Personnel Services Committee  
March 22, 2007


1. Call to Order: Chairman Errico called the meeting to order at 2:05 p.m.

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

3. Chair’s Report:

   A. The Academic Deans Council has taken the lead on the question of longer-term appointments for assistant and associate deans. For those individuals whose responsibilities are significant during the summer, the Deans Council is advocating either a 10 month contract, a summer stipend or release time in the summer. Release time in the summer would affect program productivity. Stipends would not.

   The Council is developing a memo that it plans to send to Dr. Dever regarding summer support for these key employees. The Committee agreed that it would like to review the letter and possibly endorse the Council’s proposal. Dan Lewis agreed to circulate a copy of the proposed letter for consideration at out next meeting. The proposal is likely to endorse the idea of a stipend equal to what the assistant/associate dean would earn teaching a three-credit course in the summer.

   B. Charlie reminded the committee that he had contacted Dr. Dever about the fact that staff in the College records office have unlisted phone numbers. Faculty who have questions about graduation requirements, course equivalencies and other technical matters that often come up in student advising, are often unable to provide authoritative advice to students because the Student Services Centers on the campuses do not deal with these matters. Dr. Dever says that there will be a contact person with a listed number available to teaching faculty who will provide this kind of information. The Committee agreed that Dr. Dever should send the name and phone number of the contact person to the faculty in advance of advising week.

   C. Charlie talked with Dr. Templin about hiring a consultant to assist the college in developing a legislative proposal regarding phased retirement. Dr. Templin said he would discuss this with Alison Baker. As of this time, he has not done so. Charlie agreed to send an e-mail to the President to follow up. Myrtho Blanchard said that her office is soliciting proposals to acquire the services of a human resources consultant, and perhaps that consultant could take on this activity.
4. Old Business:

A. Telecommuting Policy: Bev Blois reported to Charlie that a proposed telecommuting policy for teaching faculty is about 95% complete. The subcommittee will have a draft of the policy for review at our April 19 meeting. The question of how to deal with a possible “virtual” professor, that is a professor who does not report to the campus on a regular basis, was not considered by the subcommittee, which suggested that further policy be developed to cover such a situation. Alison suggested that our developing continuity of operations plans would look at a virtual professor as a key to responding to an emergency that made meeting classes or students face to face difficult or impossible.

B. Classified Emeritus: Janet Bush said that the minutes of the January meeting were accurate as to the seven individuals nominated for the Classified Emeritus honor. The individuals will be honored at the College’s employee recognition luncheon and at Graduation.

C. Summer Pay Contracts: In prior years, the appointment letters to faculty teaching in the summer specified the amount of money the faculty member would earn. Current letters say only that one is appointed to teach in the summer. Faculty are asking that once the summer classes are “made,” that a communication be sent specifying the amount of summer pay. Myrtho agreed to look into this, suggesting that this information could be available through the DenoSys system, or through a calculator on the HR website. Sending out additional paper contracts would not be HR’s preferred response.

D. Teaching Overloads: Under the original interpretation of the early distribution of overload pay, HR did not authorize pay for any faculty who had second eight-week or dynamic courses the enrollment of which had not been certified, even if these yet to be determined classes constituted a further overload. This has been corrected so that any faculty member with an overload from Fall Semester which can be determined accurately by the new overload payment date will get paid for it. Instead of asking faculty if they wish to be compensated, faculty will be offered the opportunity to opt out of early payment. This seems to resolve the issues.

E. Faculty Salary Increases: The general assembly approved a salary increase of 4% for all state employees. The VCCS Board approved a 5% salary increase for teaching faculty, which will be paid for out of general tuition increases and increased appropriations from the state. A special additional salary increase of an average of 10% beyond the 5% for the teaching faculty generally will be awarded to nursing faculty. It is optional at the College level to allocate other funds available in the budget to award a 5% average increase to administrative and professional faculty.

The State Board also approved authority at NVCC to give all faculty members average salary increases up of 7.5%, with a maximum increase for any individual of 10% (except nursing faculty). No additional funding has been allocated for such an increase.
The President has placed a high priority on salary increases for faculty; both teaching and administrative/professional, to the extent such increases address market competitiveness. However, there will be very little additional in the budget to fund salary increases beyond the levels suggested by the State Board. Budget discussions will have to go on at the Administrative Council level to set the priority for salary increases.

The Committee had expected to have copies of the Segal faculty salary study to consider at this meeting, but Myrtho explained that the report was not ready to be released. She was reasonably sure the report would be available to the Committee in time for consideration at the April 19 meeting. This is necessary so that the Committee can make its required recommendation regarding salary increases to the President prior to the College’s deadline for issuing faculty employment contracts.

Charlie suggested that the Committee consider establishing a floor within the funds available for salary increases that would be distributed according to merit under the traditional formula, and authorizing the President to use the balance to address salary compression and other critical market factors in both teaching faculty and administrative/professional groups. This idea will be discussed at our next meeting.

5. New Business: Alison Baker reminded the group that at our last meeting, which will be the April 19 meeting, the committee makes recommendations to the new committee about agenda items that might be considered next year. She asked that the membership consider this and come to the next meeting with a list of such issues.

There was no other new business.

6. Adjournment: The meeting adjourned at 3:40 p.m.