

# Professionals and Professional Faculty Assembly

## MEETING MINUTES

Thursday, February 23, 2012 8:15-9:45am

Board of Visitors Board Room, Blow Memorial Hall

### Attendance:

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

### Guests:

- Julie Hunt, Human Resources (member of the Policies & Administrative Issues Committee)
- Nancy Archibald, Center for Legal & Court Technology, Law School

### 8:15-8:30am

- I. **Call to order:** Molineux called the meeting to order at 8:18 a.m.
- II. **Agenda:** the agenda was reviewed; no new items were identified.
- III. **Minutes:** January 25, 2012, meeting minutes were reviewed and approved, with one edit.  
Action updates from the January 25 minutes:
  - Performance Planning & Evaluation survey feedback: Sekula reported that some feedback had been received, but she welcomed more.
  - Tuition Waiver for Part-Time Employees proposal: Pittman noted that the proposal was in the final stages of being edited.
  - PPFA internal leadership project: Molineux mentioned that, along with Gatling and Pada, this will be revisited soon.

8:30-9:00am

#### IV. Goals and Objectives reports – Part 1:

##### A. Performance Planning & Evaluation: updates

Policy -- proposed revisions

- Sekula stated that the committee had not met, but she had spoken to Kiersten Boyce who is looking at this policy.

Proposed survey

- The committee had also looked at the proposed changes for the Performance and Evaluation survey. Timetable for administering is tentatively for June 2012, just after this year's performance planning cycle.
- There is an agreement that a separate survey needs to be designed for the supervisors.

Training sessions conducted by Human Resources/Provost's Office

- Hunt said that 49 persons attended the six sessions offered (four on main campus; two at VIMS). She had received positive feedback about the PPF Performance Evaluation informational sessions offered mid-February.
- There was discussion about whether additional sessions were needed and whether a formal survey -- to get feedback from all participants -- would be helpful.

##### B. Tuition Waiver for Part-Time Employees

- Pittman stated that the Academic Issues Committee had met with Hunt to gather more information and data about defining part-time employees. This data will be included in the tuition waiver proposal. The proposal will list the number of part-time employees who are .5 FTE (full-time equivalents) in each employee categories (Instructional Faculty, Adjunct Faculty, Executive/Professional, Operational/Classified, Hourly, etc.) backed up with data. Grant-funded positions would likely not qualify.
- Full-time versus part-time priority for available seats: Pittman reported that she had discussed the tuition waiver proposal with Patty Lalumiere, president of the Staff Assembly. Lalumiere reported that the Staff Assembly recommended that full-time employees get first choice for available seats in classes.
- Instructional faculty: Molineux reported that, in discussions with Faculty Assembly president Todd Mooradian, he had indicated that the faculty would very likely support this proposal but that there would be concern about additional workload, as added students require more time for grading papers and student appointments and thus less time for research and other projects.

- Next steps: Pittman would like to submit this proposal describing the process after Spring Break. It will first be sent to the 21-assembly members for reviewing and approval.

#### **9:00-9:25am**

#### **IV. Guest presentation:** Staff Assembly president Patty Lalumiere.

Lalumiere described the Staff Assembly organization and primary goals for this year. The majority of its members are from Arts & Sciences, with other members coming from the School of Education, Business School, VIMS, and Development.

It is the assembly's second year in operation. They are in the process of trying to determine where and how the assembly can best service the campus community.

Some of the topics they are tackling include parking (both fees and spaces), tuition waiver (working with the PPFA), and lack of involvement from their constituents.

It was noted that a joint meeting of the PPFA and SA might be a good way to network and develop joint projects.

Hunt stated that there might be opportunities to recruit interest in these staff organizations during the annual benefit and wellness fairs on both main and VIMS campuses: benefits (VIMS campus – March; main campus – August) and wellness (April).

#### **9:25-9:45am**

#### **V. Goals and Objectives reports – Part 2:**

##### **C. Partnership Program:**

- Mongold shared that Vice President for Administration Anna Martin had just approved this program. Information will be posted on the PPFA, Staff Assembly, and Human Resources (New Employees) respective web sites.
- Mongold will be leaving the college as of 3/9/2012, and Wayne Boy will step up as the new chair of the Membership Committee.
- PPFA Elections: Per Mongold:

1. There are seven (7) three year terms to fill and two (2) one year terms to fill.

2. The committee will determine which PPFA members, whose terms expire in 2012, are interested in running for a 2nd term. It has also identified gaps in representation across campus because of our existing and forthcoming vacancies; these include Athletics, Arts & Sciences, Student Affairs, Information Technology, Business, Law, VIMS, Development, and Facilities Management.

3. The committee will identify individuals in the above areas to recruit for running for office, and all PPFA members are encouraged to identify and encourage nominations for professionals and professional faculty who would be active and productive members of the PPFA.

D. PPF General Meeting: without a good suggestion for a reason for a general meeting, it was agreed to postpone holding a general meeting until Fall 2012 when the summer survey results would be available.

E. PPFA *internal* leadership development: Molineux announced that the officers would meet soon to continue work on this project.

VII. **New business.**

Hunt proposed starting a discussion on the idea of having one combined assembly (Staff and PPF) instead of two separate ones.

VIII. **Next PPFA Meeting:**

Wednesday, March 28, 2012 8:15 a.m. - 9:45 a.m.

Classroom A/B, Watermen's Hall, Virginia Institute of Marine Science

IX. **Adjournment.** Meeting was adjourned at 9:40am.

Respectfully submitted,

*Maria Elena Pada.*

*February 29, 2012*

*Approved April 19, 2012, by the Professionals & Professional Faculty Assembly*