Personnel Services Committee  
September 25, 2003


Members Absent: Ray Bailey, Judy Benavides, Kathryn Blackwell, Jean Braden, Gene Brown, Fran Emory, Gert Heslin, and Patti Hill.

1. Call to Order: Alison Baker, Secretary to the Committee, called the meeting to order at 2:10 p.m. declaring a quorum to be present.

2. Officer Elections: Alison opened the floor for nominations for Chair of the Committee. Ray Bailey was nominated and the nomination was seconded. Charlie Errico was nominated and the nomination was seconded. Charlie was elected to the Chair by a vote of seven to four. Alison turned over the Chair to Charlie.

Charlie called for nominations for Vice Chair. Ray Bailey was nominated and the nomination was seconded. Dave Lavis was nominated and the nomination was seconded. Discussion centered around the value of having the Vice Chair be a member of the classified staff. The vote was called and Dave Lavis was elected by acclamation.

3. Subcommittee Organization: Charlie explained the traditional subcommittee organization of the Committee and asked for a motion to create a Classified Subcommittee. The charge to the subcommittee is to consider issues affecting the classified staff and to bring them to the full committee for possible action, to take on special projects regarding the working conditions of the classified staff and to recommend to the President retired members of the classified staff for membership in the classified emeritus ranks.

It was moved and seconded to create a Classified Subcommittee. The motion carried unanimously.

Charlie asked for a motion to create a Faculty Subcommittee. The charge to the subcommittee is to consider issues affecting the faculty and to bring them to the full committee for possible action, to take on special projects regarding the working conditions of the faculty and to recommend recipients of the President's Sabbatical Award to the President.

It was moved and seconded to create a Faculty Subcommittee. The motion carried unanimously.

4. Meeting Time: Those present agreed that meeting on the third Thursday of the month at 2 p.m. in the Provost's Conference Room on the Annandale Campus would be convenient. Charlie said he would try to reserve the room on that schedule.

5. This year's agenda: The Committee reviewed those topics listed as of interest by the Committee last year as recorded in the Minutes of the April 2003 meeting. Members suggested consideration of the following items:

a. The Enhanced Retirement Plan: What criteria and processes will be used to select retiring faculty for participation in the plan?
b. What is new in regard to the Classified Compensation Plan and are there any plans to continue to address salary inequity among the classified staff?

c. Have there been new developments in the area of employee recognition? Should more be done in this area?

d. Will the Administrative Council minutes be published and circulated in the future?

e. Are there important differences between the VRS and the optional retirement programs that might be addressed?

f. The Committee needs to participate in reviewing drafts of a revised faculty handbook that might come out of the College Senate.

6. **Adjournment:** The meeting adjourned at 3:25 p.m.