

Professionals and Professional Faculty Assembly

MEETING MINUTES

Thursday, August 16, 2012 8:15-9:45 a.m.

Board of Visitors Board Room, Blow Hall

Attendance:

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|--------------------------------|--|
| 1. Atkinson, Lesley | 12. Neff, Dean |
| 2. Boy, Wayne -- absent | 13. Pada, Maria Elena |
| 3. Coleman, Tina -- absent | 14. Pittman-Hampton, Carlane -- absent |
| 4. Costello, Carla -- absent | 15. Pohl, Matthew |
| 5. Crispino, Matthew | 16. Reis, Robert -- absent |
| 6. Gatling, Sharron | 17. Rosier, Tiffanie |
| 7. Hawthorne, Peel -- absent | 18. Sekula, Jennifer |
| 8. Jennings, Karlene -- absent | 19. Varnell, Lyle |
| 9. McBeth, Elaine | 20. Webb-Robers, Wendy |
| 10. Molineux, Mary | 21. Zagursky, Erin |
| 11. Morse, Linda | |

8:20-8:40 a.m.

I. Call to order:

- Gatling called the meeting to order at 8:21 a.m.

II. Agenda: the agenda was reviewed and approved.

III. Minutes: Minutes for the PPFA's July 25, 2012, meeting were reviewed and approved. Brief updates were given on the these ACTION points:

- 2012-13 PPFA committee assignments: Reis has been added to the list of Membership Committee members; Gatling and Sekula will serve on the Policies & Administrative Issues Committee; and Hawthorne has recruited two professionals/professional faculty members for the Academic Issues Committee.
- Committee chairs have been asked to begin thinking of goals for the new academic year.

8:40-9:00am

IV. Performance Planning & Evaluation Surveys: Sekula, Gatling, and Molineux provided background on these surveys, designed to determine how the performance planning and evaluation process is currently working for professionals and professional faculty and then, based on results, recommending ways to improve the process, such as through training. The Employees survey was first drafted in Fall 2011 and reviewed by the PPFA, but tabled due to training scheduled in February 2012 by Human Resources and the Provost's Office.

It was also noted that the Performance Planning & Evaluation Policy has also been reviewed during the past year, primarily by the PPFA's Policies & Administrative Issues Committee, with suggestions for improvements/clarification now being processed by W&M Compliance Officer Kiersten Boyce.

The PPFA members present then reviewed the draft Employees and the Supervisors surveys, with several changes and corrections noted.

ACTION: Molineux will incorporate the changes and send the revised drafts to Gatling, who will then send them to the Provost for a final review and approval.

Anticipated administration of the two surveys is in September.

V. Sexual Harassment Policy: Gatling noted that this new W&M/VIMS policy was currently posted for review by all members of the college community, with a deadline for feedback of October 1. The draft policy, with link for comments, is at http://www.wm.edu/offices/compliance/policies/proposed_policies/sexual_harassment_policy/index.php The PPFA will consider a response from the organization.

ACTIONS: PPFA members should review the draft policy, look at policies available at other institutions (for comparison), and submit their own comments as well as bring them to the next PPFA meeting (September 5, 2012). The Academic Issues and the Policies & Administrative Issues committees should also review and report back to the PPFA by September 5.

VI. General Meeting: plans for a Fall 2012 general meeting were discussed, with ideas for agenda items including: recap of what the PPFA accomplished last year; results of the performance planning & evaluation surveys; roundtable discussions (as were held in May 2011) with possible table topics including parking fees, performance planning & evaluation, professional development, and personnel benefits. Possible guest speakers include the Provost and/or Compliance Officer Boyce. **ACTION:** before September 5, PPFA members should send ideas for the General Meeting to Gatling.

VII. PPFA Goals & Objectives for 2012-13: ACTION: Gatling asked each PPFA committee to identify and bring to the next PPFA meeting one or two significant goals/objectives for the coming academic year.

VIII. Next PPFA Meeting: Wednesday, September 5, 2012, 8:15-9:45am, Board of Visitors Board Room, Blow Hall.

IX. Adjournment: the meeting was adjourned at 9:40 a.m.

Respectfully submitted,
Mary Molineux, Acting Secretary
8/20/2012