



WILLIAM & MARY

CHARTERED 1693

PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

Professionals and Professional Faculty Assembly

MEETING MINUTES

Thursday, February 4, 2016, 8:30 – 9:45 a.m.

Training Room, Bell Hall

1. Armstrong, Suzie
 2. Bengtson, Babs v
 3. Campbell, Darlene v
 4. Cartwright, Gracev
 5. Corlett, David
 6. Fassanella, Terence v
 7. Gatling, Sharron
 8. Hawthorne, Peel v
 9. McFarland, Natasha v
 10. McBeth, Elaine
 11. Osborne, Dorothy v
 12. Palmer, April v
 13. Sekula, Jennifer v
 14. Sinclair, Tina v
 15. Smith, Carlton
 16. Summs, Julie v
 17. Thompson, Richard v
 18. Tomlinson, Carol v
 19. Varnell, Lyle v
- Guest: Mary Molineaux

- I. **Call to order**
- II. **Agenda: Reviewed and approved**
- III. **Approved January 2016 minutes**

IV. Updates/Old Business

1. It is official - the Professional Development Committee is now a Standing Committee. Bylaws have been updated to reflect this new designation.
2. Performance Planning Policy has been accepted by the Provost. Darlene met with John Poma. He wants a copy of the document as he may want to make additional changes. PPFA members discussed when the policy changes will be effective...now? May 1st? July 1st?

Suggested courses of Action:

- a. Darlene to send John Poma a copy of the policy and schedule a meeting with him at same time. Lyle asked to be included in the meeting.
- b. Put an announcement in the Digest reflecting that the PPFA initiated the change; it was endorsed by HR and approved by the Provost.
- c. **Proposed:** create an announcement for the Provost to send out, clearly indicating the PPFA initiated the changes to the policy. Darlene to schedule a meeting with the Provost to discuss announcement.
3. Alternative PPFA meeting days of week – Peel sent out a doodle poll and got a nice response. Will be sending out a second poll soon with additional times of day.
 - a. **Action Item:** Everyone is to provide Peel with alternative times of day by the afternoon of Monday, February 8th so she can create a second poll.
4. Staff Assembly has suggested a joint meeting once a month with the PPFA, Women's Network, and other Affinity Groups.
 - a. Discussion was held if we should pull together and have one employee group or continue to have two separate groups as we have now. Topic comes up every year...long history to this idea.
 - b. **Decision:** Lyle and Peel will attend the proposed meeting over Spring Break, check it out, and report back to us at a future meeting.

V. PPFA General Meeting

1. Satellite approach vs. one General Meeting
2. Two week time period selected: March 14-25, 2016
3. Four people volunteered to host:
 - a. Peel Hawthorne will host a Brown Bag mini-meeting on Wednesday, March 23rd starting at 11:45 am in 225 William & Mary Hall
 - b. Tina Sinclair will host a mid-morning, 9:30-10:30 am mini-meeting in the Facilities Conference Room. Date TBD
 - c. Suzie Armstrong & Julie Summs will host a mini-meeting out in Discovery. Date and time TBD
 - d. Babs Bengtson will host a mini-meeting at Swem, probably in the Cox Media Room from 1:00-2:00 pm. Date TBD.

4. PowerPoint Presentation – Lyle will take the lead in developing it
 - a. What is the value (of PPFA) to me as an individual?
 - b. What is the value of PPFA to the organization?
 - c. Top-down support...why this is important.
 - d. Web site familiarization
5. Communications
 - a. Date Saver to be posted on Digest at then of the Month
 - b. Invitations to each session posted throughout March
 - c. Assembly members are encouraged to invite people to our mini-meetings.
 - d. **Action Item** – Confirm date as soon as possible and get to Dot so she can create a Save the Date Announcement
 - e. **Action Item** – Continue conversation via e-mail group list.
6. Refreshments
 - a. We will ask the Provost to provide funding for them.

VI. Committee Reports

1. Administrative Issues Committee
 - a. Continuing to get effective date for performance policy implementation
 - b. No new business
2. Academic Committee
 - a. No new business.
3. Membership Committee
 - a. Looking at the timeline for elections.
 - b. Action – Tina has a suggestion for a potential Assembly member.
 - c. Use upcoming mini-sessions as a recruiting tool.
4. Communications Committee
 - a. Met; Updated the web site. All Assembly member's pictures are now uploaded.
 - b. Need to find ways to get stories about PPFs.
 - c. Climate Survey – Ask John Poma to come and talk to PPFA about results. Might be part of the mini-sessions...either now or in the fall. Don't have to restrict the mini-sessions to the spring.
5. Professional Development Committee
 - a. Babs shared an e-mail from Sam Jones indicating we won't know until April whether or not we will receive funding
 - b. Will be moving ahead with the joint committee and get organized so if we do get funding, we can hit the ground running. If we don't get the funding, we'll be able to build a stronger case for funding next year.

VII. Guest Speakers

1. John Poma – March or April? Climate Survey; Performance Plan Policy implementation
2. Henry Broaddus – Business Innovation Group update
3. Greg Shipp – Updates on planning (snow plans, etc.)
4. Chon Glover – Improving race relations; how we can help; may be joint meeting with Staff Assembly

VIII. Next PPFA Meeting: Wednesday, March 2, 8:30 a.m., BOV, Blow Hall

IX. Adjournment