

Professional Faculty Leadership Association Board Meeting

December 13, 2010

Attendees: David Barner, Jo Dee Bernal, Linda Devenow, Melissa Elmore, Angela Haney, Cheryl Lyons, Michelle Mahana, Donetta Sheffold, Shelly Signs, Laurie Solum and Alice Tucker

Meeting Minutes – Post to Web

- Review Action Plans & Updates

Action Item: Melissa will forward David all of the Meeting Minutes from prior meetings for the website

Membership and Committee Involvement – Discussion

- Membership Lists & Mailing Lists

Donnetta stated that she cannot access the membership list. She has not been receiving the workshop registrations. Shelly provided Donetta with more workshop information and Donetta gave Laurie her current list.

Action item: David will help Donetta access the membership list. **This has been completed.**

Action Item: Donetta will meet with Laurie about the current membership list. **Completed**

Professional Development:

Shelly offered to plan a spring professional development program if people were interested. PFLA has had more than one professional development event in the past. Financially, we came out ahead on our fall professional development workshop. New members have indicated what they would like to be involved in professional development and it was suggested that we should start a professional development subcommittee. The professional development subcommittee will come up with recommendations for future programs and Shelly will present their findings to the board at the January meeting. Jo Dee offered to help.

Cheryl recommended that the recent PFLA survey be considered because there were many comments about professional development. A lot of people also indicated that they didn't know what PFLA does.

Action Item: Shelly will pull together a subcommittee on professional development and present a proposal at our January 5th board meeting. **Shelly contacted the subcommittee and will bring their proposal to the January 5th board meeting.**

Action item: Shelly will forward financial information from our Professional Development event (cost vs. income base on member vs. nonmember) to Laurie. **Completed**

Spring Auction & Winter Gala

- Follow up & Financial Clarity

Laurie reviewed the budget to-date. For professional development we should break even. We have received funding from the Vice Provost office or through partnerships.

Angela suggested we get a committee together to determine how the scholarships are going to work. Currently we have \$395.00 in the scholarship fund and it is recommended that all of the auction funds go to the scholarship fund. Angela and Laurie have volunteered to develop the scholarship fund program & process.

Laurie does not have the \$200 bill from the choral presentation at the winter gala. The total was \$200 to be split between TRIAD and PFLA.

Action Item: Angela needs to send Laurie the receipts from the Our Hero Award. **Not Necessary**

Action item: Michelle will give the choral bill to Laurie. **Completed**

PFLA/Triad Merger – Discussion

PFLA and TRIAD's missions are very different. TRIAD get's great speakers and they are also supported by Professional Faculty members. They meet weekly and each active member is expected to attend unless you let them know a week in advance. The suggestion was made that we have a joint event with them once or twice a year or we invite them as guests to our spring event.

Some of the requests noted in the PFLA survey are being offered by TRIAD. It was suggested that we use our news letter and website to link to TRIAD's events. Angela suggested that we also include AOP.

Action Item: Angela will check with Nick at TRIAD to see if they would be willing to share links to upcoming events. **Successfully completed**

AOP Meeting with President Ray – Discussion @ Market Place West

The AOP Meeting with President Ray is scheduled for January 20th at Market Place West.

Scheduled Membership Meetings 2011

- January 5th – Dr. Chris Klemm.
- February 2nd Meeting is at the Wave Lab

Action item: Melissa will check to see if Dr. Klemm is still available for the PFLA meeting on January 5th. **Completed**

Action Item: Angela will send out the upcoming events and ask David to post on the web. **Completed**

Timeline & Position Description Changes – Discussion

Angela stated that the Provost and someone from the Faculty Senate have indicated that they want to be invited to one of the PFLA board meetings and be added to our agenda. It was agreed that we will invite them to our board meeting providing they send their agenda item ahead.

- Election Committee - The PFLA timeline states that November is when the election committee chair is appointed. The election committee chair then brings a slate of recommended people to the board for review.

Action Item: Angela will send out the timeline and position descriptions. **Completed**

Action Item: Angela will appoint the chair of the election committee. **In process**

- Karel Murphy Award - Laurie documented the Karel Murphy award procedures and passed it on to everyone. These changes will satisfy all of the issues from the past two years.
- Our Hero Awards – The next Our Hero Award event is at Printing & Mailing at 3:00 on December 14th. January Our Hero Award event will be decided at the January 5th meeting.

Web Page Updates & History (photos)

Action: Shelly will forward David the pictures from the winter gala. **Completed**

Misc.

Cheryl reported on PCSOW (President's Commission on the Status of Women). This is a group of about 30 – 50 people. The leadership is new and they are all faculty. PCSOW has asked that any situations of bullying be reported to Cheryl and it will be passed on to the president's office through PCSOW. They are looking for all kinds of situations including peer to peer, inter-departmental, senior management, etc. The president's office wants to know what the campus climate is and if bullying is perceived or real.

Action item: forward to Cheryl general situations that the board has witnessed bullying by early January.