

4/3/2013

**Professionals and Professional Faculty Assembly
MEETING MINUTES**

Wednesday, April 3, 2013, 8:15-9:45 a.m.

Board of Visitors Board Room, Blow Hall

Attendance:

- | | |
|------------------------------|--------------------------------------|
| 1. Atkinson, Lesley | 12. Neff, Dean |
| 2. Boy, Wayne | 13. Pada, Maria Elena -- absent |
| 3. Coleman, Tina | 14. Pittman-Hampton, Carlane--absent |
| 4. Costello, Carla | 15. Pohl, Matthew |
| 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 |
| 9. McBeth, Elaine | 20. Webb-Robers, Wendy--absent |
| 10. Molineux, Mary | 21. Zagursky, Erin |
| 11. Morse, Linda | |

8:22-8:30 a.m.

I. Call to order:

- Gatling called the meeting to order at 8:22 a.m.

II. Agenda: Review and Solicit New Items

The agenda was approved.

III. Minutes: Minutes for the PPFA's March 2013, meeting were reviewed and approved.

8:30-8:50 a.m.

IV. PPFA Constitution and By-Laws review by the Policies & Administrative Issues Committee

- Only one change recommended: to change the name of the Policies & Administrative Issues Committee to the Administrative Issues Committee. Justification: the other PPFA standing committees also deal with policies. ACTION: Per the Bylaws, this change needs to be sent to the proffaculty-l listserv for a 30-day comment period.
- Recommendation to review College-wide committees to make sure adequate PPFA representation (will be a goal of the Administrative Issues Committee). It was recommended that this be considered as a FY2014 PPFA goal.

8:50-9:15 a.m.

V. PPFA Survey Update

Gatling reported about her meeting with the Provost, Anna Martin and Ron Price. Positive feedback and the next step is to release the survey results to the campus community. Gatling will communicate with Provost. Recommendations from the survey will be incorporated into the new supervisory training program being developed and implemented by Human Resources.

Carla Costello will be the PPFA representative on the supervisory training program committee.

9:15-9:35 a.m.

VI. Tag Line (EO/Diversity)

Gatling provided an update regarding the new tag line for W&M. The proposed language is more inclusive and does not name groups specifically to avoid leaving anyone out. The PPFA endorsed the recommended language which will be presented to the President and Provost for approval.

The College of William & Mary is committed to equal opportunity. As a community that embraces and values diversity and inclusivity, W&M welcomes applications from under-represented groups who will enrich the research, teaching, and mission of the college. The College is an Equal Opportunity/AA employer.

VII. Harassment Training (EO)

Gatling updated the PPFA on the proposed harassment training module. It is an online 35 minute training program that incorporates different types of harassment training. This would be mandatory for employees and become part of the new employee orientation.

VII. Health Benefits (New 29 Hour Rule)

Gatling provided an update on the new 29 hour rule for part-time employees. Human Resources disseminated information on April 1, 2013 to employees concerning the Affordable Care Act. Due to the Act, the College had to redefine its definition of part-time employee. A part-time employee must work no more than 29 hours of work per week (to include adjunct faculty, temporary, and student employees). This means employees who work on average more than 29 hours will be eligible to participate in the state health benefits plan.

9:35-9:45 a.m.

IX. Updates and Summer Meetings

Gatling shared that the Membership Committee will be sending out information regarding nominations for the PPFA.

It was proposed to eliminate summer meetings since the Constitution & Bylaws required only 9 meetings per year. However, the only meeting that seemed to gain approval to eliminate was June. July is the first meeting with newly elected members. It was decided that the Assembly would meet regularly as long as there are agenda items to discuss.

Next PPFA Meeting: May 2, 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,
Carla Costello, Secretary
4/8/3/2013