
Members Absent: Charles Errico, Ruby Holland, Frances McDonald, Matthew Niziol.

Guest: David Mastropaolo, Associate HR Director for Professional Development

Approval of Minutes: The minutes from the January 15, 2009, meeting were approved after agreeing to amend Dr. Jennifer Lerner’s name on the minutes.

Training for Administrative Positions: Nan Peck asked the committee to consider asking NOVA to develop an orientation program for new administrators and administrative staff positions. This would be similar to the training that has been developed for new academic deans and assistant deans.

A motion was moved and seconded to develop an orientation program and ongoing training for administrative and administrative support staff positions to include procedures for travel, purchases, supervising and evaluating staff, SIS training, AIS training, Conflict of Interest forms. In addition, members of the committee request that we develop and offer both orientation and ongoing training for NOVA employees. The proposal was unanimously passed.

Later in the meeting, Myrtho Blanchard suggested that HR has been offering a number of HR training modules for supervisors. Unfortunately, many supervisors have not been attending. HR wonders whether these trainings should be mandatory.

Vice President’s Report: VP Miguel Garcia reported the likelihood and the need to plan for absorbing another 10% budget cut (5% in July and another 5% in November). It is likely that the General Assembly will require a cap on tuition and fees.

The committee asked about the possibility of RIFs and these are viewed as a measure of last resort. Increased student enrollments will ameliorate financial problems. We will continue to budget carefully to plan for possible cuts and release money as revenues improve. We will see some possible growth with the recently passed federal stimulus package.

Adjunct Budget for President’s Sabbatical Awards: The discussion on Adjunct Budget for President’s Sabbatical Awards was tabled.

Promotion Policies: David Mastropaolo (Assistant Director of HR Professional Development) is reviewing some 50 faculty applications for promotion. The vast majority of those applications are eligible for promotion. David recommends that we might do more to publicize the application deadlines. Many faculty have inquired about promotions but have missed the deadlines. HR is intending to improve how the process is communicated to both faculty and administrators.

Are the tools used for understanding and earning promotions effective? Can promotion policies be changed? Committee members looked at the VCCS-29 and noted some inconsistencies. It was noted that Dr. Chris Lee, VCCS Associate Vice Chancellor for Human Resource Services, would like to see faculty pay separated
The committee asked that descriptions of required credentials be published and easily accessible. Faculty and supervisors need to be trained in understanding how to discern what “very good” and “excellent” means and the rubrics for satisfying these requirements. David Mastropaolo is working towards making more training available to supervisors. Some faculty see evaluations as being very subjective and unfair.

The VCCS-29 is used for both full-time and adjunct faculty. To be promoted, an adjunct faculty member is held at a different standard than are full-time faculty. Myrtho Blanchard assured the committee that HR is working with VCCS on the evaluation and promotional tools for both faculty and classified staff.

The committee recommends that faculty and staff who may be eligible for promotion be notified to understand the policies and procedures for navigating the policies, tools, and process. The process begins in October and ends in June. The committee recommends that the Faculty Handbook be clarified for understanding the process including updating the explanations of the VCCS-29 and what NOVA’s requirements are for promotion.

HR stands ready to offer training of the promotion process. David Mastropaolo offered two sessions on promotions at the January PUP conference and is willing to offer training sessions in September and/or when deans and faculty ask for this. Committee members asked whether an online training can be developed and available just in time. Mr. Mastropaolo agreed that there is need for more and varied training.

One committee member offered that HR training sessions offered for supervisors have been excellent. If only one cohort of supervisors is attending training, there may be some inconsistencies and unfair practices.

**Early Retirement Policy Initiative (ERP)**

This issue was tabled until/unless the VRS makes some changes to its policy. Miguel Garcia is having a meeting with Dana Kauffman, NOVA’s Special Assistant to the President, to consider rulings. IRS changed its rules to allow the ERP and now VRS needs to change its policies to enable the ERP option. So, we could be politically nudging the VRS to enable this. Many faculty would be interested in signing on as a part-time faculty and mentor, as was available several years ago.

**Diversity Hiring Practices:** The committee asked that selection committees not be required to indicate race and gender on NVCC 105.23A. If these must be completed, then these need to be completed by HR. Myrtho Blanchard asks that we continue to do this since it is a state mandate. Many committee members object to indicate race and gender from inference or observation. Myrtho Blanchard expressed that this is not a choice because we are required to make this observation with candidates that are interviewed. If the state (and therefore NOVA) has the mandate to complete the forms, who should be required to complete the form – HR or the committee?

A motion was made to request that Dr. Templin consider the policy of completing the HR form to identify interviewed candidates’ race and gender. Ten members approved the motion. Four members of the committee opposed.

**Individual Development Plans:** Discussion was tabled.

The meeting was adjourned.