

**Professionals and Professional Faculty Assembly
MEETING MINUTES**

Thursday, November 30, 2011 8:15-9:45am
Board of Visitors Board Room, Blow Memorial Hall

Attendance:

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

I. Molineux called the meeting to order at 8:15 a.m. No guests were in attendance.

II. Agenda: Assembly reviewed agenda and Molineux solicited new items; no new items identified.

III. Minutes: Assembly reviewed and approved the October 27, 2011, minutes with one edit: Robert Reis need to be included in the attendance roster.

IV. Provost's meeting report: report of the meeting of the PPFA Executive Committee and representatives from the PPFA's Policies & Administrative Issues Committee with Provost Michael Halleran on November 28, 2011, to review the PPFA's goals and objectives.

- *Goals and Objectives:* The Provost emphasized the fact that the PPFA is an independent group free to generate and promote our own goals and objectives. He seemed very interested in our future goals.
- *Performance, Planning and Evaluation Policy:* He asked specifically about issues concerning the Performance and Planning Policy's related concerns. Molineux provided anecdotal examples. The Policies & Administrative Issues Committee will continue work on this project (of reviewing the policy and designing possible training sessions).
- *Survey of the PPF's:* The Provost supports our efforts and asked if we knew what type of survey we want to implement. We told him we are still working on the details.
- *Leadership development:* Mongold reported on the campus-wide leadership development project, slated for fall 2012 kickoff. Plans are for 24 slots, 12 instructional faculty and 12 professional/operational/classified staff. Interested employees will follow an application-nomination-selection process in order to participate. The program will consist of 6 or 7 afternoon sessions. Molineux discussed the PPFA's internal

leadership development goals and objectives, with plans to coach or mentor PPFA members interested in developing their leadership skills and/or assuming leadership roles in the organization.

- *Classification Policy*: Provost stated that it will be completed and posted to the Provost's website in the next few weeks.

V. Goals & Objectives for FY2012: progress reports by Executive Committee and four standing PPFA committees.

Executive Committee:

- Leadership Development plan: The officers (Molineux, Gatling, and Pada) have drafted an internal Leadership Development plan. Details are in the next section of the minutes.
- Survey of PPFs: Molineux reported that Prof. Tom Ward (Associate Dean, School of Education) has agreed to help the PPFA with the design and administration of a survey. The Executive Committee will meet in the next two weeks to firm up plans for the survey. Molineux might also consult with Prof. Katherine Kulick (Modern Languages), who has extensive survey design experience for the Faculty Assembly.
- General meeting: The committee has not started to plan for the General Meeting yet.

Policies & Administrative Issues:

- Performance Planning and Evaluation: Sekula noted that the committee would like to include questions in the survey of PPFs to determine what aspects of the process are of most concern and to what degree; also, results would form a baseline we can use as a reference and for comparison to future survey results. One recommendation was for separating performance planning & evaluation questions and other general issues into two separate surveys, space a year or so apart, to avoid survey "fatigue."

This committee will also continue to review the current policy and make recommendations to the PPFA for changes, which would then be approved by the PPFA and sent to the Provost for his consideration.

Academic Issues:

- Tuition Waivers for Part-Time Employees: Pittman reported that the committee is tackling the part timers' tuition waiver concerns. They are researching other institutions, including other Athletic Departments in peer institutions.

Communications:

- Coleman reported that Events and Hot Topics" has been added to the PPFA website: <http://www.wm.edu/sites/proffaculty/index.php>. The committee also has plans to update "In the News" (news about PPFs) section: <http://www.wm.edu/sites/proffaculty/inthenews/index.php>.

- She also noted that Webb-Robers and Corello were working on the Communications and Technology plans, respectively.

Membership:

- Partnership Program: Mongold stated that the Partnership Program training handbook is almost completed. Final reviews are almost done. The committee plans a January 2012 launch. Members from the Staff Assembly are also involved in this project.
- Mongold has also actively been recruiting members to help with the PPFA future forums/social events.

VI. Leadership development within the PPFA.

Molineux, Gatling, and Pada had drafted a document that describes the leadership criteria preferred/desired of its Assembly members and details a plan to recruit leadership candidates and develop leadership skills. Additional skills were suggested: assessment skills, decision making skills, and courage, and these will be added to the document.

It was noted that this project complements the PPFA Members' Engagement and Participation Policy which requires members to take leadership roles.

In terms of recruitment, suggestions were made to continue encouraging PPFs to attend PPFA meetings, both in new language added this month to the wmdigest meeting notices ("all professionals and professional faculty are encouraged to attend...") and by perhaps inviting groups from specific departments to attend, especially if there's an agenda topic of relevance to them.

VII. W&M employees' pay raise. Jennings stated that professionals/professional faculty and instructional faculty received their approximate 1.5% college raise rounded to the nearest \$100, with operational/classified staff's raises rounded to the nearest \$1. That results in some differences: for example, the raise for an employee whose salary would be rounded down might translate as a \$1.42% raise, while one rounded up might translate as a 1.55% raise. Latour explained that rounding to \$100 was traditional for professional and faculty positions and that the raise was defined as *approximately* 1.5%, not precisely 1.5%. **ACTION:** Molineux will seek clarification from College administration.

VIII. Holiday food and gift drives. Thanksgiving Food Drive for W&M staff resulted in 34 baskets; the Salvation Army's Stocking Stuffers Holiday Drive for community seniors closes on December 1. A Holiday Food Drive will be announced for December. It was noted that more coordination of campus and community holiday drives might be helpful next year, since various student groups are also running drives right now.

IX. PPFA luncheon: Thursday, December 15, 12:00noon – 1:30pm. Luncheon was confirmed with a location at Opus 9.

ACTIONS: Please RSVP by December 8 to McBeth. Mongold and Sekula will invite their non-PPFA committee members; Pittman will invite PPFA emeriti and report to McBeth.

X. Future meetings -- changes:

- Wednesday, March 28, 2012, meeting: location is Classroom A/B, Watermen's Hall, VIMS – Confirmed.
- Wednesday, May 23, 2012, meeting: changed date to Wednesday, May 30, 2012.

ACTION: Molineux will contact Sandy Wilms to make BOV Board Room reservation updates.

XI. New business. No new business.

XII. Next PPFA meeting: January 25, 2012, 8:15-9:45 a.m., BOV Board Room, Blow Hall.

XIII. Adjournment. The meeting was adjourned at 9:35 a.m.

*Respectfully submitted,
Mane Pada, PPFA Secretary
December 1, 2011*

Approved, with one edit, on 1/25/2011 by the PPFA.