

Professionals and Professional Faculty Assembly

MEETING MINUTES

Thursday, June 28, 2012 8:15-9:45am

Board of Visitors Board Room, Blow Hall

Attendance:

1. Atkinson, Lesley
2. Boy, Wayne -- absent
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
11. Molineux, Mary
12. Osborne, Dorothy -- absent
13. Pada, Maria Elena
14. Pittman-Hampton, Carlane
15. Reis, Robert
16. Sekula, Jennifer
17. Springer, Cory
18. Webb-Robers, Wendy

Guests:

Dean Neff – newly-elected member
Tiffanie Rosier – newly-elected member
Lyle Varnell – newly-elected member

8:15-8:30am

I. Call to order and introduce guests: Molineux called the meeting to order at 8:20 a.m. We lacked a quorum at that point, but continued the meeting.

- Three of the 8 newly-elected PPFA members, whose terms will begin July 1, were present and welcomed. All past and new members introduced themselves.
- Molineux gave Springer, a retiring member, an honorary gift – a key chain. Springer opened the door in Blow Hall and obtained the computer podium keys before each meeting.
- Molineux stated that 6 of the 8 new members had already received their orientation session.

II. Agenda: the agenda was approved; no new items were suggested.

III. Minutes: we had a quorum at 8:40am. Minutes for April 19, 2012, and May 20, 2012, were approved.

8:30-9:30am

IV. Goals/Objectives: as agreed at the May 30, 2012, meeting, the members reviewed the past year's goals and objectives in an "assessment" mode, identifying:

- how well did we accomplish what we set out to achieve last fall?
- what worked well?
- what could have worked better?
- what lessons have we learned?
- what words of wisdom for next year's PPFA?

A. **Leadership:** there was general PPFA consensus that leadership initiatives were partially successful, with committee chairs stepping up very well to oversee their committees' projects and distributing work to their committee members. Also, several of the newly-elected PPFA members bring strong leadership skills and experience, based on their roles with other campus organizations.

B. **Attendance:** data about PPFA members' attendance at meetings during the past year (the first full year after the PPFA Members' Participation & Engagement Policy went into effect) was discussed. Through the May 30 meeting, there were 11 members (of the 18 total members at that time) with attendance at the 70% or higher rate. Attendance data for the previous year (2010-11) wasn't readily available, but it was generally felt that attendance had improved. Reasons for lack of quorums included holding meetings at alternate locations, such as the annual meeting at VIMS (March this past year), and vacations, especially during summer months. A "lessons learned" was to remind PPFA members of the option of requesting a setup for a conference phone or perhaps Skype.

C. **Performance Planning & Evaluation Policy and surveys:** Sekula reported that the work on the policy has taken longer than expected, but much value gained by having the committee members review the policy in depth; having W&M Compliance Officer Kiersten Boyce assist has been a real asset. The surveys are almost ready for launch, with a review and approval by the Provost and then testing by the PPFA members before launching to all PPFs and to PPF supervisors, respectively. **ACTION:** Sekula, Pittman, and Molineux will work on the next steps.

D. **General Meeting:** lack of a substantive topic delayed having a PPF General Meeting this year. Hopes are to have completed survey data (from C above) as a possible topic for a fall 2012 meeting. Previous discussions about the PPFA holding informational forums (about policies) and/or socials was stalled largely due to the workload generated by other PPFA projects this year and turnover on the Membership Committee.

E. **Tuition Waiver for Part-Time Employees:** Pittman reported that the proposal was delivered to the Provost in early May 2012; he had reported at the PPFA's May 30 meeting that he would be meeting with the President to review. Assessment was that this project had gone well, with the step of getting approval from the Faculty and Staff Assemblies working very well (the Provost had commented on this at the May 30 meeting). It was reported that there is a question regarding

the length of employment before taking advantage of this benefit. **ACTION:** Molineux will ask the Provost for an update.

F. **Partnership Program:** Pada has conducted an orientation session for the partners. There are six matches presently underway. The main concern at the moment is trying to recruit new employees to participate in this program. Pada is discussing with HR different options.

G. **PPFA Elections:** there was success in having 15 candidates for the 10 vacancies, with a strong candidate pool and a good diversity (across campus) among the newly-elected members. **ACTION:** Pada will meet with Boy to polish written elections procedures, including a checklist and policies manual. It was recommended that these procedures be reviewed (and revised, as needed) each January for full PPFA approval before the Membership Committee proceeds with the annual nominations and election process.

H. **Communications and Technology:** Coleman expressed that the committee accomplished some of the set goals such as promoting communication to and about PPFs. **ACTION:** Coleman will polish the draft Communications and Technology plans.

I. **Forums and Service Projects:** ways to develop collegiality across the 470+ PPF group had been discussed during the year, with service projects, social events, and forums as possibilities. It was generally agreed that most PPFs are very busy and that occasional after-work social events might be the best option.

J. **Service & Governance:** Molineux encouraged all PPFA members to review their position descriptions and propose to their supervisors an addition about service and governance responsibilities, such as serving on college and professional committees.

9:30-9:45am

V. Transition to the new fiscal year: Sharron Gatling, current Vice President/President Elect, will assume office July 1. Election of a new Vice President/President Elect and a new Secretary will be conducted during our July 25 meeting. As in previous years, surveys will be sent to PPFA members to gather information about best meeting days and times and committee interest.

VI. New business.

No new business.

VII. Next PPFA Meeting:

Wednesday, July 25, 2012 8:15 am - 9:45am
Blow Memorial Hall's Board of Visitors Board Room

VIII. **Adjournment:** the meeting was adjourned at 9:40am.

Respectfully submitted,
Mane Pada, Secretary
7/9/2012

Approved 7/25/2012 by the PPFA.