

## Professionals and Professional Faculty Assembly

Wednesday, March 28, 2012 8:15am-9:45am

Classroom A/B, Watermen's Hall

Virginia Institute of Marine Science (VIMS)

### Attendance:

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

### Virginia Institute of Marine Science attendees:

Gary Anderson (VIMS)

Julie Bradshaw (VIMS)

Margaret Fonnor (VIMS)

Jennifer Latour (VIMS) (also PPFA)

Pam Mason (VIMS), chair of the VIMS Professionals & Professional Faculty Council

Lyle Varnell (VIMS)

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

Because the PPFA lacked a quorum, the official meeting was adjourned, but discussion continued.

Introductions were made and the Virginia Institute of Marine Science (VIMS) staff was thanked for hosting the meeting.

**II. Review of Agenda:** the agenda was reviewed.

**III. Review of Minutes:** Because of the lack of a quorum, the minutes from the February 23, 2012, meeting were reviewed for informational purposes only.

Highlights from the February 23, 2012, minutes:

- Partnership Program - The program hasn't officially been announced. Basically, the program helps new employees get acclimated to the W&M culture and gain access to pertinent information concerning W&M and the community at large. New employees are matched with volunteer partners. The volunteer partner is expected to meet with the new employee for the first few months of employment to assist with this endeavor.
- Elections - Elections are forthcoming. There are currently 10 available seats on the assembly. Employees working at VIMS were encouraged to join the assembly.
- General Meeting - Assembly members suggested postponing the general meeting until after the performance survey has been completed in order to have a value added meeting. After much discussion concerning the challenges of participation for both assemblies (VIMS and W&M), it was resolved that there should be a combined meeting of the two assembly meetings.

**IV. Goals and Objectives reports:**

A. Performance Planning & Evaluation – The Policies and Administrative Issues Committee has been reviewing the Performance Planning and Evaluation policy.

B. Tuition Waiver for Part-Time Employees – The Academics Committee has been working on a proposal for adding the tuition waiver benefit for part-time employees. ACTION: because we lacked a quorum to vote on this proposal, Molineux will send an email, asking PPFA members to vote via email on this initiative so that it can go forward to the Staff Assembly and Faculty Assembly.

C. Partnership Program – The purpose of this program was reviewed. ACTION: The PPFA will contact Human Resources as to when this program will be officially launched.

D. PPFA Elections – Plans for annual PPFA elections were reviewed.

**V. Virginia Institute of Marine Science's (VIMS) Professionals and Professional Faculty Council.**

VIMS has a Professionals and Professional Faculty Council (PPFC). This year's chair, Pam Mason, report that there are currently 47 PPF staff, with a nine-member council. Elections are forthcoming in which there are three openings and currently three people are on the ballot. When meetings are conducted, the chair of the faculty council attends. The operational/classified staff of VIMS have not created their own council.

Initiatives - VIMS has embarked upon a career-building track for PPFs. They currently have a Development Program in which \$50,000 has been allocated for professional development (travel

for meetings, training, certifications, etc.). Employees wanting to take advantage of this program would have to submit a proposal for funding. The funds are available for operational/classified staff as well as PPF staff.

There was discussion around postdocs and how they fit in the PPF structure. At VIMS, postdocs have their own structure as they aren't really staff, faculty, or PPF. W&M is currently looking at NTEs and how they fit in governance. NTEs at VIMS are fully integrated in the faculty governance. However, they can't be a part of the tenure reviews, etc.

**VI. New business discussed included:**

- Developing connections across all categories of W&M staff (operational, classified, hourly, professionals & professional faculty): The PPFA discussed ways to break down divisions between categories of staff.
- Charity event for professionals/professional faculty: with the lack of a quorum, no decision was made about proceeding with a service project or charity event. However, it was reported that W&M's Office of Community engagement is willing to work with PPFA to organize a project. It was also suggested that we could join in on that office's student-oriented service projects.

**VII. Next PPFA Meeting:**

Thursday, April 19, 2012 8:15 am - 9:45am  
Blow Memorial Hall BOV Board Room

*Respectfully submitted,  
Sharron Gatling (for Secretary Maria Elena Pada), 4/16/2012*

*Approved by the PPFA at its 4/19/2012 meeting, with corrections.*