

PVPA Board of Trustees
Governance Committee Meeting
October 3, 2017

MINUTES

Present: Alison Noyes, Geoff Sumi, Jim Barnhill. Marcy Conner (staff).

Meeting called to order at 6:00pm with quorum. The mission statement of PVPA was read aloud.

1. Approval of Minutes

The minutes of the September 5, 2017 meeting were approved.

2. Review of the Staff Handbook. This item was moved to first on agenda by unanimous consent so that Marcy Conner could participate in the discussion and then leave early. Marcy explained that what had been called the “staff handbook” had been divided into two parts; 1) staff handbook (detailing classroom procedures); and 2) Employee manual, which dealt with human resources issues.

Marcy proposed purchasing a software application from the Society of Human Resource Management (SHRM), a human resources professional software package designed to help create an employee manual that is in compliance with state and federal employment policies. The committee asked Marcy to contact other schools who use the software for their feedback on its usefulness.

We decided to appoint a committee (comprised of staff, faculty, admin, and PAB) to review the staff handbook. At our next meeting, we will entertain the list of concerns from the staff/faculty about the handbook and create a process for revisions.

2. Discussion of goals of listing estimated time for agenda items. Jim explained the rationale behind having estimated time and we agreed to continue this practice.
3. By-laws approval. We discussed the bylaws revisions which have been provisionally approved by DESE. The following action was moved, seconded, and voted 3 in favor, none opposed, no abstentions: that we recommend to the Board of Trustees that they approve the revisions to the bylaws as provisionally approved by the DESE.
4. Methods of assessing Strategic Action Plan. We agreed that we should focus on SAP goals that are achievable. We discussed the possibility of an annual development plan that includes new initiatives, such as a list of annual events (Valley Gives, annual ask to alumni).

5. Possible candidates for new office of Vice President of the Board. Alison agreed to meet with Zevey Steinitz about a joint officer position.
6. DESE document discussing role and duties of trustees (at length). Jim will send this document to committee members. Alison will continue to collect documents for the website and create a hard copy of these documents for the committee to review.

Meeting adjourned at 7:40pm.

Respectfully submitted,

Geoffrey Sumi