

PFLA Board Retreat

July 20, 2011

Present: Judy Bankson, David Barner, Jodee Bernal, Shirley Chow, Janet Ekholm, Melissa Elmore, Angela Haney, Laurie Solum, Michelle Mahana, Donetta Sheffold, Shelly Signs, Alice Tucker, Deb Weitzman, Gwen Wolfram

The meeting was called to order at 9:15am at the home of Donetta Sheffold. (THANKS DONETTA!) Michelle Mahana, president, opened the meeting with an overview of the day's agenda and thank you's to both outgoing and incoming PFLA Board members.

Agenda Item--- Review of board member responsibilities and commitments:

There was a discussion of auditing of PFLA funds. Laurie Solum, out-going treasurer, explained that an audit has not been done as is presently stated in current PFLA bylaws, but that PFLA funds are now held under an OUS index and our budget follows policies and procedures of OSU and is part of the UABC Business Center, index DAA104. Board members decided to investigate making a change in PFLA bylaws to reflect the way our funds are currently being managed. Lori and Shirley plan to post the annual PFLA treasurer's report on the website.

Past board members have reviewed their job descriptions. Those members suggesting updates to their job descriptions will email their job descriptions with suggested changes to the secretary and then the job descriptions will be posted on the PFLA website.

Positions with updates are: Web Services, Past-President, Treasurer, Marketing, and Membership.

Angela Haney as past-president described the "Our Hero" award and encouraged nominations. Michelle Mahana suggested that Judy Bankson (Marketing) put information about award nominations in OSU Today.

Outgoing Marketing –Director Alice Tucker stressed the importance of publicity for PFLA going through Judy Bankson so as not to duplicate postings.

Donetta Sheffold, Membership Director, is planning to send out a letter to new employees with PFLA information and an invitation to join. Judy will work on this project with Donetta.

Notes from Morning Session about various items:

*Angela suggested that more photos be posted on the website of events and meetings. David suggested the Judy (marketing) be the person to receive photos and choose appropriate ones for website.

*Gwen will set up a web gallery and link to the website. Along this discussion—a possible redesign of the website with a photo gallery option on the page (drupal?)

*David will look for the PFLA archives and make them available on the webpage.

*Deadlines for submissions for any published materials were discussed. Judy will set deadlines for submissions for 2011-12 PFLA quarterly newsletters.

*Shelly suggested a Task Force to examine/revisit the PFLA webpage. Donetta, Gwen, Michelle, Shelly and Judy volunteered for this committee to look at content, navigation, and design of the webpage. For the online membership form we will add an automatic reply.

Agenda Item: Where to this year?

Board meetings will be monthly for 2011-2012 in Kerr Admin Room 100, 1st Monday of the month from 12 – 1pm. Mark your calendars!

Following discussion, a unanimous decision was made to - forgo the monthly speakers for this year due to low membership participation. Focus will be on professional development opportunities and monthly networking events.

Gwen and Shelly encourage participation between PFLA/Triad and AOP groups this year.

University Day, Thursday, Sept. 22—CH2M Hill Alumni Center

This is our big push for new members.

*Donetta will send PFLA brochure to board for editing. Changes need to be done by August 22. Final copy of the brochure is due with Judy B. on Sept. 19 or before.

*Cheryl Lyons has PFLA display items—Judy Bankson and Shirley Chow will deliver to Alumni Center

*Michelle will register for booth (electricity and 2 chairs) and bring a laptop and candy

*Angela will do booth set up

* Booth volunteers needed from 12 – 2 pm—Michelle will recruit volunteers.

*Shelly reminded the group that University Day strives to be a -0- waste day.

Networking Events: August, October and March

*Shelly will coordinate networking events

*August Networking Event is at Hilton Garden Inn—August 4—4:30 – 5pm start time ☺

Professional Development will be offered in November and April. Melissa suggested Greg Bell as one speaker. Angela offered to be on the Professional Development Task Force and Melissa will search for other participants from the PFLA membership. To be determined:

*Budget for Professional Development offerings

*Board determined that there should be a discounted rate for the Professional Development meeting for PFLA members.

Winter Gala, Thursday, Dec. 1—Women’s Building lobby 1200-100 pm

Triad Group—invited guests (they invite their spouses, PFLA Board decided to include spouses also. Angela reminded group of benefit of partnering with OSU Catering to sample “new menu offerings”

Event coordinator: Gwen, Shelly and Angela

*Deb will procure linens

*Board members bring auction items

Spring Art Gala (Date: June)

Event Coordinator: Janet Ekholm with Angela assisting for venue and food

Location—The Vue

Alice has all art auction paperwork files and will share with Janet

Nominations/Elections:

Chair does not need to be a board member. Michelle will put out request to membership for participation.

Karel Murphy Award:

Event Coordinator: Melissa

Alice suggested that Melissa find a helper to carry on for 2012-13.

Spring is when work happens for this award. Donetta has the information on the background of the award. Michelle will get the names of those assigned from Engineering to review candidates and pass that on to Melissa.

Donetta reminded Michelle that PFLA has a seat on the President's Committee on the Status of Women. Michelle or her designate will make sure to get notifications of the meeting times/dates.

Bylaws Revisions:

Coordinator: Shelly—will review bylaws and recommend changes. Shelly will send recommendations to board members for input/approval.

*Michelle will look for one or two more members at large. Any ideas for this positions-send to Michelle.

*Deadlines for publications/minutes/marketing and ect. were discussed.

PFLA Newsletter discussion:

Timeline for 2011-12 newsletter

Quarterly publication

Volume 1: Ready for University Day, Sept. 22

Deadline for submissions—Sept. 1

Needs to include information on first Professional Development offering

Volume 2: Winter Term—January

Deadline for submissions—Dec. 15

Volume 3: April/Recruitment

Ballot for elections?

Deadline for submissions—March 22

Volume 4: June/July

Deadline—June 22

Discussion and follow-up to 2010-11 board members meeting with Provost Randhawa this spring:

Main question addressed with Sabah—How can PFLA as an organization work for the benefit of professional faculty on the OSU campus?

Sabah's recommendations:

PFLA board members meet with Faculty Senate Executive Committee—introduction of PFLA with Board roster and 1 page informational sheet

Use INFORM-c07 list for a conversation on critical issues with professional faculty

Arrange meeting with Becky Warner, senior VP for Academic Affairs—focus on personnel related policies for all non-classified faculty (Donetta suggested a doodle poll to find a time to meet with Becky

Following meeting with Becky Warner—arrange meeting with Pres. Ray and VP Randhawa. For this meeting—Promote to all PFLA members and have list of collected issues to present.

We brainstormed and came up with a starting list:

1. Look at what's happening with other professional faculty—gather input
2. Could there be possibility for "skill-matching" job changes for P.F. positions across campus?

3. Potential/possibility of multi-year contracts for P.F.?
4. Job importance ranking??? Address issue of “ease of ending contracts with P.F.”
5. Orientation specific for new professional faculty hires. Schedule at other time of year than Sept. PFLA may work on topics to be covered for this orientation-and possibly a Professional Faculty Handbook?
6. Professional Faculty mentoring workshop?
7. Vision/purpose of PFLA

President’s Agenda:

Michelle shared that her agenda for 2011-12 is to address the critical issues for professional faculty staff.

Dues for PFLA 2011-12 will remain at the same rate: \$30/year

NEXT MEETING:

August 4, Hilton Garden Inn for networking, be there after work—4:30 or 5 pm

No official board meeting in August

Respectfully submitted,

Deb Weitzman