

# **Professionals and Professional Faculty Assembly**

## **MEETING MINUTES**

**Wednesday, November 4<sup>th</sup> 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: Tina Sinclair, Mane Pada, Mary Molineau, Steve Seachrist

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

### **II. Agenda: Review and approval**

### **III. Approved October minutes**

### **IV. Transition Items:**

**a. Mid-Term Elections are necessary**

- Now at 17 members – 19 is minimum required. Full Assembly is 21
- Some positions will be interim terms, others will be full terms.
- Terrence is addressing election notice and implementation – November – recruitment. See committee update below.
- HR needs to update our PPF list on website
- We will move forward with elections for 4 positions

**b. Discussion/Nomination/Election Vice-President/President Elect**

- Peel Hawthorne volunteered as VP/Approved
- Suzie Armstrong volunteered as Secretary/Approved
- Dot Osborne volunteered Communications Committee - Mary Molineux ,  
Mane Pada and Lyle will join committee

**V. Committee Updates – *Committee Goals are needed!***

**a. POLICY AND ADMINISTRATIVE ISSUES – (Darlene Campbell)**

- 1) Goal is to finish the performance evaluation proposal – suggested they go forward with what they have and get on Provost's calendar.

Suzie Armstrong/McBeth suggested we seek approval for different timelines for assessments. (It is in the proposal that the Provost can approve a change in the assessment cycle when submitted by Department heads Budget cycle structure allows this to work.

Lyle: Suggested the final proposal be distributed to PPF's for information. PPFA could make a joint announcement/release of information with HR?

The review cycle is extensive and the current proposal has been reviewed by John Poma, Kiersten Boyce, we need only the final blessing of Provost. Jennifer Sekula: final word-smithing could be between Kiersten and Provost.

- 2) **Leave policy** – Women's Network – has been going back and forth with John Poma & Provost. Reassembling the Task Force. Surveyed 30 other institutions

**3) Campus Grievance Policy**

- 4) **15% salary rule** – HR says it doesn't apply to PPF's – however there is misunderstanding by supervisors and employees. We need to clarify if and when this is being used.

- 5) **BYLAWS AMMENDMENTS** (from last year)- JENNIFER SEKULA –

- Revisions needed.

- Professional Development should be a standing committee (instead of ad hoc) Babs was vetting this as it related to her role in Professional development in
- Bylaw Amendment procedure was approved by Provost last year. We no longer have to get approval by Provost to go out to PPFs and then back to Provost.
- **PUT THIS ON AGENDA for December**

**MOTION: Remove term “Policies and” from Policies and Administrative Issues Committee. Approved**

*Lyle will send to Provost.*

#### **COMMUNICATION COMMITTEE –**

PPF Website needs updating. PPF list needs to be revised by HR – this has been a continuing issue in categorizing employees in Banner. Huge project.

#### **MEMBERSHIP COMMITTEE:**

- Elections Timeline:
- Digest ready this week for call for nominations (nomination link active) Include link to PPFA website – update ASAP.
- Past Timeline example:
- April 15-May 3 Call for nominations
- Nominee Published on May 10th
- Elections held May 13 -31<sup>st</sup>
- Be an active recruiter for members!!

#### **ACADEMIC ISSUES (Peel Hawthorne)**

- Has all the information from previous chair Linda Morse
- Was investigating when classes are offered (trend towards afternoons)
- In a holding pattern as Coll Curriculum being implemented and John Griffin’s replacement is hired.

**VI. Updates—General Meeting - Tabled till Dec 3<sup>rd</sup> meeting.**

February Target Dates suggested Committee to organize?

Liaisons to affinity (small) groups? Coffee Hours? - still in favor of these.

## **VII. New Business**

Professional Development Proposal: (Babs Bengtson)

There was originally language in the Staff proposal for tuition voucher programs (eg: taking a class elsewhere for credit) – in the interest of expediency, this language was not included. No response from Provost as yet. Darlene mentioned that for the first time an invitation was sent to Heads to meet with Sam Jones and the Provost to discuss annual budget request proposals.

New Membership Initiative – bring a PPFA to a meeting day☐

**VIII. Next PPFA Meeting: Thursday, December 3<sup>rd</sup> , 8:30 a.m. – 9:45 a.m., BOV Board Room, Blow Hall**

## **IX. Adjournment**