

Professional Faculty Leadership Association  
Meeting Minutes - April 12, 2013

Present: Shelly Signs, Michelle Mahana, Justin Fleming, Melissa Elmore, Deb Walker, Debrah Rarick, Karren Cholewinski and Shirley Chow

Minutes – March 12, 2013 Meeting: Approved as sent

Professional Development Program Review: Melissa Elmore, All

April 9, 2013, Accountability & Delegation with Bill Swift, Executive Vice President of Cascade Employers Assn.

- Program Attendance: 35 plus the speaker
- Overall Program Rating: 4.7 (Scale: 1=Poor to 5=Excellent)
- Most significant responses – Most Valuable:
  - How to improve morale/efforts within work team
  - Good information to take back to office and implement
  - Easy to understand/New concepts
  - Practical applicability/Items to use in the workplace
  - Speaker engaged audience/Discussions were valuable
- Request: To have Bill return and provide another program
- Kudos to Melissa for another successful Professional Development Program
- Net Return to PFLA: \$58 (Income minus expense)

Karel Murphy Professional Faculty Award Update: Shelly Signs/Justin Fleming/Michelle Mahana

- Deadline 4/3/2013 but has been extended to 5/3/2013.
- Website Issue – Broken link discovered but was corrected and operational 4/10/2013.
- Michelle will submit award information with new deadline to OSU Today.
- Award recipient decision to Vickie Nunnemaker by Wednesday, May 15, 2013.

Board Director Nominations Update: Deb Walker

- Deadline for Nominations: Friday, May 17, 2013
- Vacancies: President-Elect, Secretary, Treasurer, Marketing & Professional Development
- Elections: Open week of May 20<sup>th</sup> with close on/about June 5<sup>th</sup>

Spring Gala – Friday, April 19, 2013, Women’s Building: Michelle & Deb Walker

- Invitation sent to Inform List which resulted in registered attendance increasing from 7 to 22
- Beth Ray has been invited
- Linens – OSU Catering (Deb to see if they can be picked up ahead of time)
- Centerpieces – Will be raffled off at conclusion of event
  - Carrot Seeds: Monday from Shelly
  - Bob’s Red Mill Basket - Michelle
- Divine (OSU Choral Group) – Melissa agreed to follow up to confirm event
- Raffle Tickets: Michelle
- Cash Box: Shelly (Michelle to get change for the cash box)
- Name Tags: Michelle
- Registration Table: Deb Walker (and recruiting others to help)
- Sound System: Michelle, available in the Women’s Building if needed.

Our Hero: Michelle

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- March: Valerie Cooley, ID Center awarded April 9, 2013
- April: Christina Flynn, UABC – Presentation April 25 at 9 am, 105 Finley Hall

Bylaw Change – Update and Conclusion: Shelly Signs

In order to retain the status as the organization representing Professional Faculty, the Office of Human Resources (Jeri Hemmer as per conversation with Shelly Signs on April 9, 2013) feels the Professional Faculty Leadership Association (PFLA) cannot be open to having any non-Professional Faculty positions serving in leadership roles on the board of directors. Currently, there is no other option for Professional Faculty group representation for this category of employees, so there is a sense of obligation to respect this format.

For the future, PFLA can continue to look at opportunities to work with the Association of Office Professionals (AOP), as a sister organization, and continue to build bonds through joint activities.

Committee Updates:

- **Professional Development** – Melissa Elmore: *Accountability & Delegation* by Bill Swift on April 9, 2013, received an overall rating of 4.7 (out of 5.0).
- **Treasurer** – Shirley Chow: Unable to attend meeting so will submit report electronically.
  - **Note:** PFLA refreshments for networking events are not reimbursable with E&G funds.
- **Membership** – Karren Cholewinski: No update
- **Marketing** – Newsletter/Flyer Distributed, Networking flyer to be distributed
- **Web Services** - Justin Fleming: Be sure to report all broken links on the website to him as they are discovered. New web address: [oregonstate.edu/pfla](http://oregonstate.edu/pfla)