halleran on July 25, 2011, to discuss several issues as we transition to a new year.

- The Provost said that the PPFA’s service-governance component proposal was not approved by College administration, but he supported the PPFA continuing to find ways to encourage employees and their supervisors to participate as appropriate. **ACTION:** As one of its objectives this year, and tied to leadership development initiatives on campus and within the PPFA, the PPFA will look at ways to expand opportunities for PPFs to serve.
- The Provost will find out the status of the Classification Policy and report to us.
- The Provost supported the PPFA sending out a new, shorter survey to PPFs. **ACTION:** In the next few weeks, we’ll begin identifying questions for this survey, with a goal of administering it in September or October.

- Molineux and Mendez presented to the Provost the results of the issues identified at the May 17, 2011, PPF General Meeting.
- The Provost gave his okay to investigation of whether to pursue amending the Code of Virginia's section that deal with Boards of Visitors and their appointments of student and faculty seats to include "staff."
- The Provost informed PPFA that College administration has undertaken a salary market survey (per the three-year cycle outlined in the restructuring process), with results anticipated in October 2011.

Molineux also noted that she had recently contacted the Provost about the parking decal cost increase (up 4.9% last year; up 6.0% this year), asking if College administration could inform employees of the reasons for the increases. He had replied that a response was forthcoming.

6. PPFA's goals and objectives: quick review; committees will work on these steps

- Review: we quickly reviewed the draft 2011-12 goals and objectives to become familiar with the structure.
- **ACTIONS:** Each committee chair will convene a committee meeting by September 15:
 - a. Once meeting date/place/time is set: add it to the PPFA's events calendar and let Tina Coleman know. The Communication Committee will promote all four meetings to the general membership in case someone wants to join a committee or audit the meeting
 - b. At this meeting each committee should review goals and objectives; determine where to add projects identified at the May 17 PPF General Meeting; provide a linkage between the PPFA goal and objective to the W&M Strategic Plan; and prioritizing goals: determine what each committee could reasonably achieve in 2011-12.
 - c. Each committee chair will send a revised set of goals and objectives for that committee to Molineux by September 20; Molineux will package and send out to the PPFA for review ahead of the September 28 PPFA meeting.
- At a later date, each committee would also need to assign teams to get the goals accomplished and recruit other PPFs to help

7. PPF survey

A short survey (perhaps a dozen questions at most) to replace last summer's Employee Survey will be created and released. Some questions may be drawn from the 2010 Employee Survey, others designed to be helpful specifically to the PPFA. Decision was to discuss this further at the next meeting.

8. PPF General Meeting for the fall and/or informational sessions about policies

- May 17, 2011, PPF General Meeting: Molineux noted that the comments recorded from this meeting would be more useful if tallied and edited, with the constructive ideas featured. **ACTION:** Molineux and Corello will review the document and submit a repackaged version to the PPFA in the next few weeks.
- Fall 2011 PPF General Meeting: The members discussed agenda and topics ideas for the fall PPF General Meeting, suggesting that it might be held in early November to allow time for the completion of the PPF Survey. Suggestions for agenda items included: feedback

about the May 17, 2011, topics; results of the PPF Survey (#7 above); and to continue our process of inviting the Provost to join the meeting, such as for introductory remarks.

9. Partnership Program

Susan presented the idea of having a Partnership Program as a component of the PPFA Membership Committee. While no vote was taken the PPFA approved the program and asked the Membership Committee to factor it into their priorities and discussions at the upcoming committee meeting.

10. New business

- Because the December 22, 2011, meeting falls close to the holidays, it was agreed to reschedule it to a date earlier in the month and make it a lunch gathering. **ACTION:** Molineux will check calendars and propose a possible date.
- Alumni Association professionals: the question of whether W&M Alumni Association professional staff should be included as PPFs was raised; this has been discussed in the past and will be considered at future meetings.

11. Next PPFA Meeting: September 28, 2011 8:15-9:45am, BOV Board Room, Blow Hall.

12. Adjournment: Molineux adjourned the meeting at 10:00 a.m.

Agenda items not discussed or tabled for the next meeting:

- Performance Planning & Evaluation training
- Leadership development within the PPFA:
 1. Identify possible future officers within PPFA and develop leadership skills
 2. Identify PPFs with potential; get them involved this year; nominate them next spring if they are interested.
- PPF survey question development

*Respectfully submitted,
Susan Mongold (for Secretary Mane Pada)
8/10/2011*