Members Present: Ken Balbuena, Sarah Bogdewiecz, Kelly Brockway, Ray Cook, Edward Creppy, DeShaun Davis, Julie Garcia, Candice Kirk, Joan Osborne, Jeffrey Sager, Mary Ann Schmitt, Kathy Thompson, Alicia Tucker and Beatrice Veney.

Members Absent: Ina Dimkova, Jimmie McClellan, Nancy Severe-Barnett, Dwayne Treadway and Barbara Tyler.

Guests: ELI Director Dr. Jennifer Lerner, Human Resource Trainer Mr. Trace Main

College Recorder: Norie Flowers

Chair Tucker called the meeting to order and welcomed committee members and guests.

Vice President’s Report

The Vice President was unable to attend the meeting but will be present for the March meeting.

Chair’s Report

- President’s Sabbatical Survey: Ms. Tucker will distribute the survey this month to PSC members to solicit their input on what is working well and what might be done to improve the process. The results will then be forwarded to the Senate for approval followed by finalization at the next PSC meeting and in order to have the process in place for next year.

Vice Chair Report

Service Award Luncheon: Mr. Balbuena reported that a number of staff are currently working on the luncheon which will be held at the Westfield Marriott on Friday, April 10. It has been advertised in the Intercom and there are presently 254 staff eligible for the service award.
Pins have been ordered and plaques for the professors and classified staff emeriti will be ordered after Board approval on March 9. Letters will be sent from the President’s office to both professor and classified staff emeriti. The NOVA Educational Foundation has donated $5000 toward expenses and gift cards will be given from the Great American Restaurant and Barnes and Noble. Pins will be presented to each emeriti and a NOVA Card representative will present ID cards at the luncheon.

NOVA graphics has completed the invitations and response cards and proofs have gone to the printer.

Honorees will be permitted to bring one guest to the luncheon.

Old Business

- **ELI Compensation / Associate Instructors at ELI – Dr. Jennifer Lerner**

Chair Tucker introduced Dr. Lerner and reiterated the issues raised at the last meeting in connection with questions over ELI compensation: 1) the control that faculty have over course materials and the more severe prorated pay model currently being employed at ELI.

Dr. Lerner explained that VCCS controls the policy on course materials and faculty ownership is relinquished once a faculty member is hired to teach the course.

On the issue of prorated pay, Dr. Lerner explained that unlike campus courses ELI courses are already developed (materials, books, syllabi, etc.) with no prep time expected, and the instructor is expected to facilitate the class and interact with the students. The only variance is the number of students in the course and the pay is proportional according to the number of students in the class.

Dr. Lerner reported that the process originally entailed analyzing how much work was required of faculty on a given course, but because of the huge growth of the college and the increased student population this process was no longer viable and instead a uniform scale was applied evenly across all courses and campuses. It was determined that changes to the compensation level could be made at the discretion of the campus Provost. The number of students that determined a full class was chosen on the basis of the VCCS student ratio.

The campus Provosts are currently exploring this issue and have requested specific data to look at what additional costs might be incurred with a change in policy if, as an example, they paid full credit at 15 students. Dr. Lerner is looking at courses now and what the costs would be and will present the information to the Provosts. Currently, ELI only cancels classes if there are fewer than four students but they are looking at moving away from this policy as the classes are now more interactive and they indicated their wish to ensure that the courses are pedagogically sound.
Comments: PSC members offered the following questions, comments and suggestions:

- There was a suggestion to reduce the third and fourth week sessions and offer more 16-week sessions. Dr. Lerner commented that when ELI offers later sessions it is easier for students to move to other sessions.
- There was an inquiry on whether there was an effect on enrollment with the no late registration policy. Dr. Lerner stated there has been slight growth on the second and third week sessions.
- Committee members asked whether ELI’s prorating policy matched those of other VCCS colleges. Dr. Lerner was not able to answer this but will look into it.

Committee members asked how much time was provided to instructors up front before they taught an online course. Dr. Lerner acknowledged that this area could be improved and they are looking into webinars and more structures put in place to better support faculty for online teaching.

The Personnel Services Committee was concerned about the equity of the Extended Learning Institute’s policy of pro-rating pay according to the number of students enrolled in a section.

A motion was made, seconded without objection, and carried that members of the faculty who offer instruction on-line through ELI be compensated in a manner consistent with their colleagues who teach entirely in the classroom or through hybrid courses and rather than establishing proration as the norm for every ELI section, a section with low enrollment would be cancelled unless the instructor and the Associate Vice President for Distance Learning recommend proration and receive the consent of the Academic Dean and Provost responsible for the course.

Ms. Tucker will forward this recommendation to the College Senate.

On the issue of Associate Instructors Dr. Lerner reported that ELI has filled two positions out of the three provided and campuses led the hiring and selection process. They will make a decision on next year’s contracts in March.

Committee members suggested surveying current Associate Instructors to determine their level of satisfaction with the position.

- **Classified Cross- Campus Day and Professional Development – Trace Main**

Professional Development Trainer Mr. Trace Main reported that the tradition of holding cross-campus days at each campus has not been viewed positively, with little interest over the past several years, and some campuses have not done anything at all. He has reached out to the campuses but there currently appears to be little interest, and staff also do not want to drive to the Annandale campus. The fund that supports this day has gone over the yearly allotment as most of the funding has been used for tuition assistance - $220,000.
Mr. Main outlined what he felt was needed to enhance the well-being, upward mobility and professional development of classified staff – manager development. He plans to focus on manager competency with a college-wide systematic approach that will eventually provide tools to better support the employees they supervise. He indicated that with only two employees in his office they don’t have the staff to work campus by campus and need to work through the managers to do something college-wide to benefit classified employees. He then solicited input from PSC members who responded with the following comments:

- Some felt there was an equity issue between what is offered to faculty and what is offered to classified staff resulting in the perception among some that classified staff are treated less adequately than faculty.
- Some classified staff who supervise units cannot close their offices for an entire day.
- The agenda for classified staff lacks diversity and focuses primarily on administrative support staff which does not speak for other types of classified staff.
- Gathering together is in itself beneficial even if the presentations are not as useful.
- All classified staff work closely with students and any effort that could be made to assist with student retention for the front-line staff would be helpful.
- Perhaps each type of group needs their own day (like what currently exists for LTR, Student Services, etc.)

Mr. Main asked that classified PSC members go back to their campuses to talk about this issue, solicit suggestions from their own classified staff members and follow up with him.

Ms. Garcia summed up the conversation by saying that there is a need to look at an overall strategy to ascertain where the gaps are in the organization and, additionally, a link developed between positions and expectations and training and professional development opportunities. Training is an essential part of performance development and HR is beginning to work on this. On the issue of Cross-Campus Day, the current challenge is to get folks on the campuses to volunteer. If there is interest, classified staff need to let HR know.

Ms. Tucker asked classified staff members to think about whether they were interested in forming a subcommittee to design a cross-campus day.

- **Job Satisfaction & PSC Issues Survey Committee**

Ms. Tucker asked that suggestions on the survey developed by the PSC subcommittee be sent to her. Ms. Garcia reported that HR is sending out a survey this week that might overlap what the PSC subcommittee has done.
• Tuition assistance for Adjunct Faculty – Julie Garcia

Ms. Tucker asked that Mr. Garcia provide a written update for the committee at the next meeting.

• Updates on Compensation – Julie Garcia
  o Classified Staff Compensation
  o 12 Month Employee Compensation

Ms. Garcia will forward a written update on classified staff and 12-month employee compensation.

New Business

• Proposed ELI Teaching Quota for Full-time Faculty

This issue was tabled until the March meeting.