

**Personnel Policies Committee
Meeting minutes 10/31/2023 1pm**

Members in attendance:

Sarah Morrison
Stan Alluisi (left 5 minutes early)
Jennifer Anderson
Ian Gerg
Frank Xu
Chris Moretti
Laura Atchley
Amy Gantt (left 5 minutes early)

Meeting called to order at 1:04 pm

Stan Alluisi nominated Meg Cotter-Lynch to continue as Committee Chair. Sarah Morrison seconded. As there were no other nominations, Senator Cotter-Lynch was named chair by acclamation.

Discussion of committee charges as provided by Senate:

- Re: calculation and compensation of overloads, Senator Alluisi brought up the importance of designating which overloads are paid vs unpaid (e.g. independent studies undertaken voluntarily by faculty)
- Senator Anderson suggested that further onboarding/training of faculty members would be helpful regarding distinctions between overloads and “no-coach pay.”
- The committee discussed a current lack of clarity around the election of department chairs, and differing practices between departments.
 - **Proposed addition to PPC charges for 2023-24 school year: The committee will compare policy with practice in the designation of department chairs across departments, and consider whether changes are warranted.** Motion was proposed by Senator Anderson, seconded by Senator Gerg. Motion passed 7-1.
- Re: ongoing discussion on changes to and implementation of the Salary Card, the committee determined that the 2023-24 card is not currently available online; **Chair Cotter-Lynch will request this information from HR.**
- Re: ongoing lack of clarity to faculty regarding pay schedule for overloads: **Chair Cotter-Lynch will request this information from HR and Lori Kennedy.**
- Re: ongoing question of faculty load and overload compensation, the committee approved the following proposal to bring to the Faculty Senate: **Request that a**

line be added to employee Transaction Forms (ETFs) for faculty teaching overloads and adjuncts requiring the faculty member's signature on that form.

It was suggested that faculty signature may be the first line, before department chair, but the committee is open to other options. The important point is that all faculty should be explicitly included in the documentation and approval process for their own overload and adjunct pay. This motion was made by Senator Moretti, seconded by Senator Alluisi, and passed 7-1.

- It was agreed that **Chair Cotter-Lynch will request from Academic Affairs information about the current system for determining faculty hiring**, so that the committee can assess to what degree the current practice aligns with faculty senate recommendations.
- Senator Moretti offered and agreed to set up a discord server for the committee to facilitate conversation between meetings.
- The committee set its next meeting for Thursday, November 9 at 1pm; at that meeting, the first order of business will be discussion of New Charge #2, regarding policies around the handling of sensitive information and documents.
- Senator Moretti suggested, and Chair Cotter-Lynch agreed, that she will set up a google survey form for committee members to rank the remaining charges to determine the order of priority for the remainder of the academic year.

The meeting was adjourned at 1:59pm.