Personnel Services Committee  
Annandale Provost’s Conference Room  
February 17, 2011


Members Absent: Laura Bahdra, Jami Bryan, Frances Cato, Marya Johnson, Linda Karol, Dee Martin, Tonia Rodgers, William Schran, and Paula Smith.

The meeting was called to order at 2:05 p.m.

I. Approval of Minutes – The minutes were amended to reflect that Cindi Heisler and Susan Thompson were present at the meeting held on January 20, 2011, and that Tanya Kern is no longer on the Committee. The minutes were approved as amended.

II. Vice President’s Report – Randall Edwards reported that the Governor’s proposals for retirement (5% employee contribution) and salary increases (3% across the board with a 2% year-end bonus) were voted down in both Houses. The House recommended 5% employee contribution with a 5% salary increase, as well as an increase in higher education funds, which would be beneficial to NVCC. Capital Outlay funds were looked at more favorably in the Senate. The General Assembly is supposed to finish the current session February 26, 2011.

III. Vice Chair’s Report - Julie Dyer, Vice Chair, reported that the selectees for Classified Emeritus status had been contacted by Geri Dolan and invited to the award luncheon.

IV. Chair’s Report

A. Award Luncheon - The Classified Emeritus awards luncheon is still scheduled for Friday, April 1, 2011. Efforts are being made to ensure that the invitation list is complete as some of those who should have attended last year were not invited. Those individuals who were missed last year were contacted over the weekend by telephone. There are enough funds that invitees are able to bring a guest free of charge.

B. Salary Equity Proposal - The Compensation Committee is going to take the Salary Equity Proposal for review and consideration.

C. Parking - Al Ross has requested that the Personnel Services Committee look at parking issues. There have been several complaints (mostly from students) that parking fines are too high – the current fine is $75.00. Student Services is also looking at the issue. Auxiliary Services sets the fine with input from the College Board. It was suggested that the Committee invite Rick Tittmann to the next meeting to discuss this matter.
V. Substitute Faculty Compensation – Fred Markham reported that the Academic Dean’s Council will be meeting to discuss how the various campuses are addressing this issue. There are many who wish to keep the informal practice in place in which professors work out substitutions on a case by case basis among their colleagues. The concern is that this informal practice does not adequately compensate substitute professors when the need is long-term. While there is a formula in place from VCCS that covers instances when full-time faculty fill in as a substitute, there is no definitive answer to the question, “what is considered long-term?” The goal is to address long-term substitutions on a more equitable basis. Dr. Errico noted that it may fall to the Personnel Services Committee to come up with a policy to address this issue.

VI. College Email for Retirees – At the present time, State policy requires that email be discontinued within five days after an employee leaves the college unless IT is notified the person is a retiree. Individuals have to request that email privileges continue because there is no automated process to let IT know why a person has left the college. It was pointed out that teachers need to retain email privileges for at least one semester beyond retirement/termination because students have the right to communicate with them for that period of time.

   Dr. Steve Sachs was invited to speak to the Committee and reported as follows:

   The process currently in place does not allow for email privileges to continue automatically; unless Human Resources submits documentation that requests continued email for retirees, there is no way for IT to know who is a retiree. It was suggested that perhaps the check-out procedure for retirees could be modified to address the problem, or that HR could submit a 105-45 to have privileges continued. The current policy is that a retiree can keep their email active until the next opportunity to be considered for emeritus status. If not selected as an emeriti, the email account will be closed.

   Dr. Sachs noted that individuals who retain their email privileges must be re-certified annually through MOAT training. This should be pointed out to these individuals so they understand that the requirement is mandated by the State.

   The following Proposal was presented and passed by the Committee:

   - That all retired employees be allowed to retain their email privileges after they leave the college and that mechanisms be put into place through HR, to notify IT of retirees prior to their separation date, in order for this to occur. For those retirees who do not wish to continue their email privileges, they will be allowed the opportunity to “opt-out”.

   The Proposal will be presented to the Administrative Council for consideration.

VII. Retirement Contribution – The Committee will continue to monitor this issue and will take another look at it at next month’s meeting.
VIII. **Form 105-xxx** – This form is the equivalent of the 105-133 which provides for payment of a stipend to guest speakers at the college. The form is intended for employees to document what they are doing that is above routine responsibilities, as well as to document work hours that exceed 40 hours per week. Summer stipends is a separate proposal being presented to the Administrative Council. This may be the form used for that purpose as well.

A motion was presented and passed by the Committee to accept the form as is.

IX. **Faculty Office Hours** – This topic has been discussed at both Administrative Council and Instructional and Student Services Committee (ISSC) meetings. Dean’s have reached a consensus that faculty need not be on campus in order to be available to students for office hours just as long as they can communicate with their professors.

A Motion was presented and passed by the Committee to not change the section of the Faculty Handbook dealing with this issue.

X. **Early Retirement Plan** – There is no current Early Retirement Plan in use at NOVA. The previous ERP was determined to be out of compliance with IRS regulations.

XI. **Adjunct Pay Periods** – This item was not discussed.

XII. **EWP Performance Ratings** – This item was not discussed.

XIII. **Race/Ethnicity Identification** – This item was not discussed.

The next meeting of the Personnel Services Committee will be on Thursday, March 17, 2011 at the Annandale Provost’s Conference Room.

The meeting was adjourned at 3:50 p.m.