

# 12/6/2012

## Professionals and Professional Faculty Assembly

### MEETING MINUTES

Thursday, December 6, 2012 8:15-9:45 a.m.

Board of Visitors Board Room, Blow Hall

#### Attendance:

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

#### I. Call to order:

- Gatling called the meeting to order at 8:25 a.m.

#### II. Announcement: Gatling made the following announcement:

- Gatling will try to reschedule Kiersten Boyce, Chief Compliance Officer, for a later meeting.

#### III. Minutes: Minutes for the PPFA's November 2012, meeting were reviewed and approved.

#### IV. Performance Evaluation:

- Sometime prior to the meeting, HR requested the raw data from the Performance Evaluation surveys. Gatling immediately forwarded that data.
- Babs Bengtson in HR is working on new training initiatives.
- Molineux offered a review of the two surveys (those for supervisors and employees).
  - The draft report and survey data are available on the PPFA Blackboard site.
  - The surveys reveal that supervisor and other training is needed.
    - Employees need to be educated about:
      - initiating the job description review and update process – although supervisors typically get the ball rolling, employees can do so as well.
      - Initiating professional development planning

- Reviewers need training to ensure consistency and fairness in evaluations.
  - Based on the survey results, one suggestion included having Ron Price, Associate Vice President for Human Resources explain to PPFs and their supervisors the value of the evaluation process, along with a statement confirming the connection between performance evaluations and merit raises.
- **STEPS:**
  - The PPFA will consult with Tom Ward at the School of Education to help validate the survey data and results.
  - After validation, the results and a report will be forwarded to the administration.
  - Gatling will schedule a meeting with administrators after allowing a reasonable amount of time for review.
- **PPFA ACTION:**
  - All members should review the three documents (the data from the two surveys and the report) and forward comments and corrections to Molineux by January 4, 2013.

#### **V. Inter-Staff Relations:**

- There was some discussion of the perceived disparity on the part of some employees between “staff” and “PPF” designations.
- Gatling and others expressed interest in continuing to strengthen ties with the Staff Assembly, and the following suggestions were made:
  - Hold a joint Staff Assembly (SA)/PPF Assembly meeting once a year
    - Long-serving members pointed out that this suggestion has not been successful in the past.
  - Invite the SA president to a PPFA meeting.
  - Try every year to work on a collaborative goal such as the part-time tuition waiver project. The Staff, PPF, and Faculty Assemblies would ideally all be involved.

#### **VI. Next Meeting:**

- The next PPFA meeting will be on January 8, 2013 at 8:15AM in the Board of Visitors Board Room, Blow Hall.

#### **VII. Adjournment:**

- Gatling adjourned the meeting at 9:52AM.

Respectfully submitted,  
*Jennifer Sekula, Vice President*  
 12/6/2012