

**Professionals and Professional Faculty Assembly
MEETING MINUTES**

Wednesday, January 25, 2012 8:15-9:45 a.m.
Board of Visitors Board Room, Blow Memorial Hall

Attendance:

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

Guest: Julie Hunt, Human Resources

I. Molineux called the meeting to order at 8:20 a.m.

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

III. Minutes: Assembly reviewed and approved the November 30, 2011, minutes.

IV. Goals and Objectives:

A. **Performance Planning and Evaluation:** Jennifer Sekula, chair of the Policies & Administrative Policies Committee, reported that:

- a revision of the survey (to ask professionals/professional faculty about their experiences with performance planning and evaluation here at W&M) is underway and will be used to help do a comprehensive review of the Performance Planning and Evaluation policy before making suggestions for changes to the Provost. Her committee will ask PPFA members to test the survey. Thanks were given to Carlane Pittman-Hampton for putting the survey questions into the survey tool Qualtrics.

- work continues on suggested improvements to the current Performance Planning & Evaluation policy for PPFs.

ACTION: PPFA members should send suggestions about the survey to Sekula.

- B. **Tuition Waiver for Part-time Employees:** Academic Issues Committee chair Carlane Pittman-Hampton discussed how this policy draft was created by the committee. Peel Hawthorne reviewed the draft policy; Elaine McBeth discussed the data about peer institutions' policies; and Cory Springer provided data on how the tuition waiver has been used by employees in recent years. It was noted that Provost Halleran had indicated that he would welcome a policy that covered all part-time employees, so input is being sought from the Staff Assembly and Faculty Assembly.
- C. **Partnership Program:** Membership Committee chair Susan Mongold reported that the program is ready to go, pending Vice President Martin's final approval.
- D. **PPF General Meeting:** Tentatively scheduled for April. **ACTION:** PPFA members are encouraged to suggest agenda items or other topics for this meeting. We want to have a meeting that will be meaningful and productive.
- E. **PPFA web page improvements:** Communications Committee chair Tina Coleman demonstrated the improvements she's made to our web site, including meetings, events, 'In the News' and 'Hot Topics.'
- F. **PPFA internal leadership development:** Molineux encouraged the PPFA members to nominate themselves or other PPFA members to help develop PPFA members willing to take on roles as officers, committee chairs, and project managers. **ACTION:** The PPFA's officers (Molineux, Gatling, and Pada) will follow-up on this project in the next few weeks.
- G. **Attendance/Participation:** Molineux and Pada have begun work on a spreadsheet that will help the PPFA monitor members' terms, eligibility for re-election, and service on the PPFA (serving as officers, committee chairs, etc.).

V. **Next meeting:** Thursday, February 23, 2012, 8:15-9:45 a.m., Board of Visitors Board Room, Blow Hall.

VI. **Meeting adjourned** at 9:45 a.m.

Respectfully submitted
Wendy Webb-Robers (in Secretary Mane Pada's absence)

Approved by the PPFA, as amended, February 23, 2012