

**Professionals and Professional Faculty Assembly (PPFA)**

**MEETING MINUTES**

Thursday, October 27, 2011 8:15-9:45am

Board of Visitors Board Room, Blow Memorial Hall

Attendance:

- |                                     |  |
|-------------------------------------|--|
| 1. Lesley Atkinson                  | 11. Mary Molineux                      |
| 2. Wayne Boy                        | 12. Susan Mongold -- <i>absent</i>     |
| 3. Judith Corello                   | 13. Dorothy Osborne -- <i>absent</i>   |
| 4. Tina Coleman -- <i>absent</i>    | 14. Mane Pada                          |
| 5. Sharron Gatling                  | 15. Carlane Pittman-Hampton            |
| 6. Peel Hawthorne                   | 16. Robert Reis                        |
| 7. Karlene Jennings                 | 17. Jennifer Sekula                    |
| 8. Jennifer Latour -- <i>absent</i> | 18. Cory Springer                      |
| 9. Pamela Mason -- <i>absent</i>    | 19. Wendy Webb-Robers -- <i>absent</i> |
| 10. Elaine McBeth                   |  |

Guests: Julie Hunt; Fran Bradford.

I. **Meeting was called to order** at 8:20 a.m. and guest Julie Hunt (Human Resources), a new member of the PPFA's Policies & Administrative Issues Committee, was introduced.

II. **Agenda was reviewed:** no new items were introduced.

III. **Minutes were reviewed and approved.**

IV. **Draft PPFA Goals and Objectives for FY2012** were reviewed and essentially approved, with two projects (performance planning & evaluation policy review and tuition waiver for part-time employees) discussed in depth and still awaiting final tuning by their respective committees.

**ACTION:** Final goals and objectives information (e.g., assigning committee members to specific objectives) is due to Molineux by November 2, 2011.

**ACTION:** When the Goals & Objectives are completed, Molineux will send them, along with the May 17, 2011, General Meeting Notes, to College Administration and to all professionals and professional faculty. They will also be posted on the PPFA's website.

V. **PPFA Members' Engagement and Participation Policy:** the PPFA reviewed and approved the proposed revisions:

- clarification of the possible number of PPFA and committee meetings so that attendance expectations are understood
- added the ability to participate electronically as a valid attendance venue.
- statement of self-monitoring in terms of accountability.

**ACTION:** the new policy will be posted by Molineux on the PPFA's website.

**VI. New Business.**

Molineux mentioned that the holiday food and stocking stuffer drives are underway, coordinated by Sandy Wilms in the President's Office and her holiday drive committee. As was done last year, the Staff Assembly, Faculty Assembly, and Professionals & Professional Faculty Assembly (PPFA) have joined together to coordinate setting up boxes in staff departments. **ACTION:** Molineux will send an email to the professionals & professional faculty listserv with details and signs for the boxes.

**VII. Guest speaker:** Fran Bradford, W&M's Associate Vice President for Government Relations was our guest speaker. Bradford gave an excellent presentation about her responsibilities working as a the liaison for W&M to the General Assembly, State Council of Higher Education (SCHEV), and other agencies and officials. She reviewed some of the major issues that the General Assembly will address next spring, encouraged PPFA members to participate in the "Road to Richmond" legislative day which will take place on January 25, 2012, and provided a handout with links to websites for more information.

**VIII. Next PPFA Meeting:** Wednesday, November 30, 2011, 8:15-9:45am, BOV Board Room, Blow Hall.

**IX. The meeting was adjourned** at 9:55 a.m.

*Respectfully submitted,  
Mane Pada  
November 4, 2011*

*Approved by the PPFA, November 30, 2011*