

Professionals and Professional Faculty Assembly (PPFA): Minutes

Wednesday, March 3, 2010 8:15-10:00am

Location: Board of Visitors Board Room, Blow Hall

Members Present: *Cole, Steve; Corello, Judith; Foster, Lee* (Chair, Communications); *Kaattari, Ilsa* (Chair, Elections) *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); *Rideout, Tom* (Chair, Strategic Plan); *Webb-Robers, Wendy* (Secretary)

Members Absent: ; *Grimes, Lisa* (Chair, PPF Handbook); *Hurte, Vernon; Latour, Jennifer; Livingston, Wendy; Richardson, Stacy; Jennifer Scott Boy, Wayne; Springer, Cory;*

Visitor: German Mendez

I. **Call to order and agenda.** Molineux called the meeting to order at 8:20 a.m. Visitor Mendez was introduced. The agenda was reviewed; no new items were added.

II. **Previous minutes.** January minutes, which had been held for updates to Policies & Issues Expertise (PIE) Project reports, were reviewed and approved. February minutes were also reviewed and approved. Molineux gave updates on the action points:

February 2010 Minutes ACTION POINTS report:

III. Goals and objectives: The PPFA Executive Committee has not had time to review these and set new deadline dates; Molineux will do a quick review and send it out to the PPFA for input.

IV. Priscilla Case: a card was passed around for PPFA members to sign in memory of Priscilla Case, School of Business, who had been one of the original and instrumental members of the Professional Faculty Initial Executive Committee.

VI. PIE Projects -- Performance Planning & Evaluation: Molineux reported that the PPFA Executive Committee had reviewed the latest draft from administration; made suggestions; and these suggestions would be sent to the Provost the afternoon of March 3.

VII. Climate survey: Molineux reported that the campus-wide climate survey being planned by a subcommittee of the W&M Diversity Committee had been tabled in lieu of a College administration plan to do a staff climate survey in July 2010, using the same survey instrument used for the staff 2007 climate survey.

VIII. Technology Committee and Elections Committee merge: the PPFA's Policies & Administrative Issues Committee, chaired by Osborne, had included this as one of several Constitution and Bylaws proposals that the PPFA Executive Committee reviewed two weeks ago. At that meeting, it was agreed to proceed with the Bylaws amendment process to merge these two PPFA committees.

III. **Climate Survey.** PPFA began to review the 2007 Climate Survey, which was administered to all PPFs, Operational, Classified and Hourly staff, in order to submit our suggestions for amendments and or additions to the proposed July 2010 Climate Survey. The PPFA and HACE have until April 1, 2010, to make these suggestions.

A. General suggestions:

- Promote participation: although approximately 50% to 55% of staff responded to the 2007 survey, to encourage even more staff to participate in the 2010 survey, “market” it by using techniques such as:
 - Hiring an outside firm to design and conduct the survey to ensure objectivity and standardization.
 - Posting the steps/initiatives that were implemented as a result of the 2007 survey so that staff can understand the value of completing the survey.
 - Demonstrating how the survey results will inform the W&M strategic planning process.
 - Announcing and establishing a survey review committee – of administrators and PPFA and HACE/Staff Assembly members -- whose job would be to review the results, identify priorities, and suggestion action points.
- Diversity (including disability issues): include a section of questions covering diversity issues.
- Results: cross-tabulate the results for each employee group (PPFs, Operational/Classified, Hourly).
- Neutral responses: discuss with experts in the field of employee surveys the significance of the number of 2007 questions that have a high ‘Neutral’ response: for example, 56 of the 87 questions have a Neutral response rate of 10% or higher, with several 20% and higher. Does this indicate something about the survey that we should assess before the 2010 survey?
- Satisfaction level: discuss and define the satisfaction threshold: for example, are we satisfied if 62.8% respond as Agree or Strongly Agree that “I believe we have the right people to do the work?” (Question 7). Or do we want that figure to be at least 70% or 80%?
- Best practices: The data should also be analyzed for departments with high satisfaction rates to identify “best practices” that could be used to help other departments.

B. Specific suggestions to the 2007 Survey, if it is used: please see attached document (of the 2007 Employee Survey questions) with suggestions. **ACTION:** Molineux will make an appointment either to meet personally with provost or to have the Provost meet with the PPFA Executive Committee to discuss the climate survey and other issues.

IV. **Adjournment:** the meeting was adjourned at 10:07 a.m.

Respectfully submitted by Wendy Webb-Robers, Secretary, March 5, 2010.

Approved May 5, 2010, by the PPFA.