
Members Absent: Ray Cook, DeShaun Davis, Mary Ann Schmitt, Kathy Thompson, Dwayne Treadway and Barbara Tyler.

Guests: Director of Emergency Planning & Management Will Flagler and Safety Manager Tripp DeRamus

College Recorder: Norie Flowers

Chair Report

A motion was made to approve the February minutes, seconded without objection, and carried.

- **Ad Hoc Committee on ELI (faculty compensation, teaching quota and ELI as academic unit):** Ms. Tucker informed committee members that the Senate denied the request made by the PSC to explore the current ELI policy of pro-rating pay according to the number of students enrolled in a given section with the recommendation that faculty who offer instruction on-line through ELI be compensated in a manner consistent with their colleagues who teach entirely in the classroom or though hybrid courses. 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.

  The Senate made a motion instead to recommend that the Personnel Services Committee form an Ad Hoc committee with 3 representatives from the PSC, 3 from the Senate and 3 from the Instructional and Student Services Committee to address all ELI issues faculty felt were important.

PSC members Nancy Severe-Barnett, Jimmie McClellan and Joan Osborne volunteered to serve on the Ad Hoc Committee. Committee members recommended the inclusion of the compensation issue, the teaching quota for full-time faculty and looking at ELI as an academic unit when the Ad Hoc Committee meets.
• **President’s Sabbatical Survey**: Ms. Tucker distributed the brief survey to Committee members who determined that some type of rubric would be helpful in better assessing candidates but that a video was not necessary. They also felt strongly that the applicants should demonstrate how their work would both benefit the students and the college as a whole. Ms. Tucker will forward the final document to all committee members electronically for final approval.

**Vice Chair Report**

• **Service Award Luncheon**: Mr. Balbuena reported that the luncheon plans were finalized and the luncheon was to take place the following day, with 220 attendees, including recipients of the award and their guests, 40 more attendees than the previous year. The event will be held at the Westfield Marriott and the hotel is offering a raffle of a weekend for two at the hotel. Gift cards will also be given out and Dr. Schiavelli and Acting Provost Calobrisi will host the event.

• **Classified Staff Professional Development / Cross Campus Day**: Mr. Balbuena explained that the thinking from Mr. Trace Main, HR trainer, on this issue was to strengthen supervisor training which would then better benefit their employees, rather than holding cross-campus activities. While the PSC subcommittee agreed with this in principle, they suggested that this be a complement to, rather than a replacement for the traditional Cross-Campus Day. The PSC subgroup surveyed classified staff on a number of issues and perspectives and received 56 responses. The responses of the survey indicated overwhelming support for continuing Cross Campus Day. It was noted that the program should receive sufficient planning from a dedicated group, whether that group be hired personnel in a role similar to the staff of the Center for Excellence in Teaching and Learning (CETL) who are responsible for planning PUP or a planning committee that meets year round.

In either set up, the survey responses indicated a desire to see a sufficient planning schedule for the Cross Campus Day. Other results of the survey included having diverse trainings that appeal to the various types of staff (e.g. facilities, testing center, library, administrative assistant, financial aid, business office, etc.), close College offices for a day and find a suitable, non-peak time of the year to hold Cross Campus Day that would allow all classified staff to attend, and schedule networking opportunities where similar offices can share best practices. More than two-thirds of the respondents either preferred a college-wide event held in a central location over multiple campus-based events or had no preference. There were also multiple misconceptions about funding for Cross Campus Day and professional development. In particular, many respondents said that they believed that there were no longer funds available.

The overall program recommendations were: a proposed change in date for Cross Campus Day to late May or early June; a centrally-located venue; better planning
timeline; relevant and meaningful program structure with outside speakers; sufficient funding; the creation of a Cross Campus Day subcommittee embedded in the Professional Development Committee with equal representation from all campuses; and, a good marketing plan. Finally, the PSC subgroup felt there should be a continuous effort to make the event better year-over-year, and doing so would positively affect the reputation of Cross Campus Day as a meaningful event that seeks to provide staff with a day of learning, networking, and appreciation for the hard work they do year round.

Mr. Main called for a meeting with the PSC group and asked them to put together a plan to forward to the Administrative Council for consideration.

Some PSC Committee members suggested that the May/June date was a very busy time for all student services staff with Fall registration and that Spring break would be a more optimal timeframe. Others suggested that Cross Campus Day should be a line item written into the professional development budget. The question arose as to whether all college staff should be included in this event.

Mr. Balbuena will finalize the proposal with the suggestions made by committee members and resend the proposal to the committee electronically for final approval.

Old Business

- **Update on College Reorganization:** Dr. McClellan reported two years ago a committee of deans and provosts was formed to reevaluate how we treat assistant deans. The committee concluded that, after fifty years of inattention to the structure, the time had come to examine our entire administrative apparatus. To that end, the academic deans and provosts met for an all-day session to discuss options. There was universal agreement that our present structure was inadequate for the institution we have become.

  Four models were proposed. All four need much more thought, but all are being considered. The models, as written in the meeting notes, are as follows:

  - **Plan 1: Status Quo – Create a centralized Department of Academic Planning.** ADs/PHs would become administration positions with less than 50% teaching duties. ELI would be moved to EVP Academic Affairs. Deans would become chief academic officers. Provosts would become CEOs. Class schedules across the campuses would be coordinated. Marketing would have centralized styling and policies, but implementation would be a specialized local endeavor. This plan set a goal of 60% FTE taught by full-time faculty with research decide the appropriate ration between administration and teaching faculty with the goal of increasing the teaching faculty and reducing administration.

  - **Plan 2: “CHAD” (Comprehensive Higher Administration Development) –** The driving force behind this plan is regional academic and economic need with attention given towards academic alignment and environmental scanning. A stronger internal unit would be implemented to oversee academics. An environment scanning unit
would be created to pull data from regional economy, local schools, local businesses, etc., to inform the campus about its particular student base. Also, the flow of funding would be changed to be not so heavily biased by FTEs, but rather based on bettering the college overall.

- **Plan 3: Sub-Regional Model** – Create two sub-regions. Provosts become regional administrators. Deans oversee academics of their sub-regions. This plan seeks to minimize duplication of courses and programs. This might require some replication on either side of the regional divide, but would ultimately consolidate resources and planning. This plan also allows for responsiveness to the local community.

- **Plan 4: Strengthening Academics College-Wide** – College President would oversee “schools” (e.g. School of Engineering, School of Applied Professions, School of Arts and Sciences, etc.). Campus Provosts would become more like presidents supported by a Dean of Administration focused on the operational oversight of the campus. Distance learning and workforce would be integrated into the individual schools. Department Chairs would handle local operations of a given school on each campus, while the Dean would manage that school’s academic oversight college-wide.

The majority favored shifting from campus-centered deans to college-centered deans. It is possible that the final proposal will be one of these four, none of these four, or a combination of the four.

Committee members discussed the new VCCS funding model being employed for the coming year that dictates 4% of the college budget must be allocated to student success with concrete data to provide evidence that this is being done. Each year, an additional two percent will be added to the previous year’s percentage for student success initiatives. Other comments included the suggestion that student services and LTRs as a whole need to be restructured as Annandale does 69% of all of the tutoring at the college. Classification issues with classified staff were raised again at this meeting. A contractor has been hired by VCCS to look at efficiency in the entire VCCS system so that processes can be upgraded and possibly centralized in some areas.

- **Job Satisfaction & PSC Issues Survey Committee:** Ms. Tucker reported that given the many surveys that have already gone out to the college, it was determined that the PSC survey was no longer necessary.

- **Tuition Assistance for Adjunct Faculty:** Ms. Garcia reported that a proposal is currently being crafted but with no final decision at this juncture. She explained there were a number of parameters and different criteria to be examined.

- **Updates on Compensation:** Ms. Garcia reported that there would be an across-the-board 2% raise for classified staff effective in early August (with an additional $65 per person per year for employees within a 5 to 30 year time span). 12-month employees who are below the market or in the compression category are being dealt with by VCCS, with no information at this time.
New Business

- **Blood borne Pathogen Policy**: Mr. Flagler and Mr. DeRamus distributed the new policy on the blood borne pathogen exposure control plan. The policy applies to all NOVA departments whose employees may reasonably anticipate contact with or exposure to potentially infectious materials.

  Human Resources will determine/document which employees are occupationally exposed to blood borne pathogens by reviewing job classifications and specific tasks and procedures. Employees determined to be at reasonable risk of occupational exposure to human blood/blood products will qualify for various provisions of the Exposure Control Plan.

  The hepatitis immunization series will be provided free of charge to any employee determined to be at-risk from occupational handling human body substances.

  In the event of employee occupational exposure to human blood or body substances, evaluation, follow-up, and counseling will be provided free-of-charge in accordance with the Virginia Employee Assistance Program and Workers’ Compensation policies and procedures. The Exposure Control Plan will be reviewed and updated annually or as necessary.

  A training component is being added to the policy and a contract has been secured to provide shots and testing through the Virginia Medical Alliance in Springfield, VA.

  The entire contents of the Exposure Control Plan policy may be found online.

- **Adjunct Promotion Issue**: Ms. Tucker reported that an adjunct instructor is contesting the length of time required in his current rank and how long it would take him to be promoted. He would prefer that VCCS count his years of actual employment with NOVA (2012 to Present) as opposed to the number of credits that he has actually taught.

  According to the VCCS policy, adjuncts have to have the full three years of service in their current rank in order to be promoted to the rank of Professor. For every 30 credits that an adjunct teaches, they are awarded 1 year of service.

  Adjunct faculty are promoted based upon their qualifications, and are ranked according the VCCS-29, “Normal Minimum Criteria for Each Faculty Rank.” Promotions are effective at the beginning of the semester following approval. Retroactive approvals are not allowed. If an adjunct becomes a full-time faculty member, a rank adjustment may be required to meet the VCCS-29 requirements for full-time faculty.

  Effective Fall 1998, Northern Virginia Community College modified its adjunct promotion policy to allow promotion to the rank of professor. Adjuncts are permitted certain
exceptions by VCCS to the VCCS-29 provided the exceptions are fully justified and documented. However, it is the policy of Northern Virginia Community College that the substitution of “Outstanding Qualifications” will not be applicable for promotion to professor.

Outstanding Qualifications substitutions are defined as the following:

- Hours in the teaching field.
- A required degree.
- Related occupational experience.

According to the VCCS-29, to be promoted to professor, an adjunct faculty member must meet the following criteria:

- Have been awarded the appropriate degree and hours in the teaching field.
- Have the required related occupational experience.
- Have the required total teaching experience. The equivalent of one (1) year of full-time teaching is 30 semester hours or 45-quarter hours. No partial years are accepted.

A college credentialing committee has been formed and includes faculty and they are now meeting to discuss numerous issues and may include this one.

- **2015-2016 PSC membership:** Ms. Tucker asked that members rotating off the committee make note of that on the sign-in sheet and also think about nominees for Chair and Vice Chair for next year. Committee members recommended waiting until the first meeting takes place in the Fall to vote on the two positions.