

Policies & Administrative Issues Committee

Meeting Minutes

Friday, September 23, 2011 3:30-4:30pm Swem Library/Ford Classroom

In attendance: Lesley Atkinson, Sharron Gatling, Jennifer Sekula, Mary Molineux (*ex officio*)

Absent: Wayne Boy, Carla Costello, Pamela Mason, German Mendez, Robert Reis

1. Committee chair. German Mendez has asked to be relieved as the committee's chair. ACTION: Any committee member interested should contact PPFA president Mary Molineux as soon as possible. She'll be happy to answer questions about the responsibilities and expectations.

2. Goals and objectives for 2011-12. Per the charge to each PPFA committee, the committee's draft goals and objectives were reviewed and prioritized.

Those present unanimously agreed that focusing on one goal -- the performance planning and evaluation policy -- would benefit the most professionals and professional faculty and have (potentially) a significant impact on morale, efficiencies, open communication, etc. They proposed two major objectives:

a. a review of the policy, with proposed revisions first brought to the PPFA and then submitted to the Provost for approval.

b. a training program to help PPFs and their supervisors improve their performance planning and evaluation skills and abilities. This program would possibly be a series of workshops and would likely continue over 2 or 3 years. In 2011-12, there would be a pilot program. It was also suggested that the PPF survey that the PPFA will undertake in fall 2011 include questions to gather feedback from PPFs about the current performance planning and evaluation process.

In addition to this primary goal, the committee would also continue to assist with review of any administrative/personnel policies forwarded from College administration for the PPFA's review; ensure that the PPF Handbook is up-to-date with any policy changes; initiate, as needed, any proposed administrative/personnel policies; and oversee any proposed amendments to the PPFA's Constitution and Bylaws.

Respectfully submitted,  
Mary Molineux