

Professionals and Professional Faculty Assembly
MEETING MINUTES

Thursday, August 1, 2013 8:15-9:45am
Board of Visitors Board Room, Blow Hall

Attendance:

1. Atkinson, Lesley
2. Bengtson, Babs
3. Cartwright, Grace
4. Coleman, Tina -- absent
5. Costello, Carla --absent
6. Crispino, Matthew -- absent
7. Fassanella, Terence
8. Gatling, Sharron -- absent
9. Hawthorne, Peel
10. Jennings, Karlene
11. Leatherwood, Claire
12. McBeth, Elaine
13. Molineux, Mary
14. Morse, Linda
15. Pada, Maria Elena
16. Pohl, Matthew
17. Rosier, Tiffanie
18. Sekula, Jennifer
19. Varnell, Lyle -- absent
20. Webb-Robers, Wendy -- absent
21. Zagursky, Erin -- absent

I. Call to order: Sekula called the meeting to order at 8:18 am.

II. Agenda: The agenda was reviewed; no new items were added.

III. Minutes: Minutes of the July 10, 2013, meeting were reviewed and approved, with one edit.

IV. Committees:

Sekula reviewed the four standing committees' areas of responsibility, their FY2014 members, and asked each committee chair to schedule meetings to plan for this year's PPFA goals.

A. Academic Issues Committee: Hawthorne, for chair Crispino, reported that the committee will continue to (1) evaluate the College's ongoing curriculum review and

how it will affect professionals and professional faculty (PPFs) and (2) look into the issue of classroom space and timing of classes (for which data is being sought).

B. Policies & Administrative Issues Committee: Atkinson, chair, reported that project ideas included (1) sponsoring informational forums for PPFs to review personnel policies (working with the Provost's Office and Human Resources) and (2) reviewing college-wide committees to ascertain if PPF members are needed and/or already included.

C. Communications Committee: in the absence of chair Coleman, Sekula reviewed the major responsibilities of this committee -- maintaining the PPFA's website and listservs. A possible initiative for FY2014 would be developing more news stories about PPFs.

D. Membership Committee: Chair Pohl noted that this committee, which focuses on elections, might also develop initiatives for encouraging more participation from PPFs via the general meeting, social events, etc. A possible theme for FY2014 could be long term professional development, as that was identified in the PPFA's Fall 2012 Performance Planning & Evaluation Surveys (both by employees and their supervisors) as a major area needing improvement.

Other suggestions included (1) a survey of PPF's needs and wants for long-term development; (2) an online calendar with PPF events; (3) alternative ways to publicize the PPFA and its events, such as through news articles about PPFs, social media (e.g., a Facebook page, Twitter, LinkedIn), "swag" (giveaway items such as mugs, pens....), a PPFA table at the College's Benefits Fairs, service projects, welcome email sent to all newly-hired PPFs.

E. Events Committee: the need for an ad hoc Events Committee -- to plan the PPFA's general PPF meetings and social events -- was discussed, with Bengtson volunteering to chair. If formed, it would work with Membership and Communications. **ACTION:** the creating of an ad hoc Events Committee will be discussed again at the next PPFA meeting.

V. PPFA Budget: the need for funds -- to cover costs of training programs, speakers, supplies, and event refreshments -- was discussed. It was agreed that, if the PPFA decided to request a budget, a budget proposal, delineating specific budget items, should be prepared. **ACTION:** the PPFA's Executive Committee will further discuss and prepare a budget request.

VI. General Meeting for Fall 2013: it was agreed to hold a fall general meeting for all PPFs; specific agenda still to be determined. A General Meeting Planning Group was formed: Costello, Bengtson, Leatherwood, Morse, Pada, and Pohl. **ACTION:** the group will meet to discuss dates and agendas and will report back to the full PPFA.

VII. New business:

A. PPFA member Tiffany Rosier is leaving W&M so a PPFA vacancy is created. It was agreed that because this vacancy was created within 6 months of the May 2013 elections, it could be filled with the one candidate who was not elected. **ACTION:** Sekula will contact that candidate to offer the seat; if he is no longer interested, the PPFA will wait until the next required election.

B. Policies & Administrative Issues Committee's name change to Administrative Issues Committee: this proposed Constitution & Bylaws change was approved in FY2013 by the PPFA to simplify the name and to better reflect that all four standing committees deal with policies. **ACTION:** Next steps are the Provost's approval to proceed, a 30-day comment period for all PPFs, and updating of the Constitution & Bylaws.

VIII. Next PPFA Meeting: Wednesday, September 4, 2013 at 8:15 a.m. in the Board of Visitors Board Room, Blow Hall.

IX. Adjournment: Sekula adjourned the meeting at 9:45 am.

*Respectfully submitted,
Claire Leatherwood, Secretary
September 20, 2013*