PERSONNEL SERVICES COMMITTEE  
January 15, 2015


Members Absent: Ina Dimkova, Norie Flowers, Dwayne Treadway, Barbara Tyler.

Guests: Provost Ron Buchanan (Assistant Dean and Program Head Committee), Claudia Chirinos (Professional Development Committee), Heather Kazemi (HR-Segal Group), Molly Lynch (Assistant Dean and Program Head Committee), Provost Roger Ramsammy (Assistant Dean and Program Head Committee), Donna Smiley (HR), Dr. Walerian Majewski (ELI Physics Cluster Coordinator).

Minutes Recorder: Ken Balbuena on behalf of Norie Flowers.

VP’s Report

• Vice President Bansal has left NOVA to pursue a position at Howard University. Ms. Ina Dimkova (Vice President of Finance) has taken Mr. Bansal’s spot on the PSC as the Administrative Council representative, but she was unable to attend the meeting. No VP report was presented.

Assistant Dean and Program Head Committee Report

• Dr. Buchanan, Dr. Ramsammy, and Dr. Molly Lynch presented a three-phase plan designed to create a fair, consistent compensation plan for assistant deans and program heads. The plan’s details and the composition of the committee can be found in the PowerPoint attached to these minutes.

Classified Compensation Study

• Ms. Kazemi stated that several classified staff members earn 10-15% below the market average. NOVA was able to create sub-bands within the Commonwealth’s payband structure to help close the disparity gap. These sub-bands are based on position descriptions relative to the market average based on years of service. Other factors such as pay compression were considered. This compression occurs when staff salary increases are minimal over several years of service and new staff without the same number of years of service to the College are hired at a higher rate of pay. This pay compression sometimes results in direct reports having greater salaries than their supervisors. Segal and HR have made salary adjustment recommendations for several employees, but Dr. Templin has not yet approved these recommendations. Adjustments will be prioritized based on the greatest cases of disparity, and all salary adjustments will be capped at a 5% increase. All adjustments will be funded internally without additional state funds, and approximately one-third of all classified staff members will see a pay
increase within the next year if the recommendations are approved. HR would have a cascading approach whereby these recommendations would be presented to campus provosts for discussion and final approval (considering factors such as performance and supervisor/direct report pay comparisons). Gender was not considered as a factor, only years of service to the College. Ms. Bogdewiecz raised the question of classification consistency. She asked if the College had plans to study how like positions were classified in general across the College since similar positions (with same reporting structure and comparable duties) can be classified as classified staff at one campus but professional faculty at another. Ms. Smiley replied that if there are current known positions, an EWP revision is needed to indicate that the positions in question are classified differently. Under “Reason for the Revision” supervisors would have to notate this discrepancy and name the matching position at another campus with a different classification. Ms. Veney asked if divisions have to create a new (faculty-ranked) position should it be determined that a classified staff member should be reclassified as a faculty member for purposes of position consistency. Ms. Smiley stated they would not. Ms. Kazemi also discussed adjunct pay, stating NOVA pays adjuncts the lowest of every institution compared to NOVA. Recommendations that have been made to Dr. Templin would bring adjunct pay in line with George Mason University. Currently, 94% of all adjuncts are below the GMU minimum adjunct baseline and are recommended to receive a 3% raise. HR is trying to finalize these adjustments in time for fall contracts.

Chair’s Report

- **Update on 12 Month Employee Overload Compensation:** Ms. Tucker requested that HR provide an update on the issue of professional and administrative faculty being paid on the teaching faculty overload schedule. Ms. Smiley reported that teaching faculty are paid overload pay for the fall semester in March because teaching faculty do not know if they will meet their contracted teaching load until spring semester schedules are finalized. Because this scenario does not affect professional and administrative faculty, HR will reexamine where this is the best payment schedule for these faculty ranks and if there is a more timely option. HR will be meeting with payroll to discuss this matter next week.

- **President Sabbatical Recipients:** The faculty of the PSC recommended to Dr. Templin that the following be awarded the President’s Sabbatical: Sue Bhabi (MEC-Nursing), Ali Soleymani (AL-IT), and Phil Terpak (AN-CST). Ms. Tucker stated that moving forward, the PSC may wish to establish standardized grading criteria for this award.

- **ELI Position Paper:** Dr. Majewski provided background on his position paper, which was distributed to PSC members prior to the meeting. The primary argument of the paper was over a prorated formula for online vs. in-person classes that may be unfair to several disciplines such as physics and other sciences. According to Dr. McClellan, academic deans used to be able to pay the variance between the full amount and the prorated amount from their departmental budgets at their discretion. The process now requires that provosts make the decision. Ms. Garcia will be meeting with the campus provosts next week and will discuss the matter with them. Ms. Tucker reminded committee members that Jennifer Lerner of ELI will be in attendance at the PSC’s February meeting. Dr. McClellan also stated there are some ELI practices in general that might need to be discussed by the committee.
• **Participation on the Committee:** A PSC member from the Loudoun Campus has not attended a single meeting. The other Loudoun representatives will take this information back to the campus to see if there is another interested individual from the campus.

**Vice Chair’s Report**

• **Classified Emeritus Nominations:** The classified staff of the PSC recommended to Dr. Templin that the following be conferred the title of Classified Emeritus: Ms. Michol Beltran (AN-ACLI) and Ms. Bonnie Idle (CS-NVCC Educational Foundation).

**Old Business**

• **Service Award Luncheon:** Ms. Dana Riley of the VP of Administration’s office and Ms. Smiley are looking to meet soon. The two dates that are being looked at are Friday, April 10th and Friday, April 17th with a venue not yet selected.

• **Job Satisfaction & PSC Issues Survey Committee:** Dr. Creppy reported that the committee decided to split the survey in two, one for faculty and one for classified staff. The committee is trying to set up another meeting with Dr. Gabriel and OIR, and they hope to have the surveys ready for review at the next PSC meeting. The targeted deployment date is on or before March 1st.

• **Classified Cross Campus Day and Professional Development:** Trace Main of HR is working on this event and has consulted with Ms. Chirinos. The current discussion is whether it will be College-wide or campus-based. March 12th and March 13th are being considered as possible dates because it falls during spring break. Ms. Chirinos stated that there really is not a planning committee, but the event will need to be organized quickly, as spring break is not very far away.

**New Business**

• **Tuition Assistance for Adjunct Faculty:** Dr. McClellan circulated the idea of offering tuition assistance to adjunct faculty members since many go on to become full-time faculty. Ms. Garcia said this will need to be costed, and criteria will need to be developed. She will bring a proposal back to the next PSC meeting. Some items that will need to be considered when forming criteria include policies for retired faculty returning as adjuncts and classified staff members who also serve as adjuncts.

• **Meeting Date Changes:** The committee agreed to move the March meeting date to March 5th and the May meeting date to May 7th to avoid calendar conflicts.