**Professionals and Professional Faculty Assembly**

**MEETING MINUTES**

Thursday, August 6, 2015. 8:30 – 9:45 a.m.  Blow Hall

*New/New term members in italics:*

1. Armstrong, Suzie *absent*
2. Bengtson, Babs *absent*
3. Campbell, Darlene √
4. Cartwright, Grace *absent*
5. *Corlette, David absent*
6. Fassanella, Terence √
7. Gatling, Sharron *absent*
8. Hawthorne, Peel √
9. Leatherwood, Claire √
10. *McFarland, Natasha* *absent*
11. McBeth, Elaine √
12. Moran, Patricia √
13. *Osborn, Dorothy √*
14. *Palmer, April √*
15. Sekula, Jennifer √
16. Summs, Julie √
17. *Thompson, Richard √*
18. Tomlinson, Carol *absent*
19. *Varnell, Lyle* *absent*
20. **Call to order**
21. **Welcome to new members and introductions**
22. **Agenda: Review and solicit new items**
23. **Minutes: Review and approve previous meeting minutes**
	1. **May 2015  - accepted with the change of “agenda” to “minutes” (in the title)**
	2. **June 2015 and July 2015 meetings were cancelled**

**V. Elections and Appointments:**

a. New Officers

 i. Vice President/President Elect - nominations are needed!

ii. Secretary - Peel agreed to serve again

b. Committee Chairs

1. Academic Issues  - Peel Hawthorne
2. Communications  - Patricia Moran
3. Membership  - Terence Fassanella
4. Policies & Administrative Issues  - Darlene Campbell
5. Professional Development  - Babs Bengston (Mane Pada will continue to support)

**VI. Updates/New Business**

1. Committees
2. i. Member Choices - each PPFA member is to join at least one committee

ii. Status/updates

1. Academic Issues – has been looking at classroom seats available in different time slots and different major. Scheduling of classes, needs of growing enrollment, two curricula. Seats have declined, and more centered toward the middle of the day. There is little oversight/directive to schedule earlier and later classes. This is a shift from previous days when classroom space was limited and there was a directive to utilize all available hours for classes.

1. New Member Welcome Event

Sept 1 Happy Hour/ Welcome Meeting 5:30 PM

FAT TUNA – Richmond Road across from High Street

1. General Meeting – scheduling and possible topics   -
	* Want to explore topics, speakers, etc to increase attendance. Professional Development to encourage attendance.
		+ (Rich Thompson) How can we relate more closely to our community? Eg: parks and programs outside of W&M. How do we access community opportunities?
		+ Dig program in Colonial Wmbg (Elaine)
		+ Encourage other events to build interest/engage PPF’s
2. PPFA Tailgate  - do we want to do this again? About 40 Attended? Ask Mane for review.
3. Campus Guest selections - Previous guests e.g., Provost, John Poma. Both should be regulars to provide updates.
	* + - 1. Please forward suggestions to Claire. Others mentioned:

Campaign Launch – Advancement

Ginger Ambler – Task Force

Missy Geroe - aka Missy Zimmerman – sourcing analyst in Procurement

Carla Costello – Title IX Investigator (Lator in the year)

Bill Horatio – Parking

1. Service Opportunity: United Way’s Day of Caring 2015, Friday, September 18th  Invite other PPFs through Digest

Other business:

PPFA President is representative for the Staff Assembly/PPFA to the BOV

Patricia will arrange update of Assembly members on Website. Head shots of new members can be submitted to Patricia Moran.

1. **Next PPFA Meeting:** Wednesday, September 2nd, 8:30 a.m. – 9:45 a.m., BOV Board Room, Blow Hall . GROUP PICTURE will be taken!!
2. **Adjournment**