

Professionals and Professional Faculty Assembly

Minutes

Wednesday, July 13, 2011 8:15-11:30 a.m.
Board of Visitors Board Room, Blow Memorial Hall

Members Present: *Atkinson, Lesley; Boy, Wayne; Coleman, Tina; Corello, Judy; Gatling, Sharron; Hawthorne, Peel; Jennings, Karlene; Mason, Pamela; Mendez, German (President); McBeth, Elaine (Chair, Academic Issues Committee); Molineux, Mary (Chair, Policies & Administrative Issues Committee); Mongold, Susan; Osborne, Dot; Pada, Mane (Vice President); Pittman-Hampton, Carlane; Rideout, Tom; Sekula, Jennifer; Springer, Cory (Chair, Technology Committee); Webb-Robers, Wendy (Secretary)*

Members Absent: *Latour, Jennifer; Reis, Bobby*

I. President Mendez called the meeting to order at 8:30 a.m. All present introduced themselves. The five new members who were elected in May -- Lesley Atkinson, Tina Coleman, Peel Hawthorne, Karlene Jennings, and Jennifer Sekula -- were welcomed to their first official meeting. Molineux reported that she and Pada had presented an orientation session to the new members on July 7.

II. **Agenda** was reviewed and approved.

III. **Minutes:** April minutes approved and June minutes approved contingent upon 2 corrections being made.

IV. **Officer elections:** Mary Molineux was elected President, Sharron Gatling was elected Vice President, and Mane Pada was elected Secretary.

V. **Committee appointments:** the four standing committees were briefly reviewed. Each of the five new members signed up to serve on one. **ACTION:** the new officers will meet in the next few days and choose chairs for each committee.

VI. **PPF General Meeting Follow-up:** Pittman-Hampton explained the goals of the day's breakout sessions: to follow-up on the comments gathered from professionals and professional faculty (PPF) at the May 17, 2011, general PPF meeting. We adjourned for an hour to work in the breakout sessions.

Breakout Discussion Topics:

- 1) **Part-time tuition:** The members researched other institutions' tuition waiver/reimbursement policies. Many of those institutions offer tuition waivers or reimbursements for part-time staff. The breakout session group prioritizes its suggested actions as follows
 - a) Get tuition waivers for part-time staff
 - b) Get reciprocal tuition waivers or tuition reimbursement for classes at area colleges
 - c) Get tuition waivers for dependents and spouses/partners

W&M's Faculty Assembly has in the past worked on getting tuition waivers for dependents and spouses/partners, and a task force of the Provost's Breakfast Group (representatives from the PPFA, Staff Assembly, Black Forum, EqualityWM, and Women's Network) is also looking at this issue. The PPFA should look to partner with these other initiatives. The breakout session group clarified that this benefit should be for 'continuous part-time', not temporary staff. Perhaps fewer credit hours than allowed to full-time staff. Currently, full-time staff are allowed 4 credit hours per semester; suggest making those hours bankable to accommodate the differing schedules of PPFs.

- 2) **Leadership training programs:** Mongold reported that the College is initiating staff and faculty leadership training; details to come. She will be participating in a meeting on Monday, July 18, with College officials to discuss this and will present ideas from this breakout session at that meeting and will report back to the PPFA.
- 3) **Best practices:** Group suggests creating a means, perhaps an online form, for PPFs across campus to share their 'Aha' ideas. These would then be posted on the PPFA web site. W&M's Information Technology department is already doing something like this; Mongold has also been collecting this information. All this information should be in one easily accessible place.
- 4) **Salary comparison:** Group suggests that the PPFA draft a memo to the Provost requesting that a new salary market survey be done to ensure that W&M salaries are still competitive. During W&M's restructuring process (in 2007/2008), when a salary market survey was conducted, it was indicated that such surveys would be conducted every 3 years to ensure that salaries were maintained at a competitive and fair level. Issues that this task force would need to research and address in a proposal include:
 - a) Impact of cost of living increases during long-term salary stagnation
 - b) Increases in insurance premiums during long-term salary stagnation
 - c) Salary compression
 - d) Recruiting and retention during long-term salary stagnation, including results of exit interviews or other information about why employees have left (e.g., for higher salaries?) or chosen not to come to W&M

Group suggests doing a few case studies of PPFs, analyzing the long-term effects of the above issues, and presenting these stories to the administration.

- 5) **PPF Policies:** Group reports that the University Compliance and Policy Officer, Kiersten Boyce, has been working to create one central place for all policies campus wide. Suggest meeting with Provost/Human Resources for clarification of PPF policies, specifically the hiring policies, and check the status of the Classification Policy that has been awaiting final approval for many months now. Suggest the following:
 - a) Finding a way to make it easier for employees to find policies
 - b) Have short stories or examples of how PPF policies affect PPFs
 - c) Suggest having a series of one-hour sessions that review PPF policies and benefits

ACTION: Each breakout session group will post a summary of the day's work (including steps to take; supporting documents found via the web; etc.).

VII. **Next meetings:** with new members on the assembly, it was agreed to conduct a new survey to determine best days and locations for 2011-12 meetings. **ACTION:** Molineux will send out a survey in the next few days.

VIII. Meeting adjourned 11:30 a.m.

*Respectfully submitted,
Wendy Webb-Robers, Secretary*

Approved by the PPFA, August 10, 2011