

Professional Faculty Initial Executive Committee

College of William and Mary

Meeting Minutes

March 7, 2007

Present: Priscilla Case (School of Business), Tammie Currie (EEO Office), Lee Foster (Development), Kristen Gladsky (Development), Katey Howerton (Development), Carol McAllister (Swem Library), Elaine McBeth (Public Policy), Mary Molineux (Swem Library), Maria Elena Pada (Information Technology), Jobila Williams (Academic Advising).

Unable to attend: Greg Baker (Law School), Judy Corello (School of Business), Ilsa Kaattari (Virginia Institute of Marine Science), and Susan Evans (Information Technology).

Note: This "Initial" Executive Committee is comprised of 14 professional faculty who volunteered to serve to help get the new W&M Professional Faculty group organized. Ten of the fourteen were able to attend this first meeting of the Initial Executive Committee. Mary Molineux presided, and Carol McAllister volunteered to take minutes.

1. **Purpose:** The opening discussion centered on clarifying the purpose of the organization and defining its role at the university. Talking points included:

- the need to form a organization to represent university employees who are designated as professional faculty
- creating a coalition of peers
- the need to establish a structure for better informing professional faculty about their employment status and position in the hierarchy
- the desire to form a group that will have "a place at the table" during campus decision making sessions, similar to the Faculty Assembly
- the need to organize to effectively participate in the Restructuring Act restructuring process

2. **Membership:** The issue of including administrative faculty in the group was considered, but, due to the campus administrative structure, may not be practical at this time.

3. **Initial organization:** The committee decided to begin the organizing process by forming small working groups. ACTION: each group will meet in the next 2-3 weeks to begin planning and research, and will give preliminary reports at the next Initial Executive Committee and full Professional Faculty meetings.

- **Peer Groups:** an investigation of similar organizations at other universities to find a possible model. This would include reviewing samples of by-laws.
Members: Elaine McBeth, Jobila Williams, Maria Elena Pada, Lee Foster.

- **Education/Outreach:** an outreach campaign to inform additional professional faculty about the new organization and encourage them to become involved. ACTION: Mary Molineux will send the Professional Faculty membership list to Kristen Gladsky; the group will recruit other professional faculty to help with their campaign.
Members: Jobila Williams, Kristen Gladsky.
- **Policies & Procedures:** a review of existing guidelines and policies and procedures that apply to professional faculty in anticipation of a future handbook.
Members: Priscilla Case, Tammy Currie, Katey Howerton.
- **Restructuring:** begin an investigation of the Restructuring Act as it applies to professional faculty.
Members: TBA.
- **Technology:** develop and maintain the Professional Faculty organization's web pages, listserv, discussion boards, surveys, etc.
Members: Maria Elena Pada, Mary Molineux, TBA.

4. Next meetings

a. **Initial Executive Committee:** in approximately 2 – 3 weeks; date and time TBA. ACTION: Mary Molineux will propose a date and time and location; Development offered an alternative meeting space.

b. **Full Professional Faculty group:** in early to mid-April, depending on availability of possible speakers, which could include Provost Geoff Feiss; Director of Human Resources Earleen O’Roark; EEO Director Susan Grover. At this meeting, the new committees would make preliminary reports. ACTION: Mary Molineux will discuss dates with the possible speakers. She’ll also send out the results of the “meeting time survey” to the full membership.

Respectfully submitted,
Carol McAllister, Swem Library
3/8/2007