

Professional and Professional Faculty Assembly (PPFA)

Wednesday, February 3, 2010 3:30-5:00pm

Conference Room 201, Discovery I Building, New Town

Members present: Cole, Steve; Mason, Pamela; Pittman-Hampton, Carlane; McBeth, Elaine; Pada, Mane (Vice President); Molineux, Mary (President); Corello, Judy; Foster, Lee (Chair, Communications Committee); Hurte, Vernon; Reis, Bobby (Chair, Technology Committee); Webb-Robers, Wendy (Secretary).

Members absent: Grimes, Lisa (Chair, Handbook Committee); Richardson, Stacy; Kaattari, Ilsa, Latour, Jennifer; Livingston, Wendy; Boy, Wayne; Scott, Jennifer; Rideout, Tom (Chair, Strategic Planning Committee); Osborne, Dot (Chair, Policy Committee); Springer, Cory.

I. Call to order. Molineux called the meeting to order and 3:35 p.m. and reviewed the agenda. No additional items were added to the agenda.

II. Minutes. Not all Policies & Issues Expertise (PIE) project teams have updated their reports from the January 6, 2010, meeting. **Action:** We will wait for report updates to be posted before approving the January 6, 2010, minutes. No other changes were noted.

III. Goals & Objectives. The PPFA goals and objectives set in spring 2009 were ambitious and the PIE Project has required more time than anticipated. **Action:** The PPFA Executive Committee will review the PPFA goals and objectives and propose new deadline dates.

IV. Priscilla Case. Case was a member of the "Initial Professional Faculty Executive Committee" during 2007 and 2008 and instrumental in getting the PPFA launched. **Action:** Molineux will buy a card for all of us to sign; members may make individual donations to the scholarship fund set up at the School of Business.

V. PPF Handbook: Thanks to work by Reis, the PPF Handbook is now in a Cascade format (versus a pdf) and is housed on the PPFA webpages (versus than the Provost's website), although the individual PPF policies will continue to be posted on the Provost's website. The Compensation Policy (approved September 2008 by the Board of Visitors) and the Severance Policy (approved November 2008) are now posted on the Provost's website and linked to the PPF Handbook.

VI. Policy & Issues Expertise (PIE) project reports

Classification Policy: Mason reported that this team had posted a rough draft of a white paper. They reviewed the corresponding UVA policy, but didn't find it helpful. Virginia Tech had the most positive language, so that was incorporated. Next step is to look at professional publications.

Leave Share & Sick Leave Policy: Pada and McBeth are going to split the two policies into separate pieces and analyze them separately. They found UVA's language most helpful.

Compensation Policy: no report.

Performance Planning & Evaluation Policy: Webb-Robers reported that the PPFA Executive Committee had combed through the language and incorporated much of the University of Virginia's language on this policy. **Action:** Molineux will consolidate all the proposed changes into a clean document to send to the Provost's office.

Molineux also reported that she met with Kathy Butuceanu of the School of Business and who oversees Human Resources functions there. Butuceanu has worked extensively on a performance planning & evaluation procedure and forms for the School of Business.

Grievance Policy: Hurte reported that they've reviewed about 20 institutions and plans to have a summary by next Friday, Feb 12th.

Annual Leave Policy: Pittman-Hampton reported that this team planned to work on this soon.

Retirement Policy: no report.

Health and Disability Policy: Cole reported that work is planned within the next month.

Action: We will still strive to finish our PIE projects by March 31st, as originally planned.

VII. PPF focus groups and survey projects: Corello reported on the objective to schedule focus groups for all 450 professionals and professional faculty (PPFs) to learn of concerns, issues, and priorities. She, Rideout, and Molineux had discussed options, with the sentiment being that these focus groups might work best after the campus climate survey had been completed, as the results could inform the focus group sessions. **Action:** As there is still some uncertainty about when a climate survey will be done, Molineux will check again with Chon Glover, Assistant to the President for Diversity and Community Initiatives, to learn more and to request PPFA representation on that survey planning committee. She will also discuss the need for a climate survey with the Provost.

In discussions about whether the PPFA might conduct a separate survey earlier than the campus climate survey, McBeth suggested surveying PPFs to collect information that the administration would find useful, such as ideas about budget cuts.

VIII. Technology Committee. Reis reported that the Technology Committee's proposed changes for the PPFA website were received well and that he will continue to work on revising site. There is also a proposal to merge the Technology and Elections committees. **Action:** Merging the two committees will require a Bylaws amendment. Osborne will include this proposal with other Constitution and Bylaws proposals that the Policies & Administrative Issues Committee has compiled.

IX. Next PPFA meeting: March 3, 2010, 8:15-10:00am. Location: Board of Visitors Board Room, Blow Hall.

X. Adjournment. The meeting was adjourned at 5:00 p.m.

Respectfully submitted, Wendy Webb-Robers, Secretary, February 24, 2010.

Approved March 3, 2010, by the PPFA.