Personnel Services Committee (PSC)
September 23, 2010

MINUTES


I. Introductions and Election of Chair and Vice-Chair – VP, Finance and Administration, Miguel Angel Garcia welcomed all those present and thanked them for their time. He then called for the election of a Chair and Vice Chair. There was a motion made to nominate Charles Errico as the Chair. The motion was seconded and passed unanimously.

Dr. Errico took the chair and asked for nominations for Vice Chair. There was a motion made to nominate Julie Dyer as Vice Chair. The motion was seconded and passed unanimously.

Dr. Errico stated that meetings are, typically, set for the third Thursday of every month and that the remaining meetings would be held in the Provost’s conference room. Future meeting dates include October 21, November 18, and December 9, January 20, February 17, March 17, and April 21.

II. President’s Sabbatical Award – Dr. Errico reported that selecting the recipient for the President’s Sabbatical is one of the major functions of the committee. Opportunities to apply for the sabbatical will be announced in the Intercom as well as other advertising medias.

Dr. Errico announced that there could be up to three recipients of the President’s Sabbatical Award. The award allows for a full semester off with pay and benefits. He noted that you must have been employed at NVCC for seven years to be eligible. Applicants should state why they would like to be a recipient of the award, what they would do during the Sabbatical (project), as well as why it would benefit the students and the college.

All present were encouraged to discuss the award with eligible recipients and encourage them to apply. Applications are due by December 1. During the December 9 Personnel Services Committee meeting the recommended recipients will be determined and then sent to the President for final determination.

III. Classified Emeritus – Taking the lead in choosing the recipient of the Classified Emeritus will be the Vice Chair, Julie Dyer. The recipient will receive free parking, a NOVA email address and be honored at graduation.

IV. Compensation Issue – The issue of compensation will be on the agenda for every
meeting. Updates on past actions were reviewed: most classified staff received a bonus while teaching faculty did not receive a bonus. The plan presented by the Compensation Committee to the VCCS was not approved for teaching and adjunct faculty. Any recommendations made by the Personnel Services Committee will be reviewed by the Compensation Committee. This committee is tasked with bringing new ideas to the Compensation Committee for consideration. They can also make recommendations regarding promotions to the Admin Council.

V. Awards Luncheon – There was some controversy in regards to last year’s award luncheon. The luncheon is to honor NOVA employees that have 10, 15, 20 and greater years of service.

Dr. Errico would like the committee to consider ways to make the award luncheon more meaningful. This could be changing the gift of a pen to something more personal or more substantial based on years of service. The financing of the gifts need to come from something other than state funds so that would be another area of consideration. The awards luncheon will be held in the springtime.

VI. Release Time/Stipends for Summer ADC’s – The subject of release time or stipends for summer work was then discussed. Committee members were asked to make suggestions on release time or stipends for program heads and assistant deans. It was noted that this was done over the past summer at the Annandale campus in the department of Languages and Literature, however, here is no uniform policy in place. It was suggested that Jimmy McClellan be contacted to determine how he located funds to pay assistant deans for their summer hours.

The committee was questioned on how to determine the value of the work. Should it be based on hours or based on the project? It was then noted that a Dean’s Roundtable had done a study in the past that is very detailed and would be a good resource for making these determinations.

The committee was charged with making creative ways to put money in employee’s pockets for the work that they do.

VII. Adjunct Pay Periods – Pay periods for adjunct professors is currently 3 times a semester. It was questioned as to whether or not that was enough or if pay periods should be disbursed on a more regular basis. It was stated that this decision was determined by the VCCS.

VIII. New/Old Business – Several other issues to be considered by the committee were then mentioned. They included: salary equity for those hired at different times, salary discrepancy between people doing the same job (this applied to faculty and classified staff), the ability to hire professional P-14’s (needed in the library), and the possible creation of a survey to be distributed to classified staff to determine the major issues with salary and benefits, and review of the workload issue for all faculty and staff.

The VCCS 29 “Normal Minimum Criteria for Each Faculty Rank” was also discussed. Kathy Wiener agreed to provide a copy for distribution to the committee for review and discussion.
X. **Adjournment** – There being no further business the meeting was adjourned.