
Members Absent: Dan Lewis, Bruce Mann, Mitch Markon, Irene Osterman, and Keith Wynn.

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 College Records Office will establish a contact and a telephone number where faculty and other academic advisors may go to get authoritative information on graduation requirements.

   B. Dr. Templin has said that hiring a consultant to assist in getting legislative action on an enhanced retirement program (ERP) was possible, but has taken no action.

4. Old Business:

   A. Telecommuting Policy: The committee reviewed the proposed telecommuting policy. There was consensus that allowing faculty to telecommute in some circumstances was the right thing to do in order to reduce traffic and air pollution, to save the cost of commuting, and to become better prepared for an emergency involving the loss of facilities, such as a flu pandemic. The committee accepted the recommendation of the telecommuting subcommittee. It agreed that a further group should look into the question of “virtual faculty.” Virtual faculty would be those whose entire workload was performed electronically and who would be expected to spend little if any time on campus, instead accomplishing advising and College service remotely.

   B. Stipends for Assistant Deans: Charlie agreed to write to the President urging that the Administration take action on creating a system of summer stipends for assistant deans. The committee agreed to that strategy.

   C. Faculty have questions about how much they will be making in the Summer. This can be complicated for them to determine and not knowing makes planning more difficult. Myrtho agreed to include instructions for calculating summer pay into faculty contract documents and to publish the calculation process in the Intercom.

   D. Faculty Salary Process: The Committee discussed various ways that salary increases could be distributed to the faculty and decided the following:
1. The traditional formula should be applied to whatever amount the Legislature approves for faculty. This covers the requirement that merit be part of that consideration.

2. Any amount beyond the legislatively approved amount allocated by the VCCS Board or by the Administrative Council should be used to address salary compression and market competitiveness issues as demonstrated by salary studies. This distribution would provide a fixed dollar figure, not a percentage, increase to faculty by rank. That dollar figure would be determined by how much was available and by how far each faculty rank was from external peer comparisons.

3. The committee agreed that it is time to address the question of excellence and place more emphasis on performance evaluation and contributions to the College mission within the salary improvement process. The committee is aware of Dr. Dever’s interest in this and would like to work with him on the issue.

4. Administrative and Professional Faculty should be eligible for the same total percentage increase in salary as are the teaching faculty, but as with the faculty, the difference between the legislatively approved increase and the total available should go to address market competitiveness by profession, not rank.

5. **New Business**: The committee discussed issues that might be taken on by next year’s committee. Suggestions include

   A. The Enhanced Retirement Program (ERP)
   B. Evaluating excellence in the salary improvement process
   C. Virtual Faculty
   D. Stipends for assistant deans
   E. Sick leave for those caring for non-spousal significant others
   F. Processes for increasing the awareness of faculty and staff of the importance of College committee service
   G. Salary compression in classified staff compensation
   H. Limits on salary increases for classified staff who are promoted internally
   I. Clarification on when search committees are used for classified appointments
   J. Consultation with supervisors prior to allocating classified market adjustment increases
   K. Salary increases for classified employees who enhance their knowledge, skills and abilities (KSA)
   L. Consultant’s recommendation in regard to salary ranges, both faculty and classified.
   M. Faculty salary caps.

6. **Adjournment**: The meeting adjourned at 3:50 p.m.