

Professionals and Professional Faculty Assembly: Minutes

Friday, December 11, 2009 8:30-10:00am

Location: Board of Visitors Board Room, Blow Hall

Members Present: Corello, Judith; Grimes, Lisa (Chair, PPF Handbook); Foster, Lee (Chair, Communications); Kaattari, Ilsa (Chair, Elections); Latour, Jennifer; Mason, Pamela (Chair, Academic Issues); McBeth, Elaine; Molineux, Mary (President); Osborne, Dorothy (Chair, Policies & Administrative Issues); Pada, Maria Elena (Vice President); Pittman-Hampton, Carlane; Reis, Robert (Chair, Technology); Richardson, Stacy; Rideout, Tom (Chair, Strategic Plan); Jennifer Scott; Springer, Cory; Webb-Robers, Wendy (Secretary)

Members Absent: Boy, Wayne; Cole, Steve; Hurte, Vernon; Livingston, Wendy

Visitor: German Mendez

Guest: Professor Gene Tracy, President, Faculty Assembly

- I) Molineux called the meeting to order at 8:35 a.m. and introduced the guests.
- II) Agenda review: During the agenda review, Molineux talked about coming up with 'aspirational metrics' for the strategic plan, especially ones that would focus on employees.
Action: Investigate and discuss this as a project at a future PPFA meeting.
- III) October 2009 Minutes reviewed and ACTIONS updated [Note: November 2009 meeting was cancelled due to weather]:
 - a) The **Appointments & Terminations** policy has been approved by the Board of Visitors and is now under review by the State Attorney General. Osborne and Molineux, the PIE team for the Appointments & Terminations policy, recently met and drafted a PPFA Policies & Issues Expertise (PIE) Project white paper for this policy. **Action:** Osborne and Molineux will polish the draft and send to the PPFA within the next month.
 - b) The PPFA Executive Committee completed work on the first draft of the **Classification** policy and sent that to the Provost and other administrators back in October; the administrators are concentrating on the Performance Planning & Evaluation policy at this point.
 - c) **Other PIE policies:** Molineux reported that all PIE projects have been assigned.
Action: Each PIE team (including the PPFA Executive Committee for the remaining 3 confidential policies) should continue working on its assigned policies (Performance Planning & Evaluation, Leave Share, Sick/Disability Leave, Compensation, Severance Benefits, Annual Leave and Professional/Academic Leave, Retirement Benefits, Health & Disability Insurance Benefits policies, and Grievance.
 - d) **Climate Survey:** **Action:** We still need to identify questions for the proposed staff climate survey. Molineux reported that she spoke with Chon Glover, who chairs the W&M Diversity Committee (which has been discussing a campus staff climate survey) and that the survey is still very much in the planning stage. 2007 survey.
 - e) **PPFA webpages:** **Action:** Molineux, Vice President Pada, and Technology Chair Reis will meet this afternoon to review web site.
 - f) **Committee updates:** **Action:** Reminder to Committee chairs that committee reports are due the 1st of each month to Molineux; the revised webpages will have a place for these committee reports.

g) **Performance planning & evaluation:** a question was asked about the performance cycle (changing professionals and professional faculty (PPFs) to a June-May cycle; it is thought that this will align the evaluation cycle with future annual fiscal year (July1) pay raises. The PPFA also discussed whether there would be a standard PPF evaluation form as part of the PPF performance planning & evaluation process; Molineux reported that College administrators were moving away from a standard form to allow PPFs and their supervisors to handle the evaluation paperwork in a manner that worked best for each department, but that the PPFA could discuss and decide if it wanted to recommend a form.

October 2009 minutes were approved.

IV. Discussion about when to hold the 2010 PPFA meetings: Currently slated for the 1st Wednesday of each month, based on decision at the October 2009 meeting; this could change for July-December 2010 depending on persons elected/re-elected in spring 2010 who would start their terms in July 2010.

To accommodate a few PPFA members who have Wednesday morning conflicts, the PPFA agreed to start the meetings 15 minutes earlier, at 8:15 a.m., and to alternate morning and afternoon meetings every other month, with the afternoon meetings held at 3:30 p.m.

Actions: Molineux will contact Sandy Wilms to reschedule the Board of Visitors (BOV) Board Room for these new times and to see if the BOV Board Room is available February 3, 2009, in the afternoon. If not, we will determine an alternate meeting places for that date and decide at a future meeting when to hold meetings at VIMS and other locations.

V. PPFA General Meeting survey: Molineux shared the results of the survey of PPFA members about the General PPF meeting (held Tuesday, October 27, 2009) and ideas for a spring 2010 meeting. Suggestions for the spring meeting included:

- roundtables for PPFs to discuss issues, perhaps brainstorming sessions about the strategic plan;
- guest speakers Vice President for Finance Sam Jones (to discuss the budget situation) and/or Human Resources' Director of Training and Development Susan Mongold (to report on the recent campus Training Needs Assessment)
- the College's strategic plan
- results of a PPF survey

VI. Professor Gene Tracy, Faculty Assembly President

Tracy reported on several Faculty Assembly (FA) issues and projects, including: the College budget (the FA has a budget study group that meets with the Faculty University Priorities Committee); W&M's student/faculty ratio (how that statistic is defined and compiled); revision on the non-discrimination language to encompass gender; populating campus committees; and the College's strategic plan, especially "Challenge 1" which defines W&M as a leading liberal arts university.

Tracy also noted that the FA conducts a faculty survey every 3 years to identify issues and priorities among instructional faculty. This year's survey focused more on questions about faculty members' whole compensation package (salaries plus benefits). Professor Katherine Kulick has organized and conducted the FA survey for the last several iterations. [Molineux noted that the PPFA has a PPF survey in its Goals & Objectives – II-C. She and Mane Pada have met and exchanged emails with Professor Kulick to begin work on the PPF survey.]

Tracy noted that the FA and PPFA would have many common interests and concerns and encouraged the two groups to work together.

Corello asked if the FA had ever approached administration about the unofficial policy of awarding raises to those who have job offers elsewhere, and Tracy replied that – to his knowledge – the FA had not.

VII. Health benefits for domestic partners: prior to today's meeting, Reis had sent to PPFA members a proposal, with a draft letter, that the PPFA endorse the proposed Virginia regulatory change to provide health benefits for state employees' domestic partners. The PPFA members reviewed the draft letter and, with two wording changes, endorsed the proposal and the letter. **Action:** Molineux will make the wording changes and send copies of the letter to these State of Virginia officials: Governor Kaine, Secretary of Administration Baskerville, and Human Resources Director Wilson.

VIII. Focus groups: Rideout and Corello, who had signed up to oversee this PPFA objective [see Goals & Objectives II-D] presented their proposal:

- a) Schedule 9 to 10 sessions of about 50 PPFs each.
- b) PPFs would be invited to a specific session, to control group size.
- c) PPFA members would serve as facilitators. Facilitator training would be held beforehand.
- d) The facilitators would decide what dates and times to conduct the focus group and, ideally, the focus groups would be completed by March 31st.
- e) The focus group sessions should be unguided; the participants should decide what they'd like to discuss.

The PPFA discussed whether to schedule the groups by departments or to randomly group people so that there is more candid discussion. Other suggestions included scheduling informal "drop-in" sessions at a regular time each month, partly as a test of interest. **Action:** Rideout and Corello will revisit their proposal and submit for future discussion.

IX. Next meeting is Wednesday, January 6, 2010, 8:15 a.m., BOV Board Room.

X. The meeting was adjourned at 10:10 a.m.

Respectfully submitted
Wendy Webb-Robers, Secretary

Approved by the PPFA, January 6, 2009.