Professionals and Professional Faculty Assembly (PPFA): Minutes
Wednesday, January 06, 2010  8:15-10:00 a.m.
Location: Board of Visitors Board Room, Blow Hall

Members Present:  Boy, Wayne; Cole, Steve; Corello, Judith; Grimes, Lisa (Chair, PPF Handbook); Foster, Lee (Chair, Communications); Kaattari, Ilsa (Chair, Elections); Latour, Jennifer; Livingstone, Wendy; Mason, Pamela (Chair, Academic Issues); McBeth, Elaine; Molineux, Mary (President); Pada, Maria Elena (Vice President ); Reis, Robert (Chair, Technology); Springer, Cory

Members Absent: Hurte, Vernon; Osborne, Dorothy; Pittman-Hampton, Carlane; Richardson, Stacy; Rideout, Tom; Scott, Jennifer; Webb-Robers, Wendy

Guest: Chris Adkins, Director of UG Program, Mason School of Business, representing the DOT (Do One Thing) Project

I) Molineux called the meeting to order at 8:19 a.m.

II) December minutes were reviewed and approved. Each ACTION point was reviewed and all had been achieved or were in process.

III) Meetings:
• February 3, 2010, PPFA meeting location TBD.  ACTION: Lee Foster will check on availability of the Discovery Building in New Town.
• Future meeting sites: ACTION: Kaattari and Latour will propose a PPFA meeting dates at VIMS.

IV) PIE Projects: status reports were given for each of the 10 PIE projects:

Appointments and Terminations:  Dot Osborne, Mary Molineux
Policy approved by BOV, November 2009, and is now posted on the Provost’s webpage at: http://www.wm.edu/about/administration/provost/documents/appt_termination_prof_faculty.pdf ACTION: Grimes will link this policy to the PPF Handbook.
Molineux presented the draft “white paper” for “Appointments and Terminations” that was prepared by Osborne and Molineux. The PPFA agreed to adopt its format for the remaining white papers. This white paper is posted on the PPFA’s Blackboard site under the PIE Projects & Wiki link → Appointments & Terminations folder.

Performance Planning & Evaluation: Judy Corello, Wendy Webb-Robers, Wendy Livingston
A confidential policy at this point; PPFA Executive Committee has met to work on twice; third meeting is January 13  11:00am Morton 301-B; College administrators also working on this one and the two groups will meet together within a few weeks.
Classification: Pamela Mason, Ilsa Kaattari
A confidential policy at this point; PPFA Executive Committee worked on this over 2 or 3 meetings early last fall and submitted recommended changes to College administrators in October.

Leave Share + Sick/Disability Leave: Mane Pada, Elaine McBeth
Research beginning.

Compensation Policy: Jennifer Scott, Wayne Boy
Approved by the BOV in Fall 2008; the PPFA has requested again that it be posted to the Provost’s website. Scott has researched the policies for the other Virginia schools which have undergone restructuring and the team will proceed with obtaining policies for selected peer institutions.

Severance Benefits: Lisa Grimes, Dot Osborne
Approved by the BOV in Fall 2008; the PPFA has requested again that it be posted to the Provost’s website.

Grievance: Vernon Hurte, Stacy Richardson
Team + Molineux has met once and gathered examples of policies from other institutions; scheduled to meet again January 11 to compile a first draft of a proposed policy.

Annual Leave + Professional/Academic Leave: Lee Foster, Carlane Pittman-Hampton, German Mendez
Team met December 10, 2009, and compiled a chart comparing leave at UVA, VCU, VaTech, and W&M. The chart was shared at today’s meeting.

Retirement Benefits: Cory Springer, Tom Rideout
In addition to the official state retirement benefits, this team may also review College options for retirees, such as free or reduced costs for library, parking, and recreation center privileges.

Health & Disability Insurance Benefits: Steve Cole, Jennifer Latour, Bobby Reis
No action taken yet.

Peer Institutions: Boy asked how we should determine our peer institutions for comparing policies and if we should use the same group when researching our PIE projects. It was agreed for now to let each PIE team decide which peers to use (from the SCHEV list on the Provost’s website) since some might have better policies that others for certain topics. However, some
peers that have been recommended by the Provost and Human Resources for comparison include Dartmouth, Wake Forest, and University of North Carolina at Chapel Hill.

**CUPA-HR:** The PPFA is working to get online access to information and data from the College and University Professional Association-Human Resources (CUPA-HR). CUPA-HR has a “Knowledge Center” with experts who might advise us on other sources for policy information plus a variety of salary and benefits studies.

**ACTION:** March 31, 2010, is the deadline for the rest of the PIE project white papers, which teams should post on Blackboard in their respective folders.

V) **PPFA’s role re College issues:** the PPFA discussed whether there was time to get involved in any other pressing College issues; it was agreed that the PIE project and other tasks were a full plate, but that we should (1) stay abreast of the major issues, in part via campus-wide committees; (2) address pressing/time-sensitive issues (such as the state’s domestic partner benefits issue) as needed.

One PPFA member noted that last July 1 employees who live in certain zip code areas east of Hampton (e.g., Poquoson, Norfolk, Chesapeake, Virginia Beach, Portsmouth...) had had their health plans changed from COVA Care (Anthem) to a pilot COVA Connect (Optima) with some differences in benefits. These employees were not given a choice and not much notice or explanation. **ACTION:** Molineux said that she would contact W&M’s Human Resources for more information.

VI) **Provost meeting:** Molineux and Pada reported on topics covered in a January 5 meeting they had with Provost Michael Halleran:

- accurate list of PPFs from HR: **ACTION:** Molineux will meet with Assistant to the Provost Shirley Aceto
- choices of layoffs versus furloughs and pay cuts: Halleran said that the college administration favors layoffs because the budget cuts are severe and long-term, which furloughs and pay cuts cannot handle well, plus the lack of pay raises for a couple of years makes these two options less appealing
- need for improved communication about budget situations, especially layoffs: Halleran reported that every attempt has been made to have layoff notifications handled quickly; standard practice is for the employee’s supervisor plus a representative from Human Resources to meet with the employee to notify of a layoff, with the HR staff member there to answer questions.
- system for employees to handle personnel and other significant problems: Halleran said that, rather than create a “whistle-blower” system, he prefers that staff work through their supervisors or the ombuds system to report problems; we agreed that the forthcoming staff climate survey might help identify the areas that need help; and Halleran emphasized that he wants to help resolve these problems and hopes that staff will approach him as needed.
- severance and compensation policies: these were approved by the W&M Board of Visitors in Fall 2008 but not yet posted on the Provost’s webpage; Halleran will request
that they be posted next week at the latest.

- CUPA-HR: we proposed access for representatives of the various campus staff organizations (e.g., Faculty Assembly, PPFA, new Staff Assembly); Halleran will check with Aceto about the next steps.

VII) DOT Project: Chris Adkins shared the DOT project (Do One Thing) initiative with us. It’s a project to encourage each member of the whole campus community to identify ways to be more efficient and sustainable. He and other DOT leaders are asking W&M departments and organizations to promote the DOT project. An official DOT kickoff is in late January. Springer, Livingston, Grimes, Pada, and Kaattari volunteered to explore how the PPFA could help with the DOT project; Springer volunteered to chair this group. ACTION: The PPFA’s DOT team will gather more information, strategize, and report back to the PPFA.

VIII) PPFA social gathering: it was agreed to organize one or more social gatherings of PPFA members, perhaps following a meeting. ACTIONS: If the February 3 meeting is at Discovery I, following that meeting PPFA members could go to one of the New Town restaurants. Once the meeting location is determined, Molineux will inform PPFA members. For the PPFA meeting that will be held at VIMS, Latour and Kaattari will propose a similar restaurant venture following the meeting.

IX) Next meeting is Wednesday, February 3, 2010, 3:30 pm; location TBA.*

X) The meeting was adjourned at 10:00 am

Respectfully submitted,
Cory C. Springer

*February 3 meeting will be held at the Discovery I Building, Room 201, in New Town.

Approved March 3, 2010, by the PPFA, with additions to PIE Project updates.