

Professionals and Professional Faculty Assembly

MEETING Minutes

Thursday, October 1, 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 *absent*
5. Corlett, David ✓
6. Fassanella, Terence ✓
7. Gatling, Sharron ✓
8. Hawthorne, Peel *absent*
9. Leatherwood, Claire ✓
10. McFarland, Natasha ✓
11. McBeth, Elaine *absent*
12. Moran, Patricia ✓
13. Osborne, Dorothy ✓
14. Palmer, April ✓
15. Sekula, Jennifer *absent*
16. Summs, Julie *absent*
17. Thompson, Richard ✓
18. Tomlinson, Carol ✓
19. Varnell, Lyle ✓

8:30 – 9:00 a.m.

I. Call to order

II. Agenda: Review and solicit new items

III. Minutes: Review and approve previous meeting minutes

- a. September 2015 – accepted with two adjustments to attendance

9:00 – 9:15 a.m.

IV. Committee Updates

a. Membership Committee:

- i. Terrence Fassanella provided updates from the Membership Committee meeting. They will conduct elections online again, will update Digest with upcoming events, are working on developing a schedule of notices based on

previous year, and will review the online list of PPFs and reach out to areas of campus that have not been involved in PPFA to increase membership/interest.

b. Professional Development Committee:

- i. Babs Bengtson presented a working draft of a Professional Development Fund proposal to submit for the E&G FY 16-17 Budget.
- ii. This proposal seeks to provide opportunities for PPF's to attend conferences/classes/trainings in relation to their job. Many departments across campus are strapped for funding, so professional development opportunities are not readily available.
- iii. VIMS PPFC has a similar program in place so this committee has worked with VIMS assembly members to discuss policies and procedures in order to provide more clarity and support in this proposal.
- iv. This proposal would be presented in conjunction with Human Resources so that they can have some administrative control over the requested budget. This would put some controls in place to make sure the process is handled properly with additional oversight.
- v. It was suggested that they solicit information from departments across campus on how they distribute professional development funds within their area as well as what type of programs the PPF's would be interested in attending, such as, conferences or trainings. They would also like to know if departments would participate in matching the funds so that the costs would be split between this fund and the employee's department. It would help free up some funding to other PPFs.
- vi. The proposed amount is going to be calculated using the VIMS program amount and the ratio of people that would be eligible. This will clearly demonstrate the need for that projected amount vs. using an arbitrary number.
- vii. Claire recommended contacting Ashley/Simonne from the Staff Assembly for their involvement and collaboration.
- viii. There will be a capped amount available to each person, but they would be eligible to apply each year, preference would be given to new applicants.

c. Communications Committee:

- i. Patricia Moran solicited for members to join this committee and gave some updates.
- ii. New assembly members have been added to the website, the Box PPFA folder, and the listserv. The PPFA Facebook page ownership was transferred to Patricia- be sure to give it a "like" – and future meetings have been posted to the Events calendar.

9:15 – 9:45 a.m.

V. Updates

- a. General Meeting: It was discussed whether a separate committee should be formed to plan this meeting and the Coffee Hours. Membership committee will take the initiative with Suzie Armstrong and Babs Bengtson offering their help. They will work with the other affinity groups on campus (Women's Network, Staff Assembly, The Forum, and Equality WM) for support and partnership on programming- "Affinity Group Day".
- b. Rich Thompson offered the idea of partnering with some student groups and organizations to provide support and make them aware of what we do in order to support their experience here at the College, ex. Sustainability, Student Assembly.
- c. The Coffee Hours were discussed as an informal way to reach PPF's rather than making them come to us at the General Meeting. There were several ideas to increase attendance, such as, bring a PPF to a meeting, contact department heads for support, partner with Staff Assembly, location of coffee hours (Advancement, School of Ed). It was decided to have these in the first three weeks of February leading up to the General Meeting.
- d. VIMS meeting date- will plan for a spring meeting to be held at VIMS.

VI. New Business

- a. Executive Committee Meeting- would like to have it in the next week or two, could go to VIMS, will check schedule availability with committee members.
- b. Tuition Vouchers program- Claire Leatherwood was approached by the Faculty Assembly President on their new initiative of providing tuition vouchers for employee children and whether PPFA would like to partner on this. It was decided that we will revisit this in the spring. One idea mentioned was reimbursement opportunities for courses taken at different institutions. This initiative would be separate from the Professional Development Fund.
- c. BOV/President's Steering Committee meeting updates: Claire Leatherwood provided updates from these two meetings. The President's Steering Committee meeting was a summary of most items covered at the BOV meetings.
 - i. Compliance/Audit meeting: Office has changed name to Compliance & Equity, new website with more resources, and some results of the Sexual Assault Task Force were discussed and well-received, ex. Posters in restrooms. The Audit portion discussed current and pending ongoing audits throughout campus.
 - ii. Strategic Initiatives/New Curriculum: discussed the WM Promise, Censeo survey results, budget, and new curriculum/senior capstones.
 - 1. WM Promise- they saw the number of out of state middle class attendees drop.
 - 2. Censeo- projected to save \$5 million by FY 2020 and to reinvest those funds to other areas on campus. Explored revenue generation opportunities, such as, Beijing exchange program and e-learning class options. They are creating a Master's in Business Analytics in the Mason School of Business.

- iii. Budget: discussed the distribution of public funds and the tuition numbers, and found that compared to other state institutions we are doing a good job of providing resources into faculty and teaching support programs.
- d. Athletics: discussed the Competitive Excellence report and what is needed to perform at the highest level while maintaining the focus on the academics, ex. Facility upgrades, resources for support offices.
- e. Follow-up: Claire Leatherwood will reach out to Henry Broadus about the data collected from Censeo and their plans based on the findings. There has been little communication with the campus on what was found and some concern of firms used to conduct such studies.

VII. Next PPFA Meeting: Wednesday, November 4 , 8:30 a.m. – 9:45 a.m., BOV Board Room, Blow Hall

VIII. Adjournment