

Professionals and Professional Faculty Assembly: Minutes

Wednesday, September 28, 2011 8:15-10:00 a.m.

Board of Visitors Board Room, Blow Memorial Hall

Members present:

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| 1. Lesley Atkinson | 10. Mary Molineux |
| 2. Wayne Boy | 11. Susan Mongold |
| 3. Tina Coleman | 12. Dorothy Osborne |
| 4. Judith Corello | 13. Mane Pada |
| 5. Peel Hawthorne | 14. Carlane Pittman-Hampton |
| 6. Karlene Jennings | 15. Tom Rideout |
| 7. Jennifer Latour | 16. Jennifer Sekula |
| 8. Pamela Mason | 17. Cory Springer |
| 9. German Mendez | 18. Wendy Webb-Robers |

Members absent: Sharron Gatling, Elaine McBeth, and Robert Reis.

Guests: Carla Costello and Denise Ridley McCoy

I. Meeting called to order at 8:25 a.m. All guests introduced themselves.

II. Agenda was reviewed and approved.

III. Minutes: August 10, 2011, minutes were reviewed and approved. **ACTION:** Molineux will follow up on questions about the rise in parking fees and the status of the Classification Policy.

IV. PPFA's goals and objectives: we reviewed the proposed PPFA goals and objectives for FY2012. Molineux encouraged members to be aspirational but also to use the SMART method of goal setting (specific, measureable, attainable, relevant, and timely), focus on a few achievable goals, and to tie our goals to W&M Strategic Plan's Six Challenges.

We reviewed the draft Goals and Objectives as they relate to each committee. Highlights:

Executive Committee:

- Leadership development, especially for the PPFA's officer and committee chair positions
- Survey of PPFs (see V. below)
- General meeting of PPFs: it was agreed that we needed a substantial topic, which might be results of the PPF survey.

Academic Issues Committee:

- Increased student body size – impact on PPF jobs
- Curriculum review – impact on PPF jobs.
- Honor Code review – impact on PPF jobs.
- Tuition waivers or other benefits, especially for part-time employees

Communications Committee:

- Identification of all PPF's for listservs, elections, etc.

- b. Communications: write a communications plan, keep webpages up-to-date, feature PPF accomplishments, etc.
- c. Technology: write a technology plan (use of listserv, etc.); consider training for PPFA members as needed.

Membership Committee:

- a. Partnership Program – designed to match new PPFs with current PPFs who would help introduce the new PPFs to W&M.
- b. Networking: perhaps topic forums combined with networking opportunities.
- c. Elections

Policies and Administrative Issues Committee:

- a. Performance Planning & Evaluation Policy: review and suggest any needed changes to College administration; investigate helping create and present training sessions to help PPFs use the policy and procedures effectively.

ACTION: the PPFA's Executive Committee will meet in the next week to polish the goals and objectives. The goals and objectives will then be shared with the full 21-member PPFA for review and input.

V. PPF survey: a short survey to help the PPFA identify issues of importance to PPFs and to obtain data useful to our goals and objectives. Molineux reported that the Provost had approved the concept of this survey.

Focus might be on questions about performance planning and evaluation, as that is an area that PPFs frequently voice a need for training. Members expressed an interest in using some of the same questions asked in the W&M Employee Surveys of 2007 and 2010 so that we can compare results, especially because of the 2010 PPF data problem.

ACTIONS:

- the PPFA's Executive Committee will begin work on a draft survey, which will then be presented to all 21 members for review and input.
- Molineux will check on human subjects approval to proceed
- logistics (timing, survey tool, etc.) will be determined at a future meeting
- the PPFA's draft survey will be sent to the Provost for review and approval.

VI. Retiring PPFA member: Tom Rideout, one of the original Initial Executive Committee members, was acknowledged and thanked for his dedication and work in helping establish the organization. He is retiring from the College, so this was his last PPFA meeting.

VII. New business: none.

VIII. Next PPFA Meeting: Thursday, October 27, 2011 8:15-9:45am, BOV Board Room, Blow Hall

IX. Adjournment: Meeting adjourned at 9:50 a.m.

*Respectfully submitted,
Mane Pada, PPFA Secretary October 4, 2011*

Approved by the PPFA, October 27, 2011