

Professionals and Professional Faculty Assembly
MEETING MINUTES

Wednesday, July 2, 2014 8:15-9:45 a.m.

Board of Visitors Board Room, Blow Hall

1. Armstrong, Suzie
2. Bengtson, Babs
3. Campbell, Darlene
4. Cartwright, Grace
5. Costello, Carla
6. Crispino, Matthew
7. Fassanella, Terence
8. Gatling, Sharron --*absent*
9. Hawthorne, Peel
10. Leatherwood, Claire
11. McBeth, Elaine --*absent*
12. Morse, Linda
13. Noffsinger, Jay
14. Pada, Maria Elena
15. Pohl, Matthew
16. Sekula, Jennifer
17. Summs, Julie
18. Tomlinson, Carol
19. Trichler, David – *absent*
20. Varnell, Lyle
21. Zagursky, Erin

- I. Call to order. The meeting was called to order at 8:19 a.m.
- II. Welcome to new members and introductions. New members went around and introduced themselves. Returning members also then introduced themselves.
- III. Agenda. No new business was added.
- IV. Minutes. June 2014 minutes were approved with no changes.
- V. Elections and Appointments: The following elections and appointments were made:
 - A. New Officers
 - Vice President/President Elect – Claire Leatherwood
 - Secretary – Peel Hawthorne
 - B. Committee Chairs
 - Academic Issues – Linda Morse has agreed to serve as chair the Academic Issues committee.
 - Communications – Erin Zargusky has agreed to serve as the Communications committee.

- Membership – Matt Pohl, current committee chair, was absent from the meeting and so the assembly could not confirm his willingness to continue as committee chair. If Pohl is either unwilling or unable to continue as chair, then Maria Pada will serve as chair.
- Policies & Administrative Issues – Jennifer Sekula has agreed to serve as chair.
- Professional Development – Babs Bengtson has agreed to continue serving as chair.

VI. ACTION: all PPFA members should email Carla Costello by Friday, July 11th with their choice of committee on which they would like to serve.

VII. Updates/New Business

- Policies and Administrative Issues Committee –
 - Maternity policy: There was discussion regarding the Maternity policy at William & Mary, how it relates to different classifications of employees and how the policy is explained to employees. It was suggested that the Policies and Administrative Issues committee examine the policy.
 - Grievance policy: There was discussion of the grievance policy and it was suggested that the Policies and Administrative Issues committee examine the policy.
 - Performance Planning policy: The provost responded to the changes the PPFA suggested.
 - ACTION: Sekula and Policies & Administrative Issues Committee will discuss changes and send to assembly for review
 - Bylaws subcommittee: This subcommittee will continue to meet to discuss the PPFA bylaws and how we might want to improve them.
- Professional Development Committee – The committee is reviewing the language that Bengtson proposed to define its charge and description of duties.
 - ACTION: Bengtson will send out language after committee has approved it to the group.
- FUPC – Faculty University Priority Committee – Costello will be attending those meetings monthly.
 - ACTION: Costello will report back to the assembly as appropriate.
- August meeting – There was a discussion about whether or not the assembly wanted to trim a summer meeting or whether or not we could include language to allow us to determine this each year. This year, the Assembly determined to keep the August meeting in order to prep for the Fall programming cycle.

VIII. Fall programming ideas. Discussed the Fall Tailgate idea, suggested November 8th vs. Elon.

- a. ACTION: Hawthorne will talk to Spencer Milne, Asst. AD for Marketing in Athletics, to see which date may work best.
- b. ACTION: Communicate with Costello if you want to help plan the tailgate.
- c. Discussed having a social to welcome new members.
 - i. ACTION: Cartwright will reserve a room is at VIMS for the August 6th meeting.

IX. Next PPFA Meeting: August 6th at VIMS. Social to welcome new members afterwards.

X. Adjournment at 9:22 a.m.