Personnel Services Committee
April 20, 2006


Members Absent: Dan Alford, Miguel Corrigan, Myles Embry, Marsha Fisher, Barbara Hatheway, Barbara Howard; Zima Jemison, Maria Nieto-Shahsavarian.

1. Call to Order: Fran Emory called the meeting to order at 2 p.m.

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

3. Old Business:
   
   A. KSA Proposals: Janet Bush and Irene Osterman updated the committee on the Classified Subcommittee's proposal on increases for classified staff related to increases in knowledge, skills and abilities. They distributed a written description of their proposal. The Committee agreed to recommend that Human Resources take the proposal to the Classified Compensation Committee for discussion.

   B. Faculty Salary Increase Policy: Fran Emory reported that the Committee's recommendations regarding salary increases for faculty was to be debated in the Senate, which is meeting at the same time as this committee.

   C. Overload Payments for Teaching Faculty: Myrtho Blanchard said that HR will draft policy to implement two pay dates for overloads for teaching faculty in most stations. Many faculty will get paid for their Fall Semester overloads in the winter, rather than having to wait until May.

   D. Faculty Salary Study: Myrtho also reported that the Segal group has completed one phase of the faculty salary study but has not done an analysis of individual roles among the administrative and professional faculty. President Templin has requested additional information to help guide the salary increase allocation based on the average salaries in cohorts of faculty compared to peer institution averages.

   E. No Budget Passed Yet: Alison Baker said that the administration had faith that the state would pass a budget before July 1. The governor, it is rumored, is looking at how to deal with a government shutdown. NOVA administrators have been in touch with the VCCS and other public institutions of higher education about their plans, but nothing has been decided. Members were urged to write to their representatives to urge them to complete the task of passing a budget.

   F. Telecommuting for Teaching Faculty: Dan Alford joined the meeting on the phone. He described what he had done so far in regard to achieving a telecommuting policy that would work for teaching faculty. He met with Myrtho Blanchard and Barbara Hatheway yesterday, at which time they reviewed the current procedures and forms. Dan concluded that without effort the policies could apply to the teaching faculty. The Telecommuting MOA would need some change to adapt to the circumstances of teaching faculty.

   The committee discussed some of the issues still outstanding. Will faculty be permitted to use e-meeting or other technology to hold office hours? What will the committee workload be for telecommuting faculty? Will they be required to be physically present? To what extent will faculty need to visit campuses, and what kinds of support must the college give them when they do come to campus?

   There was general agreement that the Division Deans need to take this up.

4. New Business:
A. **Presidential Sabbatical:** Fran talked about the small number of applicants the committee is receiving for the Presidential Sabbatical program. The quality is quite good and there is good competition, but more faculty should be interested in taking a semester off with pay. It was agreed that there would be earlier announcements in the Intercom, that the Division Deans should encourage faculty to apply for the award and that a timely e-mail to all faculty should be sent. Myrtho said she would talk with the Professional Development Committee about other ways to encourage applications.

B. **Carry-Over Items for Next Year's Committee:**

1. Getting more applications for the President's Sabbatical.
2. Telecommuting policy for teaching faculty.
3. Salary studies and faculty salary increase policy.
4. KSA policy adoption.
5. Internal hiring for P-14 employees.
6. Annual performance review for P-14s and career track to full-time employment.
7. Giving meaning to an extraordinary contribution acknowledgement.
8. How can we streamline the hiring process for all employees?
9. A review of the hiring procedures for full-time faculty.

5. **Adjournment:** The meeting adjourned at 3:30 p.m.