

## **PPFA Policies & Administrative Issues Committee: Meeting Minutes**

Tuesday, May 10, 10:00-11:00am Swem Ford Classroom

*Present: Sharron Gatling; German Mendez, PPFA President; Mary Molineux, chair; Susan Mongold; Dot Osborne. Absent: Denise Ridley-McCoy.*

The meeting was called to order at 10:05 am.

1. **Accomplishments.** We briefly the committee's accomplishments so far, including:

- a. Service-Governance Proposal for Professionals & Professional Faculty: Molineux reported that the attendees at the most recent Provost's Breakfast Group supported this idea for staff. The Provost has reported that he will respond to this proposal in June.
- b. Employee Survey Proposal: The Provost has reported that he will respond to this proposal in June.
- c. PPFA Constitution & Bylaws Amendments: Currently being reviewed and voted on by professionals and professional faculty.

2. **Pending projects.** We reviewed, prioritized, and assigned (or deferred) the following projects, prioritize, and assign

- a. Policy on PPFA participation/engagement: we reviewed a draft, made a few edits, primarily regarding time commitments. **ACTION:** Molineux will make the edits and the proposed policy will then go to the full PPFA for consideration.
- b. Policies & Issues Expertise (PIE) project: Mongold and Gatling volunteered to review the status of this project begun in 2009-2010. **ACTION:** They will report back to this committee.
- c. "Number of Staff" Project: Mongold reported that W&M Vice President Sam Jones has been working on a project for which this information was sought. **ACTION:** Molineux will contact Jones to see if it's the data we need and whether we can obtain a copy.
- d. Proposed PPFA Goals & Objectives that fall under this committee's auspices: we reviewed the relevant goals and made these decisions:

### **Pursue this fiscal year (May and June 2011):**

1. Amendments to Constitution & Bylaws (pending May 2011 election)
2. PIE Project (as noted above)
3. PPFA Participation/Engagement Policy (as noted above)
4. Number of Staff Project (as noted above)
5. Service-Governance Proposal (June feedback)
6. Employee Survey reprise (June feedback)
7. Tuition Waiver (task force assigned at April 2011 PPFA meeting)

**Defer to next year (FY2011-12), as that reconstituted committee decides:**

***Note: most the projects listed above will be carried over for follow-up work.***

1. Disciplinary action procedures
2. W&M Strategic Plan—monitoring administrative issues
3. Data bank—identifying and organizing information related to staffing, salary, benefits
4. Survey PPFs re which issues are of importance to them
5. Membership of PPFs on college-wide administrative committees

*Respectfully submitted,*

*Mary Molineux*

*5/10/2011*

*Approved by the committee via email, 5/16/2011.*