

## **Professionals and Professional Faculty Assembly**

### **MEETING MINUTES**

Wednesday, February 6, 2013

Board of Visitors Board Room, Blow Hall

#### **Attendance:**

- |                               |  |
|-------------------------------|--|
| 1. Atkinson, Lesley -- absent | 12. Neff, Dean -- absent               |
| 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                       |
| 6. Gatling, Sharron           | 17. Rosier, Tiffanie                   |
| 7. Hawthorne, Peel            | 18. Sekula, Jennifer-- absent          |
| 8. Jennings, Karlene          | 19. Varnell, Lyle                      |
| 9. McBeth, Elaine             | 20. Webb-Robers, Wendy                 |
| 10. Molineux, Mary            | 21. Zagursky, Erin -- absent           |
| 11. Morse, Linda              |  |

**I. Call to order:** Gatling called the meeting to order at 8:24 a.m.

**II. Minutes:** Minutes for the PPFA's January 8, 2012, meeting were reviewed and approved, with changes. Gatling reported on several action items, including:

- **Parking:** Gatling and Staff Assembly President Lydia Whitaker had discussed the two organizations working together on this issue.

#### **III. Performance Planning & Evaluation SURVEY: Results and Report**

Molineux reported on the report feedback provided by Prof. Tom Ward and showed how that was incorporated into the report. The PPFA members reviewed the entire report, made three edits (which were incorporated), and approved the report. *Note: all documents are available on the PPFA's Blackboard course page, in the Documents & Surveys folder and then the Performance Planning & Evaluation subfolder.*

**ACTION:** Gatling will send the final approved report and sets of employee and supervisor results to Provost Halleran, asking for feedback as soon as possible so that we can release the report and results documents to Human Resources and to all W&M/VIMS professionals/professional faculty. If needed, she will also schedule a meeting with the Provost to discuss the report, inviting the full PPFA or executive committee, as appropriate.

#### **IV. Performance Planning & Evaluation POLICY**

Gatling reported that Kiersten Boyce, W&M's Compliance Officer, will revisit the Performance Planning & Evaluation Policy for professionals/professional faculty that the PPFA has been reviewing for more than a year. Boyce will report back to Gatling on the status of her revision.

**ACTION:** In the meantime, Gatling will send a copy of the policy, with the PPFA's proposed changes so far, to Provost Halleran with the survey results and report, as noted above.

#### **V. PPFA's General Meeting Notes**

Gatling reviewed the roundtable discussion notes taken at the November 13, 2012, Professionals & Professional Faculty General Meeting. The roundtable topics were: Benefits, Academic Issues, Performance Review, and Concerns & Issues.

*Note: these documents are available on the PPFA's Blackboard course page, in the Documents & Surveys folder and then in the General Meeting: November 13, 2012 subfolder.*

**ACTION:** Gatling asked each roundtable note-taker to summarize the major ideas in a narrative form in one or two paragraphs and send to her by February 13, 2013.

**VI. PPFA Goals & Objectives:** Gatling asked that each PPFA standing committee re-identify its 2012-13 goals and work toward achieving them. Committees reported the following:

- **Policies & Administrative Issues:** performance planning & evaluation surveys and report essentially completed; a review of the PPFA's constitution and bylaws to be done this spring.
- **Communications:** a PPFA communications plan to be completed this year.
- **Membership:** detailed election procedures to be documented, with a "mock election" planned in the next few days to test the procedures.
- **Academic Issues:** researching the changes in what times of day courses are offered (e.g., more courses being scheduled late afternoon) and how this is affecting students' opportunities for other activities, such as athletics or ability to take other courses.

**VII. Upcoming Guest Speakers at PPFA meetings:** Gatling announced guests for the next several meetings.

March 2013: Lydia Whitaker, Staff Assembly president

April 2013: Michael Halleran, Provost

May 2013: Tatia Granger, Ombudsperson

June 2013: Kiersten Boyce, Compliance Officer

**VII. Next PPFA Meeting:** Thursday, March 7, 2013, 8:15-9:45am, Board of Visitors Board Room, Blow Hall.

**IX. Adjournment:** The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

*Mary Molineux, for Carla Costello, Secretary*

*2/7/2013*