



# WILLIAM & MARY

CHARTERED 1693

## PROFESSIONALS AND PROFESSIONAL FACULTY ASSEMBLY

### **Professionals and Professional Faculty Assembly**

### **MEETING MINUTES**

**Wednesday, January 6, 2016, 8:30 – 9:45 a.m.**

**Board of Visitors Board Room, Blow Hall**

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

#### **I. Call to order**

1. New members, Tina Sinclair and Carlton Smith were introduced and welcomed.

#### **II. Agenda: Reviewed and approved**

#### **III. Approved December 2015 minutes**

#### **IV. Professional Development Committee Designation**

1. The PPFA unanimously approved a motion to change the designation of the Professional Development Committee from Ad Hoc to Standing.
2. Lyle Varnell will submit a request to the Provost that this change be made to the PPFA bylaws, with the Committee's purpose to be, "To assess, address, and evaluate the learning needs of professional staff; assist professional staff create long-term professional development plans; find creative ways to meet the unique continuing educational needs of professionals and professional faculty."

#### **V. Committee Reports**

1. Administrative Issues Committee
  - a. Darlene Campbell reported that the PPF performance planning process changes and updates recommended by the PPFA, based on a draft dated December 10, 2015, were approved by the Provost.
  - b. The PPFA discussed when these changes might come into effect. Darlene agreed to seek clarification from John Poma on an implementation timeline and to obtain information into any other changes to the performance planning process that he may be considering.
  - c. The PPFA discussed how to announce the changes to the performance planning process and to publicize its leadership in prompting them. Lyle suggested and there was general agreement that the PPFA should post an alert about the changes in the W&M Digest or in an email to all PPF's, once the timeline for implementation is clarified.
2. Academic Issues Committee
  - a. The Committee has not met since the last PPFA meeting and had no updates.
  - b. The PPFA discussed possible priorities for this committee and reaffirmed its importance, since so many PPF's are teaching or otherwise involved with the academic life of the campus. Topics for future committee priorities mentioned in this discussion were the high teaching loads some PPF's carry, the need for protections around academic freedom, and balancing the expectations for service.
  - c. It was noted that David Corlett should be included on this committee. Peel Hawthorne will schedule a meeting for the committee shortly.
3. Membership Committee
  - a. Terry Fassanella reported that the committee will be focused on the spring elections and will begin one-on-one conversations with various departments to encourage more nominees, coordinating with the Communications Committee.

4. Communications Committee
  - a. Dot Osborne said there is a committee meeting scheduled for the following week. She noted that the PPFA will need to update annually the PPFA list serv managers as new officers are added.
5. Professional Development Committee
  - a. Babs Bengtson reported that the budget request for professional development funds is still under consideration by Sam Jones and the Provost. She has received no recent update on the status of this request.

## **VI. New Business**

1. Virginia Retirement System Update
  - a. Suzie Armstrong provided an update and circulated a recent news story on the changes announced in fall 2015 by the VRS to the Optional Retirement Plan and the ensuing response by the members of the faculty at William & Mary and other Virginia public universities.
2. PPFA Meeting Availability
  - a. Peel agreed to conduct a doodle poll to assess general availability for PPFA monthly meetings.
3. General Meeting
  - a. Lyle asked for volunteers to host the PPF mini-general meetings in March and April. Suzie and Julie Summs offered to host one at Discovery. Babs wants to organize one at Swem. Peel will host one at W&M Hall for Athletics.
  - b. The meetings will be advertised in the William & Mary Digest as brown bags or coffees. Lyle will request resources from the Provost for food and drinks to serve at the meetings.
  - c. Peel suggested including a brief PowerPoint at each meeting to give focus to the discussion. She also suggested that members of the PPFA regularly alert their colleagues to PPFA activities and provide them with updates.

## **VIII. Next PPFA Meeting: Thursday, February 4, 8:30 a.m., Bell Hall, Human Resources Training Room**

## **IX. Adjournment**