
Members Absent: Sarah Bogdewiecz, DeShaun Davis and Barbara Tyler.

Guests: Dr. Charles Errico, VCCS Representative for NOVA

College Recorder: Norie Flowers

Chair Tucker welcomed committee members who introduced themselves.

VP's Report

Mr. Bansal reported that HR is taking steps to strengthen the department and bring in the necessary skill sets to respond to employee needs. Faculty credentialing is a major focus and a committee is being created specifically to address this area. A share point site is also being developed, a college intranet site to provide a mechanism for communicating with HR, to retrieve HR forms and to provide a platform for employee suggestions.

Mr. Bansal explained that the Commonwealth of Virginia is experiencing a major deficit and each state agency, including NOVA, has been asked to cut their budgets by 5 percent this year and 7 percent the next year. While this will mean some level of belt tightening, NOVA now receives only 30 percent of its revenue from the state; 70 percent of the budget revenue now comes from tuition.

Chair's Report

- Scheduling of Issues: ADPH program leads Drs. Ramsammy and Buchanan will present an update to PSC members on their work to date. ELI Director Dr. Jennifer Learner will speak in January on the problems connected with pro-rated pay for instructors teaching ELI courses.

- Presidential Sabbatical Update: Announcements will go out to the entire college shortly and Ms. Tucker stressed the importance of sending out continuous campus reminders. The December PSC meeting will be for full-time faculty members only to go over the applications and select three nominees to forward to Dr. Templin who will make the final selection.

- Update on Adjunct Survey: The Alexandria campus surveyed adjunct instructors on a number of quality of life issues including: job satisfaction, pay, other employment in which they are engaged, life and the quality of services at NOVA. Dr. McClellan will ask
that Dr. Gabriel email the survey and responses to Ms. Tucker who will share them with Committee members.

Vice Chair’s Report

- **Classified Emeritus Nominations**: This award is presented for outstanding and long-term service by classified staff who have given 10 years or more of service to the college. It is coordinated by classified staff employees and led by the Vice Chair. The list of eligible employees is generated by HR and the President’s office sends out the list college-wide to call for nominations. Voting has traditionally been done through e-mails and the nominees are forwarded to the President for final selection. The nomination form was adjusted last year to allow for more information on the candidates. Mr. Balbuena will work with Ms. Garcia to ensure that the current form is on the NOVA website.

Old Business

- **Updating Established Committees/on-going Issues:**

  o **Job Satisfaction & PSC Issues Survey Committee**: Due to members rotating off the PSC, committee members who remain this year are Drs. Schmitt and Creppy who reported that the job satisfaction survey is nearly completed. Dr. Creppy advised that when final results come in, it will be important to have someone experienced in analysis to accurately assess the results. Dr. McClellan volunteered to participate on the committee.

  o **Appellate Process for Promotion Decisions and Hiring**: Ms. Garcia reported that one more committee member is needed and being solicited for the promotions and credentialing committee that HR is creating. Faculty will be fully represented on this committee and the membership will be rotated.

  o **Classification of Positions**: This issue arose over the difference in the ratings among campuses for positions with the same job description. Ms. Garcia reported that positions are being looked at in cases where there is some level of deviation which is found generally within in the library and advising positions. Ms. Tucker asked for committee updates as the process moves along.

  o **Service Award Luncheon**: This annual event luncheon recognizes members of the college who have served at least 10 years. Guests receive flowers, gift cards and pins. The foundation has covered the cost of the luncheon in the past several years. Committee members suggested that a group of volunteers could be organized to help cover the offices of employees who might not otherwise be able to attend the luncheon. It was also suggested that gift cards be purchased for every service award winner and not just those who RSVP’d the luncheon. Ms. Tucker and Mr. Balbuena will work with Mr. Bansal on the logistics and the funding.

- **Report from Charlie Errico on 50% Contracts**: Dr. Errico updated Committee members and explained that the group has been working on this issue for over a year
now with the VCCS Vice Chancellor of Human Resources. He is going to present the final request to the Chancellor’s Faculty Advisory Committee which will ask for the 50% contract arrangement to apply to all 23 community colleges in the VCCS system. There is a possibility that this might not happen system-wide and, if not, each individual college could take action on its own to implement the contract. He reiterated there are a sufficient number of faculty getting close to retirement who would like to have a middle ground between full-time teaching and complete retirement. Benefits to the college include having a way to keep senior faculty but on a reduced load thereby decreasing overall costs to the college during at time of dwindling enrollment. Senior faculty would also be available to mentor junior faculty and help maintain a level of institutional memory.

He reiterated the budget cuts will soon take place, and while NOVA will not suffer in staffing at present, other community colleges are facing reduction in forces this year with dropping enrollments. This a major reason for enacting this proposal system-wide.

The proposal is as follows:

**PROPOSAL:**
With the approval of their college administration, full-time teaching faculty can reduce their teaching workload from 100% to 60 to 80% of a full-time load during a contract period.

**RATIONALE:**
Many senior faculty members may wish to find a middle ground between retirement and full-time teaching. Their continuation on the faculty preserves institutional memory and allows them to serve as mentors to younger faculty members in their first years of teaching. At the same time, colleges benefit financially because their teaching load is taken by adjuncts, associate instructors, or new faculty hired at a lower academic rank. This proposal may be especially useful to college presidents experiencing reductions in their budgets over the next two years.

**PROVISIONS:**
- Faculty members must have a minimum of ten years of full-time service in the VCCS to apply for the reduced teaching workload and their college administration will decide whether to approve the request.
- To be eligible for consideration of a reduced workload, faculty members must have received a Meets Expectations rating on their most recent evaluation.
- Faculty who wish to apply for a reduced workload must make the request to their deans prior to the end of the fall semester.
- The reduced teaching workload extends no longer than three one-year contracts and must be approved in each of the two years after the initial award.
- The contract is for 60 to 80% of the salary of the final year of full 100% employment and is not increased as a result of subsequent pay raises.
- Faculty members on a reduced workload are not eligible to return to a 100% contract.
Faculty members on a reduced workload earn adjunct rates if they chose to teach in the summer.

Academic deans will determine how the reduced workload will be distributed between the fall and spring semesters.

Only faculty members who are 60 years or older are eligible. The college pays all benefits on a pro-rated basis with the faculty member buying back other premiums.

Office hours and non-teaching duties (advising, committee work) are determined on a pro-rated basis equivalent to the percentage of the contract.

Faculty members on a reduced contract will be evaluated based on the same criteria that apply to full-time faculty.

Many faculty come back as adjuncts, but the above arrangement is much better in terms of salary. Dr. Errico’s group is currently working on the retirement issues connected with the arrangement.

Committee questions arose over retirement issues: whether contributions are still made to their retirement and secondly whether and at what time faculty over 65 and working on a less than full-time contract can draw all or a pro-rated percentage of their retirement.

VCCS lead Chris Lee responded in an email explaining that at 60 years of age and working a 80% contract, with a regular salary of 75k reduced to 80% would be 60k. The individual would get retirement credits on 60k instead of the regular 75k and receiving retirement contributions. He also stated there are no circumstances regardless of age that someone can draw retirement pay and be a regular employee with benefits. If the position is 'benefits eligible' they cannot receive retirement pay. Wage positions and adjunct positions are not benefits eligible. Full-time, associate instructors, reduced contracts are all benefits eligible; therefore, they are contributing to VRS and cannot also receive retirement funds at the same time.

Other comments included the issue of not being able to come back to the college to teach after having been on a reduced contract if the need of the college were such that faculty in the reduced contracts were needed. Mr. Bansal said this may need to be addressed down the line.

Dr. Errico proposed that we make the reduced contract option a VCCS policy and then it can be brought back to NOVA for a NOVA-tailored policy to then be developed. He summed up the discussion by saying that they would like to see this request moved to the implementation stage by November.

Dr. Errico Charlie also reported another VCCS policy instituted at Virginia Western Community College as a result of a number of sexual harassment issues and that states:

“It is illegal for faculty members to have personal relationships with students in their classes.”

Dr. Errico stated that the faculty member in question would not necessarily have to depart the college, but that they would be in violation of the policies in the faculty handbook and may be issued a letter of concern or other action taken.
A Committee member reported that Legal Affairs is currently working on a policy for NOVA. Ms. Garcia stated that anything that can put a faculty member in a sensitive position with a student should probably not take place and it is always better to be mindful of intent and how it will be perceived.

**New Business**

- **Statement for Presidential Search Committee:** Ms. Tucker suggested and Committee members agreed that it would be in keeping for the Committee to forward a joint resolution with the Senate on qualities considered important for a Presidential candidate. The Chair asked Committee members to forward their ideas to her by October 14 and she will present them at the next Senate meeting on behalf of the PSC Committee.

- **New Action Items:** No other new actions items were raised.

- **Prioritizing New Issues and Establishing New Committees:**
  - **ELI Pay Equity** – Most online colleges pro-rate salaries depending on the number of students. Ms. Tucker suggested looking at other college that do online teaching to see if there are other options to get around the problem of having to cancel classes. This can be traumatic for a faculty member who ends up losing pay when the class does not fill. Ms. Tucker solicited volunteers to serve on this committee.
  - **Proposed ELI Teaching Quota for Full-time faculty** - Ms. Tucker asked members to think about whether they would like to work on this issue.
  - **Reassigned Time vs. Stipends** – Ms. Garcia reported that only those who have responsibilities with student learning outcomes will receive stipends. She also reported that the committee led by Drs. Buchanan and Ramsammy are now moving to Phase two which will review Assistant Dean and Program Head duties.
  - **Changing Adjunct Pay timetable:** VCCS went to a one pay frequency timeframe for all adjunct faculty throughout the system. Ms. Tucker will ask Dr. Errico to raise this issue with VCCS.
  - **Teaching Hours for Admin/Professional Faculty** - Ms. Garcia stated that under VCCS and state law, these hours could not be changed.
  - **Classified Staff Teaching as Adjuncts** - Mr. Bansal reported that all classified non-exempt staff in this category are currently being examined by HR.

Ms. Garcia indicated that updates would be provided to PSC members on all HR changes as they occur.

The meeting adjourned at 3:00 p.m. with the next meeting scheduled for Thursday, November 13, at 1:00 p.m. in the Annandale Provost Conference room.