PERSONNEL SERVICES COMMITTEE
November 13, 2014


Members Absent: Nancy Severe-Barnett, Dwayne Treadway, Barbara Tyler, Beatrice Veney.

Guests: Police Chief Dan Dusseau, HR Staffers Cherelle Faust and Jennifer Grant, NOVA Cares Caseworker MaryAnn Raybuck and Police Lt. John Weinstein.

College Recorder: Norie Flowers

VP’s Report

Mr. Bansal reported the major focus is currently on the transition from Dr. Templin to the Acting President. VCCS is administering the search process and a search firm has been identified with the EWP in the process of being finalized. Dr. Schiavelli will be the Acting President until the new President is in place which will likely be the Fall of 2015.

Chair’s Report

- Presidential Sabbatical Update: Ms. Tucker reported that 2 applications have come in. She reiterated the process in which applications must be done separately and all selected nominees would be on sabbatical for an entire semester and not teaching. She encouraged members to continue to communicate the opportunity to faculty on their campuses. Ms. Tucker will send out the applications received to all faculty members ahead of the December meeting in which nominees will be selected and forwarded to the President for the final selection.

- Statement for Presidential Search Committee: The PSC statement was forwarded to the College Senate for presentation to a meeting of the NOVA board and college representatives on crafting qualities they would like to see in a presidential candidate.

A motion was made to ask that the Chair of the College Senate be added to the VCCS Presidential Search Committee, seconded without objection, and carried.

Vice Chair’s Report

- Classified Emeritus Nominations: Mr. Balbuena reported that the call for nominees went out college-wide and the updated nominee form is now in the forms directory. HR provided the names of the classified staff eligible to be considered for emeritus status. Once the nominations are submitted, he will forward the nominations to classified staff
committee members to have the electronic voting completed. Mr. Balbuena will then forward the final nominees to Dr. Templin for the final selection.

- **Service Award Luncheon**: The subcommittee met to begin organizing the luncheon details to recognize employees who have served the college for 10 years or more. This year gift cards will be provided to everyone who has been invited and not only those who RSVP the April luncheon. The committee is exploring funding options with Mr. Bansal.

**Old Business**

- **Job Satisfaction & PSC Issues Survey Committee**: Dr. Creppy reported that the committee is still working on the survey as a result of the many committee members who rotated off the PSC this year.

- **Assistant Dean / Program Head Committee Report**: Ms. Tucker indicated that Drs. Ramsammy and Buchanan could not make it to the meeting but would attend a future PSC meeting to explain the process to date. Ms. Garcia reported the HR stages being undertaken:
  - **Stage 1** - The AD/PH Model was approved by the Administrative Council and began implementation in the Fall 2014. Reassigned time has been entered as of November 2014 and the Stage1 Model is therefore complete.
  - **Stage 2** - The Ad/PH Committee has expanded and has begun work on the next phase of the model.
  - **Stage 3** - The Committee will consider a model for MEC and Manassas to include a review of best practices from other colleges (such as having permanent AD positions).

- **HR Issues/Updates**: Ms. Garcia reiterated the policies on time keeping. She also asked that HR be notified as soon as employees depart. She mentioned that the pay schedule for professional faculty and classified staff who also teach is being addressed and they are looking into an arrangement so these employees do not have to wait so long to be paid.

- **50% Contract**: As the representative to the Chancellor’s Faculty Advisory Committee, Dr. Errico reported that the VCCS Committee met last week and supported two proposals: the 50 percent reduced contract recently approved by the college administration and a proposal on standard policies for consensual relationships.

Dr. Errico reiterated that the reduced contract offers senior faculty the option of reducing a teaching workload from 100 percent to 60 – 80 percent of a full-time load. This provides senior faculty a middle ground between retirement and full-time teaching and 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.

Dr. Errico presented the provisions again:

- 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 choose 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 55 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.

The second policy concerned consensual relationships and was broken down into two parts: a recommendation that prohibits romantic and/or sexual relationships between faculty members and students in their classes and, secondly, the conflict of interest that exists when a family member of an instructor is in the class. Exceptions were later built in to this provision that state if a faculty member’s relative is in the classroom, the instructor would simply be required to notify the dean. The proposal is now in the legal department for final review.

Committee members asked a few questions of Dr. Errico in his position as NOVA’s faculty representative: the age factor for eligibility on a reduced contract as it was listed as 55 years or older in the handout; whether the new evaluation process was being tracked and if so whether there was input on how well it was working. Dr. Errico stated that some teaching faculty felt there was a disconnect between the plan they voted on and the one in which they are being evaluated. He emphasized the importance of having a collegial relationship with the respective Academic Dean and that the responsibility to prove expectation resides with the faculty member.

Dr. Errico indicated the need to go through one year of the new process to ascertain where the problems will occur and then correct them for the next year and suggested that faculty let their
deans know what went right and what went wrong. Deans may then meet with the College Faculty Evaluation Committee to work out solutions.

**New Business**

- **Active Shooter Presentation**: Chief Dan Dusseau introduced Lt. John Weinstein who, along with NOVACares professional staff, developed a new briefing entitled “How You May be Creating the Next Active Shooter.” Lt. Weinstein explained that the briefing came about as a result of an international study of 13 countries done by the Free University of Berlin. It maintained that issues with faculty and staff were identified as possible precipitating factors in 43% of active shooter events. The briefing is intended to empower NOVA faculty and staff to avoid and/or defuse potentially toxic situations. According to a 2013 FBI study, both the frequency and level of active student events in the U.S. have increased from 8 incidents a year from 2000-2008 to 17 incidents in 2013 alone.

Lt. Weinstein reported that the problems associated with active shooter incidents in schools involve students who may have experienced any of the following problems:
  - Social issues
  - Isolation
  - Peer rejection
  - Bullying (were bullied)
  - Romantic disappointment
  - Problems with teachers or staff

Lt. Weinstein provided information on the signs of potentially violent behaviors and physical cues to indicate interactions that could turn violent.

While only 28 percent of schools surveyed provide crisis intervention and/or de-escalation training, NOVA’s record is more positive. In 2013, 41 briefings were provided on Active Shooter Response to 605 employees; 29 briefings were provided to 339 employees on Dealing with Difficult People; 10 presentations on Dealing with Students in Distress were provided to 196 employees; and, 5 briefings were held for 45 employees on Bystander Intervention.

Lt. Weinstein gave examples of the different goals and priorities between and among faculty and staff and students that could potentially generate tension as well as the many cultural differences that exist among the international student population.

The presentation was summed up by suggestions for establishing early expectations in the classroom, by adding formal language in the syllabi that addresses student rights and responsibilities, attendance and punctuality, behavioral standards, integrity, consequences, how to be recognized and how to address the instructor. Several options for assistance were provided to reduce tensions and prevent escalation of a problem.

Lt. Weinstein and Chief Dan Dusseau will present the new power point to the College Senate at their November meeting. They also offered to work with the campuses to find convenient times to present the new training.
Committee member comments included the following suggestions for incorporation into the new training element:

- Adjust the phrasing so as not to imply that the destructive student behavior is a direct result of or the fault of the faculty member
- Better integrate the training into other types of training
- The power point indicates that faculty are missing the components mentioned in their syllabi when most faculty include them. Faculty should be commended for including those elements. Reiterate why they are so important.
- More direction on accountability on the part of the student while keeping the conversation open
- Awareness when dealing with mentally fragile students
- Reemphasize those times when NOVACares needs to be involved and/or when immediate help is called for
- Help students adjust their attitudes toward education to be more successful
- Better transition from the active shooter portion of the presentation to the suggested measures for resolution
- Add lessons learned from specific case studies

Ms. Tucker offered to accept any additional further comments by email from members.

- **Classified Professional Development Day**: Ms. Tucker suggested that this day should be viewed positively and solicited a classified staff member to be a liaison with the Professional Development Committee. Sarah Bogdewiecz volunteered to act as the liaison.

- **Pay Schedule for Teaching Professional Faculty/Classified Staff**: Ms. Garcia reported that the President has asked that a market survey be completed by HR by the December 9 Administrative Council meeting.

The meeting adjourned at 3:00 p.m. The next Personnel Services Committee meeting is scheduled for Thursday, December 9, at 1:00 p.m. for teaching faculty only to vote on nominees for the Presidential Sabbatical.