

**Professionals & Professional Faculty Assembly's (PPFA)  
Policies & Administrative Issues Committee (PAIC)  
Meeting Minutes for December 9, 2010**

3:45 – 4:45pm

Swem Library's Ford Classroom

In attendance: German Mendez, ex officio; Denise Ridley McCoy; Mary Molineux, chair; Susan Mongold; Dot Osborne.  
Absent: Sharron Gatling.

The meeting was called to order at 3:45 pm.

**1. PPFA Constitution & Bylaws amendments:**

- We reviewed the three changes recommended by the Professionals & Professional Faculty Assembly at its 12/8/2010 meeting to the package of amendments proposed. The PAIC had no additional recommended changes.
- **ACTION:** Molineux will incorporate those three changes in the overall amendments package and send a revised document first to the PAIC and then to the PPFA for review. (Next steps will be a review by the Provost and then posting for professionals and professional faculty to review and vote.)

**2. Remaining PPF personnel policies:**

- Pending policies—Classification and Leave: Mendez reported that the Classification Policy, which the PPFA returned to the Provost in the summer, is still pending. **ACTION:** Mendez will make a comparison of leave policies (PPFs, Faculty, other staff) to send to the PAIC and Assembly.
- Future policies: we reviewed the PPF Handbook and identified “Professional or Academic Leave” and “Unpaid Leave/Reduced Responsibility Contracts” as possible future policies to pursue after the pending policies are completed.
- Policies & Issues Expertise (PIE) project: **ACTION:** Ridley McCoy will review the status of each PIE project, especially the white papers, with a goal of posting as many as we can. The PPFA will discuss at a future meeting (1) completion of several of the white papers and (2) whether to continue this project.

**3. Service/governance component for PPFs:**

- We reviewed the concept of the service/governance idea for PPFs and agreed to pursue drafting a proposal for College administration. We agreed to include in the proposal specific examples of service/governance, such as attending W&M campus forums, meetings of College organizations such as the PPFA, and training; serving on committees (both campus and within one's department); attending conferences; participating in surveys; and reviewing College/organization documents and giving feedback.
- **ACTION:** By January 31, 2011, we'll gather additional information to supplement the Faculty of Arts & Sciences data we now have -- School of Education (Osborne); School of Business (Ridley McCoy); School of Law (Molineux will ask Judy Corello to obtain); VIMS (Molineux will ask Jennifer Latour to obtain). This information will go to Molineux who will revise the proposal and send to PAIC for review, with a goal of February 28, 2011, for having the proposal ready for the PPFA to review.

- **ACTION:** By January 15, 2011, Molineux will meet with Staff Assembly president Deloris Thomas re the service/governance concept to see if the Staff Assembly is interested in working together on a joint proposal.

#### 4. Internal PPFA policies and procedures for the PPFA:

- Attendance/Participation Policy: We agreed to develop a policy to support this issue as outlined in the PPFA's Constitution: Article IV, Section 5:

Section 5. Assembly members shall serve with the expectation of consistent attendance at scheduled meetings. If a member is determined, based on meeting and committee (if relevant) attendance and other Assembly activity, not to be fulfilling his or her membership duties, the seat will be considered vacant.

Discussion centered on how to define "consistent attendance" and "not....fulfilling....duties." It was agreed that, to simplify recordkeeping, we would rely on members' understanding that they would need to contribute a minimum of four hours per month (on average) – to attend either PPFA regular or committee meetings; read documents such as emails; agendas, minutes; and reports; respond to those documents; and contribute to projects. Members would also be expected to alert a PPFA officer or committee chair (as appropriate) in advance when and why they are unable to attend meetings; and to respond in a timely manner to all communications that require a response (such as feedback on a draft document or a survey), even if the response is that the document looks fine.

**ACTION:** By January 15, Molineux will draft a proposed policy and send it to the PAIC for review.

- Other Policies:
  - We agreed that other internal policies – for technology (e.g., use of listservs and webpages); communications; and elections – would be handled by those PPFA committees, but that the Attendance/Participation Policy could serve as a template for the format of these policies.
  - **ACTION:** After the Constitution and Bylaws amendments are complete, we will review those full documents to identify any other internal policies that need to be documented.

#### 5. Data – compiling PPF-related data for reports and projects:

- **Staff Size Increases:** at the PPFA's 12/8/2010 meeting, the need to compile numbers of W&M employees by type, over past 30+ years, was identified. **ACTION:** Ridley McCoy and Mendez have each begun checking for this data and will report back to the PAIC.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,  
Mary Molineux  
12/9/2010

***Approved by the committee members via email, December 22, 2010.***