

Professional Faculty Leadership Association Board Meeting

April 13, 2011

Attendees: David Barner, Melissa Elmore, Angela Haney, Michelle Mahana, Donetta Sheffold, and Shelly Signs, Laurie Solum, and Alice Tucker.

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. **Completed – Louann cannot chair the election committee.**

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

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

Discussion about the meeting with Sabah. The group who attended (David Barner, Melissa Elmore, Angela Haney, Donetta Sheffold, Shelly Signs, and Alice Tucker) felt that it was a good meeting and that Sabah was open and also had some good suggestions about keeping the communication open. He noted that Professional Faculty are represented in the Faculty Senate and Sabah's suggestion is for PFLA Board to meet with the Faculty Senate executive committee on an annual basis. There was some question about the difference between Associated Faculty and Professional Faculty. Shelly did some research following the meeting and reported:

I learned that Associated Faculty includes the areas of Research, Academic Affairs, International Programs, Finance and Administration, University Relations and Marketing, and Presidents Office (which also includes Athletics). The Libraries also falls in there somewhere. There are research and academic faculty, beyond the professional faculty that are included (mainly through Research office.) The Associated Faculty lists are not the optimal way to reach the Professional Faculty that we are hoping to target.

Karel J. Murphy Award

Committee Members & Schedule

The timeline for the Karel J. Murphy Award is: The deadline for submitting nominations for the Karel Murphy Award is May 9th with the award recipient information to Vickie Nunnemaker by May 15th. We believe that there is only one submission at this time.

- Action item: The Karel J. Murphy Award committee needs to meet between May 7th and May 15th to review the nominations. **I can't remember who was to do what. Hopefully someone can fill in the blank.**

Professional Development – 7 Secrets to Great Customer Service on Campus

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

Everyone agreed that this event was a great success from the speaker to the food. The centerpieces were great! The actual attendance was 70 people. All no shows and non-payers were emailed by Shelly. All of the money has been sent to Laurie. The event netted 11 new members. Shelly will forward the PFLA membership form to those new members who did not complete the information initially. Laurie provided budget information to the board.

There was discussion about how much to ask for in matching funds. **I can't remember if it was decided to request funds for 50% of the speaker cost or 50% of the whole event (including food)**

- Action Item: Laurie will request funds from the Vice Provost for the Business Development Event.

Board Member Recruiting

Angela has not been successful in finding someone who will chair the election committee. The board discussed whether or not Angela can fill that position but it was determined that since she is President that she does not qualify for this position.

- Action item: Angela is going to ask Cheryl Lyons if she is willing to chair the committee.

June Event– Discussion

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

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

The Vue has been rented. There is a planning committee for the event as well as an auction committee. It is up to all the members of the board to solicit donations. It was determined that we only need one van for this event and it was suggested that we try to get motor pool to donate the van. There was a discussion about how the room should be set up – last year the room setup did not lend itself to enough networking.

- Action item: **Some one ? is going to talk to Jason about donating the van.**

PFLA Retreat Planning

Position Descriptions

It was decided to wait until we have the 2011-2012 board in place before determining the location of the PFLA retreat. We will also wait to choose the date.

Misc.

Shelly has requested that we put “Hilton Networking Event” on the agenda for the next meeting.

- Action Item: Angela will put “Hilton Networking Event” on next month’s agenda.