Personnel Services Committee
November 17, 2005


MembersAbsent: Dan Alford, Myrtho Blanchard, Miguel Corrigan, Myles Embrey, Fran Emory, Joey Horobetz, and Barbara Howard.

1. Call to Order: Janet Bush called the meeting to order at 2:10 p.m. and explained that Fran Emory would not be able to attend.

2. Approval of the Minutes: The minutes were approved as distributed.

3. Old Business:

   A. Report of the Faculty Subcommittee: Ruth Stanton gave the report of the Faculty Subcommittee.

      1. Dan Alford was not present at the meeting and Ruth explained that he would have a report on virtual offices for faculty at the next meeting.

      2. Bill Shannon said that his efforts to encourage political activity on behalf of the enhanced retirement program have not been successful. Given the situation with the VRS/IRS, Bill recommended that the Committee table the issue of the ERP until there is a change in IRS code dealing with phased retirement. Bill moved that the ERP issue be tabled. The motion was seconded and approved unanimously.

      3. On the President’s Sabbatical, faculty have received three notices of the process and application deadline to be considered for the President’s Sabbatical. Applications are due December 1. At the Committee’s scheduled meeting time next month, December 15, the members of the faculty subcommittee will gather and review the applications.


      1. The Subcommittee had discussed where the College is going in regard to providing salary increases for improvements in knowledge, skills and abilities. Human Resources has been considering possible programs in this area, but after more than four years, nothing has been created. Alison Baker gave a brief history of the efforts to create a KSA program and said that the notion continues to be on the priority list. She said that Dr. Templin wants to see much increased emphasis on professional development for both faculty and staff, and is very interested in moving forward with a KSA program. She explained some of the difficulties that had come up in prior discussions and urged the Subcommittee to continue to discuss the issue and to make recommendations on possible strategies in this area.

      2. Marsha Fisher had questions about the College’s policy on flex time. She had spoken with Stacy Pendleton in the Human Resources Office about that policy and learned that about 5% of all NVCC classified employees are working on a flexible schedule. Her campus and college contacts indicated that many supervisors do not know that they have the authority to approve a flexible schedule for an employee to the extent that doing so does not reduce the quality and quantity of the unit’s services. The problem is whether it would be better to have specific policies that define alternative schedules or whether we should maintain the flexibility we have. The answer to the problem seems to be better training and communication with supervisors rather than the adoption of more stringent policies.

      3. Janet Bush reported that today’s Intercom carries the notice about the process for nominating retiring staff members for the classified emeritus honor. The Subcommittee also plans to get together at the regular meeting time on December 15 to decide whom to recommend to the President for classified emeritus.

4. New Business:
A. The administrative council has approved in general a proposal from a committee dealing with the appointment process for teaching faculty. A copy of the proposal will be circulated to members of the Committee and there will be a discussion of it at the next meeting.

B. Some issues have been raised in the Classified Subcommittee about whether there are differences in the treatment of classified staff and faculty as they decide to enroll in health benefit programs. Dave Babel asked if Myrtho Blanchard might come prepared to discuss this at the next meeting.

7. Adjournment: The meeting adjourned at 3:35 p.m.