Personnel Services Committee  
October 1, 2009


Members Absent: JoAnn Credle, Nancy Gleeson, Theresa Hall, Paula Smith, Dwayne Treadway, Kathy Weiner

1. **Call to Order:** Miguel Angel Garcia, Executive Secretary, called the meeting to order at 2:05 pm. He greeted the committee and welcomed new members, explaining the purpose of the first meeting is to select a Chair and Vice-Chair, and organize for the academic year.

2. **Committee Organization:**
   
   A. Miguel explained that the committee consists of two subcommittees. The Faculty subcommittee considers issues pertaining to faculty ranked personnel, and acts as the nominating committee for the President’s Sabbatical Award. The Classified subcommittee considers issues affecting classified staff, and acts as the nominating committee for the Classified Emeritus distinction.

   B. The Committee’s membership includes ten teaching or professional faculty with at least one from each campus; seven classified staff with one from each campus, one representing college staff, plus an HR representative *ex officio*; and three administrative faculty. The Vice President for Finance and Administration serves *ex officio* as executive secretary to the committee. The Committee on Committees is working to complete the membership – needed are a teaching faculty representative from the Manassas Campus, and a classified staff representative from the Loudoun campus.

   C. Miguel called for nominations for committee chair. Charlie Errico was nominated. There being no other nominations, Charlie accepted the nomination and was elected unanimously.

   D. Miguel then called for nominations for vice-chair. Janet Bush was nominated. There being no other nominations, Janet accepted the nomination and was elected unanimously.

3. **Budget Update:** Upon assuming the Chair, Charlie asked Miguel to comment on the current status of the budget. He noted that much is still uncertain. The Governor’s recommended budget cut is 13%, but the federal stimulus initiatives have reduced that to 6½ – 7%. We are at the best place financially due to implementing good recommendations which planned for a 5% reduction in the initial budget plan. We must continue to look ahead to the end of federal initiatives, and the impact that will have on our budget.
Members asked about the Governor’s cost-cutting measure to furlough all state employees for one day, possibly the Friday before Memorial Day. There are still discussions taking place about implementing this measure – and a new Governor will be in place at that time, which could change the outcome.

4. Future Meetings:
   November 12 – Brault Board Room (committee of the whole)
   December 3 – President’s Dining Room, AN Cultural Center (At this meeting, sub-committees review applications for the President’s Sabbatical and nominations for the Classified Emeritus.

Unless different information is provided, the January through April meetings will take place at 2:00 pm on the third Thursday of the month in the Provost’s conference room on the Annandale Campus.

Any committee member who cannot attend a meeting is encouraged to send a proxy, as representation of each campus and constituency is important in the work of this committee.

5. Agenda for 2009-2010: The following agenda items were proposed:
   A. Impact of budget reductions
      (consider survey of constituency regarding implementation of furlough)
   B. Retirement – management of employee privileges prior to eligibility for Emeriti
   C. Summer Pay for full-time faculty; better understanding of summer pay formula for 2010
   D. Adjunct pay and evaluation (need consistent formula)
   E. Continuity of instructional services in emergency planning (H1N1)
   F. President’s Sabbatical and Classified Emeriti (actively encourage applications)
   G. Individual professional development plans
   H. Proposed change to retirement contribution (revive Constituency Committee)
   I. VCCS-29 – need more understanding
   J. Salary increases (method of implementation when funds are available)

Suggestions for agenda items should be e-mailed to Charlie, Janet, or Miguel. Miguel and Charlie meet early each month to plan the agenda for the month’s meeting. The agenda and minutes of the previous meeting are e-mailed to the membership about a week prior to the upcoming meeting.

6. Adjournment: The meeting adjourned at 2:55 pm.