

Professionals and Professional Faculty Assembly

MEETING MINUTES

Wednesday, May 30, 2012 8:15-9:45am

Board of Visitors Board Room, Blow Hall

Attendance:

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

Guests:

- Theresa Johansson (Reves Center)
- Provost Michael Halleran (joined the meeting at 9:00 a.m.)

8:15-8:30am

I. Call to order and introduce guests: Molineux called the meeting to order at 8:20 a.m. There not being a quorum, she adjourned the meeting, but the members present stayed to discuss the issues on the agenda.

Guest observer Johansson introduces herself and PPFA members in attendance welcomed her to the meeting.

II. Agenda review: no new items were identified.

III. Minutes: April minutes were reviewed, but not approved due to lack of a quorum.

8:30-9:00am

IV. Goals/Objectives and other project reports:

A. Performance Planning & Evaluation Policy:

Sekula reported on progress with reviewing this policy and proposed forming sub-committees of the Policies and Administrative Issues Committee, which would work on separate portions of the Performance Planning & Evaluation Policy and move this project ahead more quickly. W&M Compliance Officer Kiersten Boyce would be part of at least one of those sub-committees, especially one that might deal with the *language*.

The surveys designed to capture from PPFs and their supervisors how the performance planning and evaluation process works now will also be reviewed and polished, then sent to the Provost for review and approval, with the goal of sending out in late June.

B. Tuition Waiver for Part-Time Employees proposal

Pittman reported that the Faculty Assembly's endorsement had been received, and Molineux reported that the final document was delivered to the Provost in early May.

C. Partnership Program

Pada stated that the Partnership Program launched successfully. Description of the program is included in the offer letter to new employees. It is also described in more detail during the college orientation. Currently, all new employees have been matched. The matches are made within classification (PPF with PPF and Classified/Operational with Classified/Operational) but not necessarily within same units. Next partners' orientation is scheduled on June 28. Recruitment of both new employees and partners is and should be an ongoing effort on part of both assemblies (PPFA and Staff Assembly) with encouragement from Human Resources.

D. PPFA elections

Boy announced that we have 15 candidates for the 10 vacancies. Pada reported that, so far, 181 PPFs have voted. Elections close on Thursday, May 31, at 5:00 pm. The Membership Committee will meet to tally the results and contact selected candidates to congratulate them, request an acceptance of their new position as members of the PPFA, and to inform them of the upcoming new members' orientation session. The committee members will also contact the non-selected candidates to thank them for running and to encourage them to get involved in one (or more) of our committees and projects. Our new members do not become officially members until July 1; however they will be invited to attend the June 28 meeting.

E. Leadership development

Molineux asked if we would like to perform a self-assessment of the PPFA and what it accomplished during the past year. Options considered included a survey, retreat, and discussion at a meeting. The consensus was to designate a portion of the June agenda to this topic.

F. Service projects

Discussions about whether the PPFA might sponsor or otherwise engage in a service project (with the intent of doing good work while also getting professionals to know each other across campus) centered on the availability of existing service projects in which staff can participate and the busy schedules that most staff have now. This idea was tabled for possible future discussions.

G. Lunch fete for retiring PPFA members

Molineux sent a short survey to find out best dates/times to have lunch with our retiring members. A decision on a date and location will be made in the next few days.

9:00-9:45am

V. Provost Michael Halleran joined the meeting at 9:00 a.m. as our guest.

- Tuition Waiver for Part-Time Employees: The PPFA had submitted a proposal in early May. The Provost cited the fact that the proposal was thorough, including the endorsements by the Staff Assembly and Faculty Assembly. He will provide a response to this proposal in the near future.
He also briefly discussed other possible tuition waivers/benefits that some universities offer, such as for dependents or as reciprocal arrangements at other institutions.
- Background Check Policy for candidates for vacant positions: The Provost asked if this process had been running smoothly, and PPFA members responded that it has.
- Budget: The Provost reported that, although Governor McDonnell has not yet signed the state budget, no significant changes are expected from the version that the General Assembly approved. There will be some modest funds to be used towards salary increases.
- Performance Planning & Evaluation Policy: The Provost noted that he awaits the PPFA's proposal for some revisions to this policy. Also discussed was the PPFA's plan to distribute surveys in June, if possible, to all professionals and to PPF supervisors to learn how the performance planning and evaluation process is working now. From the results of that survey might develop training, working in partnership with the Provost's Office and Human Resources, to help both employees and their supervisors.

VI. Next PPFA Meeting:

Thursday, June 28, 2012 8:15 am - 9:45am
Blow Memorial Hall's Board of Visitors Board Room

Respectfully,
Maria Elena Pada, Secretary
June 6, 2012

Approved by the PPFA, June 28, 2012