

## PPFA Policies & Administrative Issues Committee: MINUTES

Tuesday, July 12, 2011 8:30-9:30 a.m. Swem Ford Classroom

In attendance: Pamela Mason, German Mendez (*ex officio as PPFA President*), Mary Molineux (*chair*).

### I. Membership for 2011-12. The forthcoming membership on this committee was reviewed:

- Sharron Gatling will continue; Pamela Mason, German Mendez, and Robert Reis will join as new members. Not sure if non-PPFA member Denise Ridley-McCoy will want to continue.
- Once the PPFA's 2011-12 officers are elected, they will select the chair for this committee; the chair will then recruit additional members.
- Because this committee has traditionally had several issues/projects each year, the new chair might want to recruit additional non-PPFA members to help spread the workload.

### II. Project wrap-up for 2010-11:

A. **PIE Project:** Sharron Gatling and Susan Mongold had produced a chart that showed the status of the Policies & Issues Expertise (PIE) Project, which was begun in Fall 2009 to help PPFA members gain knowledge about policies and issues affecting professionals and professional faculty – especially the personnel policies under review that year. Although most teams had completed some or most of the research for their assigned policy, most of the white papers have not been completed. The committee agreed that there was value in the overarching purpose – to develop knowledge of policies and issues – but deferred a decision to the full PPFA. [Note: the chart is posted on the PPFA's Blackboard website under the PIE Project menu item.] ACTION: At a future PPFA meeting, members will be asked to decide whether to revive this project and, if so, which policies and issues should be highest priorities.

B. **Tuition benefits for part-time staff:** Pamela Mason (*chair of task force*)

ACTION: Mason will gather initial information and post on PPFA's Blackboard webpages; she will also check with Peel Hawthorne regarding the possibility of her chairing this task force.

C. **Classification Policy status:** Mendez reported that his planned June meeting with the Provost was postponed, so the status of this policy is still unknown. [*The PPFA had submitted suggestions in Fall 2010.*]

D. **Service-governance component proposal status:** as above, status is still unknown. The committee discussed ways to lend weight to this proposal, including adding "assumptions" (such as that all professionals and professional faculty should be knowledgeable about policies and issues that affect them....) and "stories" about how service-governance creates a stronger W&M.

E. **PPF survey** (to replace last summer's staff survey). The committee discussed the possibility of a short survey (perhaps 10 to 12 questions) that might be tied to the information gleaned from the May 2011 general meeting's roundtable discussions: e.g., professionals and professional faculty could be asked to give us feedback/rankings on the issues identified then and at the PPFA's July 13 retreat. A couple of additional questions might help gain feedback about the PPFA itself – what professionals and professional faculty would like to see from the organization in terms of communication, general meetings, etc. ACTION: the new executive committee will consider the next steps.

F. **"Number of staff" project:** Molineux reported that she and Denise Ridley-McCoy had checked with W&M's Human Resources and W&M's Institutional Analysis and Effectiveness, respectively, without any luck. She will continue checking with state (SCHEV) and federal agencies (U. S. Dept. of Education) as there is national data in the "Digest of Education Statistics."

*Respectfully submitted: Mary Molineux, July 12, 2011*

*Approved by the committee via email, July 18, 2011*