

Professional Faculty Leadership Association Board Meeting

March 2, 2011

Attendees: Melissa Elmore, Angela Haney, Michelle Mahana, Cheryl Lyons, Donetta Sheffold, and Shelly Signs.

Review Action Plans & Status Updates From 2/2 Meeting

- Action item: Angela will follow up with Louann Friedland to see if she would be interested in chairing the election committee.

Provost Meeting – March 16th from 3:30 – 4:30

Topics to cover –*Open Discussion for Questions/topics*

Angela thanked Donetta for setting up the meeting up with Sabah. The board discussed the importance of professional faculty on the faculty senate. Shelly stated that there are 21 professional faculty members on the faculty senate who are representing their own departments and suggested asking the 21 professional faculty employees to join PFLA. Donetta stated that a lot of the professional faculty does not understand how the faculty senate works. Angela proposed that we invite the faculty senate to join us for a regular meeting next year. Another suggestion was to have the faculty senate be the topic of the meeting.

Angela suggested we have our link to the faculty senate or have a synopsis from the meetings on our website.

The board brainstormed questions for Sabah:

Who do the senators report to?

Does Sabah support multiple-year contracts? What is the next step?

Would the administration be willing to support multiple-year contracts?

How do we get something on the faculty senate agenda?

We are trying to promote and empower professional faculty on campus. How do we do this?

Does the administration recognize PFLA?

Is the provost support of the separate groups on campus?

- Action Item: Michelle will check into the policy of performance reviews. **Completed**

PFLA NETWORKING - Review of February Event & Discussion of Future Networking Event

The board agreed that this event was a success and worth doing again. The staff at the Hilton Garden Inn was very accommodating. Shelly offered to schedule three or four similar events a year.

Karel J. Murphy Award

Committee Members & Schedule

The timeline for the Karel J. Murphy Award is still unknown except that the committee is to be developed in February. Can Renee in Engineering get the three engineering committee members?

- Action Item: Angela will put the Karel J. Murphy Award on the agenda for the next board meeting.
- Action item: Michelle will talk to Vickie Nunnemaker about the required timeline and process.
Completed: The deadline for submitting nominations for the Karel Murphy Award is May 7 with the award recipient information to Vickie Nunnemaker by May 15.

Professional Development – 7 Secrets to Great Customer Service on Campus

April 12th – Gail Hand – Alumni Center, Promotion Discussion – Logistics Planning

Shelly reported that Gail hand's contract has been processed and Gail will provide a blurb to promote the event. The venue has been reserved at no charge. In exchange for the free venue the Alumni Center employees can attend at no charge. The board recommended that we use OSU Catering for this event. The event will begin at 11:30 am with a 12:00 buffet. Gail will start the program after lunch and the program will end by 3:00. The seating will be round tables and people will need to RSVP with payment. The speaker is charging \$2000. The recommended registration fee is \$20.00 for members and \$30.00 for non-members. Laurie is submitting the paperwork to the Vice Provost office to recoup some of the cost.

- Action Item: Alice will put together a flyer to promote the event. Cheryl has offered to help with the flyer.
- Action Item: Angela will promote the event in OSU Today and Life at OSU.
- Action Item: Shelly will complete the registration and hand off to Michelle & Angela since she will be about to be onsite the day of the event

June Event– Discussion

Planning Committee, (Event/Décor/Food/Transportation/Promotion)

Auction Committee (Art Donation Solicitation, Set up , Auction)

- Action Item: Angela will put on the agenda for the next board meeting

PFLA Retreat Planning

Position Descriptions

- Action Item: Angela will put on the agenda for the next board meeting

Misc

Cheryl reported that she is on the committee for the upcoming event focusing on bullying. She stated she is surprised at the number of instances of bullying reported on campus. There are multiple avenues for people to get help but most people don't know how to get help and what processes are in place. There will be a forum for open discussion about what we have heard on campus. The first step is, if it is necessary, to have a policy on campus.

- Action Item: Cheryl will provide information from the forum to the board.

Shelly reported on the March 18th Reception. There will be hosted food and beverage and the artists have been invited to attend. We need to promote the event and encourage promoting the exhibit as a whole. The event announcement will be in OSU Today. President Ray is serious about hosting the talent of people on campus.

- Action Item: Alice will promote the reception in the next newsletter.