



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Professionals and Professional Faculty Assembly

MEETING MINUTES

Thursday, December 3, 2015, 8:30 – 9:45 a.m.

Board of Visitors Board Room, Blow Hall

1. Armstrong, Suzie ✓
2. Bengtson, Babs
3. Campbell, Darlene ✓
4. Cartwright, Grace
5. Corlett, David ✓
6. Fassanella, Terence
7. Gatling, Sharron ✓
8. Hawthorne, Peel
10. McFarland, Natasha ✓
11. McBeth, Elaine ✓
13. Osborne, Dorothy ✓
14. Palmer, April
15. Sekula, Jennifer
16. Summs, Julie ✓
17. Thompson, Richard
18. Tomlinson, Carol
19. Varnell, Lyle ✓

Guests: Mary Molineux

I. Call to order

II. Agenda: Review and approval

III. Approved November minutes

IV. BOV Meeting

1. Lyle Varnell reported on attending the Fall 2015 BOV meeting as president of the PPFA and shared the meeting agenda and briefing documents
 - a. The major topic of the BOV meeting was the renewal of the William & Mary Promise, called "Promise 2.0"

V. Committee Reports

1. Membership Committee
 - a. Natasha McFarland reported that the Membership Committee has set the following goals for the year:
 - i. Conducting elections
 - ii. Targeting offices with more than four PPFs
 - iii. Keeping the PPF list up to date on the web site with help from Human Resources
 - iv. Hosting networking events throughout the spring semester
 - b. Has received two nominations for the mid-term elections: Tina Sinclair (Facilities Management) and Carlton Smith (University Advancement)
 - c. Elections have been announced in the Daily Digest and will run until December 9
 - d. If the nominees are elected, this will bring the PPFA up to the minimum membership of 19
 - e. New members will be invited to attend the January 2016 PPFA meeting
2. Administrative Issues Committee
 - a. The Provost has approved the proposed bylaws modification, changing the name of this committee from "Policy and Administrative Issues"
 - b. Darlene Campbell has a meeting scheduled with Kiersten Boyce and the Provost on December 10, 2015 to discuss proposed changes to the PPF performance review; the Provost has received the document but has not yet provided feedback to the committee
3. Communications Committee
 - a. Dot Osborne reported that a revised and up to date list of PPFs has been posted to the W&M web site, after review by the committee and Human Resources
 - b. Lyle suggested taking photos of new PPFA members and a new group photo for the web site at the January meeting
4. Professional Development Committee
 - a. Chair Babs Bengtson was not present, but the PPFA discussed briefly the possibility of transitioning the Professional Development Committee into a standing body instead of an ad hoc committee; this will be discussed further at the January 2016 meeting
5. Academic Issues
 - a. Elaine McBeth reported that the committee's work has been delayed due to ongoing curriculum changes prompted by the adoption of the new COLL curriculum
 - b. The committee will convene early in the new year to identify goals going forward

VI. General Meeting

1. The PPFA discussed the low turnout at recent annual PPF meetings and possible alternatives for increasing engagement
 - a. Ideas included conducting a survey of members' interests and needs, combining forces with the NTE group and/or the Staff Assembly, discussing on topics of critical interest such as salary structure and pay bands
2. The PPFA voted unanimously to approve a motion to hold the 2015-16 PPF Annual Meeting as a series of (2-4) smaller gatherings, rather than one large event
 - a. Discovery, Sadler, Swem, and Athletics were all suggested as possible departments/venues for the gatherings
 - b. Lyle will email the PPFA in advance of the January meeting to ask for volunteers to organize these events

VII. New Business

1. PPFA Meeting Schedule
 - a. The PPFA discussed the possibility of changing its monthly meeting times
 - b. Lyle will send out an email to the PPFA asking for feedback and will add it to the agenda for further discussion at the January meeting
2. Holiday Donation Drives
 - a. The PPFA is supporting donation drives for stocking stuffers and canned food, organized by Sandy Wilms
 - b. Please let Sandy know if you are willing to host collection boxes
 - c. Stocking stuffer donations will be picked up on December 7, and canned food will be collected on December 11
3. PPFA Letterhead
 - a. Lyle suggested creating letterhead for formal communication on behalf of the PPFA to the Provost, BOV, etc.; the PPFA expressed agreement
 - b. Julie Summs offered to discuss this project with Creative Services and to follow up with Lyle
4. Discussion of Future PPFA Projects and Meeting Topics
 - a. Lyle suggested the possibility of the PPFA participating in the Provost's upcoming review process, noting that the Faculty Assembly already does so; the PPFA expressed some interest in this and will discuss further at a future meeting
 - b. The PPFA discussed asking the Provost to attend future PPFA meetings, as well as an interest in hearing a report from the Administration on the results of the William & Mary Promise, including its impact on salaries

VIII. Next PPFA Meeting: Wednesday, January 6, 8:30 a.m., Location TBD

IX. Adjournment