Members Present: Ken Balbuena, Sarah Bogdewiecz, Edward Creppy, Riley Dwyer, Cindi Heisler, Katherine Hitchcock, Frederick Markham, Stephanie Sareeram, Mary Ann Schmitt, Kathy Thompson, Alicia Tucker, Beatrice Veney, Jami Bryan Yazdani and Jose Zalles.

Members Absent: Patrice Fleck, Susan Thompson, Barbara Tyler.

College Recorder: Norie Flowers

Chair Jami Yazdani called the meeting to order and asked that Committee members introduce themselves.

Approval of September Minutes: A motion was made, seconded without objection, and carried to approve the amended minutes with the changes to add the appellate process to new topics, changing the Associate instructor description to “nonrenewable one-year appointment” and adding a more general statement on the summer pay formula to read: “Discussion ensued on the last summer load of 8 credit hours.”

Chair’s Report

- President’s Sabbatical: Chair Yazdani and Vice Chair Zalles met with past Chair Dr. Charlie Errico for a briefing on the process. Ms. Yazdani is working on developing the timeline. Committee member Ms. Tucker suggested the importance of getting information out to the campuses as soon as possible in order to generate interest and also to provide the early December deadline for application submission. Both 9 and 12-month faculty who have completed at least five years of employment are eligible for the award. Personnel Services Committee/PSC faculty members evaluate the proposals and forward recommendations to the President for the final decision. The semester sabbatical includes full pay and benefits.

- Service Award Luncheon: Ms. Yazdani and Mr. Zalles met with Dr. Errico for a briefing on the luncheon and the consulting PSC role. The NOVA Service Awards Luncheon honors employees completing 10, 15, 20, 25, 30, 35, 40 and 45 years of service with the Commonwealth of Virginia. Ms. Yazdani will confer with Mr. Bansal on the funding and Mr. Balbuena volunteered to again work on marketing.

- VCCS 29: Ms. Yazdani informed Committee members that the changes were approved to the VCCS-29 policy which stipulates the normal minimum criteria and academic credentials for each faculty rank. Ms. Yazdani encouraged the committee to view the approved policy online. Ms. Sareeram raised the issue of a form she brought to the committee last year that may simplify the process for recording educational requirements. Ms. Yazdani asked that Ms. Sareeram review the form in light of changes to the VCCS-29 policy regarding how educational credits are assessed.
- **Senior Faculty**: Ms. Yazdani raised the issue of the 50% contract arrangement for senior faculty who wish to teach part-time before fully retiring. The issue of the possible loss of health benefits was raised and the Chair will look into what actions occurred to date and report back.

- **Lunch Break Concern**: Mr. Zalles reported that there was an anonymous concern forward to him by a classified staff member on the possible abuse of the regulations on break and lunch times and what, if any, discretion a supervisor has to impose changes and shift schedules. Ms. Yazdani contacted HR and the Acting Director stated: “there are no federal laws regulating whether a supervisor can require an employee to take a longer lunch, thus requiring them to work later. The college allows the manager discretion and flexibility to determine the work hours for his/her employees, providing the ability to change the employees’ hours. However, the approach and the manager/employee relationship should both be considered. Forcing an employee to adjust his or her work schedule to one that may create a hardship for the employee could certainly damage morale. Since the time allowed for breaks is compensable time, tacking on the hours at the end of the day would create overtime issues.”

Mr. Balbuena looked into the difference between NOVA’s policy as compared to federal and state regulations.

**Federal** law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer’s rules, and any extension of the break will be punished. Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

**State** regulations state that Lunch shall be at least 30 minutes; two 15 minute breaks may be granted. The lunch period shall not be included in the count of hours worked per day, except when the agency head or designee has designated the lunch break as part of the work schedule. When employees are required to work during their lunch, that period shall be counted as time worked. **Example**: When necessary to provide staffing for client (patient or inmate) services and care, the lunch period shall be considered time worked.

**NOVA** regulations state: Employees are granted a 30 minute break and may be granted two 10-15 minute breaks. Correspondingly, NOVA policies further state that the lunch and break period may not be accumulated, nor may they be used to cover time off for other purposes, and that lunch periods and breaks will be scheduled by supervisors to prevent disruption of services to the public.
• **ELI Associate Instructor Position:** Ms. Yazdani indicated that Dr. Jennifer Lerner would be invited to join the PSC to talk about the use of the two types of associate instructor positions at ELI. Committee member Ms. Dwyer offered to coordinate questions raised by the committee to send ahead of the visit.

**Vice Chair’s Report**

• **Classified Emeritus Nominations:** Mr. Zalles informed Committee members that HR staff member Ms. Kelly Bacon will send a list of those employees with 10 years of service or more. Ms. Yazdani suggested sending information to the campuses for those who may be considering retirement in this academic year and also to explain the benefits such as college e-mail access and parking permits.

**Summer Pay Formula for Teaching Faculty**

Last year the PSC recommended an 8 course credit full-time equivalent rate, with stipends for program heads and assistant deans. Committee members felt that an increase to the equivalent rate would promote more full-time faculty interest and result in decreased cost to the college for the recruiting and hiring of adjunct employees. Committee member Ms. Sareeram volunteered to provide enrollment reports to assess class sizes of full and part-time faculty. A motion was made, seconded without objection, and carried to forward the proposal listed below to the College Senate:

> The Personnel Services Committee recommends the adoption of a summer pay formula for Summer 2014 that compensates full-time faculty at an equivalent rate of pay for the first 9 hours, with the opportunity to teach an additional four hours (for a total of 13) at the overload rate. We further recommend stipends for Program Heads/Assistant Deans and for structured advising during Summer 2014. We believe an increase from the Summer 2013 formula of 8 hours at equivalent pay is warranted to encourage full-time faculty to teach during the Summer semester, supporting quality instruction and reducing the administrative time and costs related to the hiring of adjunct faculty to fill courses that could be taught by full-time faculty. Given that 220 full-time faculty taught more than 8 credits in Summer 2013, this increase would have a positive impact on compensation for a significant number of full-time faculty.

**Report from Job Satisfaction & PSC Issues Survey Committee**

The subcommittee composed of Mr. Zalles, Ms. Schmitt, Ms. Heisler, Mr. Creppy and Ms. Fleck will develop a draft survey for distribution to Committee members at the next meeting.
Prioritizing Issues for the Year

Committee members felt the following areas should be addressed in the coming academic year:

- 50% contract for teaching faculty
- Appellate Process for promotion decisions and hiring
- Position classifications and position consistency
- Classified Cross Campus Day and Professional Development
- Recruiting of internal candidates

New Business

Committee members highlighted the importance of more comprehensive training for new program heads and assistant deans and felt this could be a topic addressed by the Professional Development Committee.

A motion was made to adjourn the meeting at 3:00 p.m., seconded without objection, and carried. The next Personnel Services Committee meeting is scheduled for Thursday, November 14, 2013, at 1:00 p.m. in the Provost Conference room at the Annandale campus.

Tracking:

50% contract for teaching faculty
Appellate Process for promotion decisions and hiring
Position classifications and position consistency
Classified Cross Campus Day and Professional Development
Recruiting of internal candidates