Members Present: Kate Blackwell, Dave Courter, Sheri David, Lisa Donaldson, Charlie Errico, George Gonchar, Bruce Mann, Mitch Markon, Nichole McBeth, Sima Otsuka, Jennifer Reynolds, Van Robertson, Charles Scarborough, Sherrill Wharff, Dave Williams.

Members Absent: Ruby Holland, Frances McDonald, Myrtho Blanchard, Patricia Ottavio, Nancy Wyatt.

Call to Order: Charlie Errico called the meeting to order at 2:00 p.m.

1) Welcome. Charlie welcomed Dave Courter as the new secretary of the committee.

2) Review and Approval of Minutes. The minutes of the 11/22/07 meeting were reviewed and approved. One correction was made to include Bruce Mann as a member in attendance.

3) VPs Report – Dave Courter reported that the search for a new VP of Finance and Administration is moving forward. A search firm has been retained and a nationwide search is expected to yield a pool of candidates this spring. Hopefully, the selected candidate will be able to begin in the fall.

4) Chair’s Report – Charlie reported on the President’s Sabbatical. There were nine applicants and two were selected. The committee discussed the selection process and agreed that applicants should be encouraged to re-apply next year. Additionally, the committee thought it would be helpful to provide constructive feedback to the applicants on areas of their proposals that could be improved.

5) Classified Subcommittee Report – Mitch reported that there were seven nominees for Classified Emeritus and that six were qualified and unanimously recommended. The committee discussed qualifications and standards for classified emeritus and noted that the approval of the employee’s Administrative Council member should be required on the nomination.

6) Old Business –

   a) Assistant Dean’s Stipends - Charlie reported that John Dever has a task force looking at release time across the college to ensure equity and a uniform application of policy. Release time during the contract year and stipends during the summer for program heads and assistant deans will be included in this review. The committee discussed the differing practices on each campus and noted that the faculty handbook does not sufficiently describe the duties of program heads/assistant deans. Charlie will ask for Personnel Services Committee members to be included on the Task Force.

   b) Enhanced Retirement Program - Dave Courter reported that House Bill 739, that would have permitted VRS retirees to continue working, was left in committee, so there will be no action during this session of the General Assembly.

7) New Business –

   a) Criminal Background Checks - Dave Courter reported that the new criminal background check policy was implemented January 1. There were some problems implementing the online release. HR is receiving releases by mail and fax and is getting good turn-around times from the contractor. The most common problem uncovered is that applicants don’t read the question on “convictions” on the state application and don’t report moving traffic violations. This is easily corrected and has not held up the hiring process.

   b) FY 2008-2009 Budget Outlook – Dave Courter reported that the budget outlook for next year is still unclear. The Governor’s Office has implemented some restrictions for other state agencies, such as travel restrictions
and hiring freezes. These don’t apply to higher education, but colleges and universities must use good judgment to manage resources. The college was able to survive a significant budget cut in the current year through good fiscal management. The challenge for next year will be even greater. The proposals for employee pay raises vary among the different versions of the budget, and committee members are encouraged to watch the reports on the General Assembly.

c) Faculty Hiring - Dave Courter reported that HR was proceeding with this round of faculty hiring and that applications would be sent to committees on time. The biggest challenge is matching up different components of applications received by different means. For example, State Applications might be submitted on line with CVs by fax or mail and transcripts coming from other institutions by mail.

d) Tuition Assistance for Adjuncts – Dave Williams asked that the committee consider whether or not the college should offer tuition assistance for adjuncts. He will submit an agenda item for the next meeting.

e) Payment for Overloads – Charlie said that a small group will be asked to examine the policy for timing of overload payments.

Adjournment.