First, the committee met briefly prior to the formal Personnel Services Committee meeting. The major topic of discussion was the President’s Sabbatical Award. Dr. Errico asked the committee for a final decision on the President’s Sabbatical Award.

Second, the Personnel Services Committee voted on two recommendations regarding nominations for the President’s Sabbatical Award. The first recommendation was to approve eligibility for Callen Bentley to receive the award. It was determined that, since Mr. Bentley started his full-time service in January rather than August, he possessed the requisite number of years of service. The second recommendation included a recommendation for three candidates for this honor: Callen Bentley, Christina Wells, and Leslie Sinn. These recommendations will be presented to Dr. Templin for a final decision.

Third, Dr. Scarborough inquired about mailing the W-2s. Ms. Jarvis responded that W-2s are coming from Richmond, Virginia next week.

Call to Order
Dr. Errico urged the committee members to complete their dialogue about the President’s Sabbatical Award. Afterwards, the Personnel Services Committee began their official meeting with a review of scheduled meeting dates. The new dates for scheduled PSC meetings are February 9, 2012 in the Provosts Conference Room; March 22, 2012 in the Student Services Center CA 110; and April 19, 2012 in the Student Service Center, CA 111.

Then, the chair of the Personnel Services Committee introduced Ms. Ina Dimkova to the committee members. Ms. Dimkova discussed her history at Northern Virginia Community College for the past six years. Ms. Dimkova is the new Vice President of Finance for the college. She will also serve as an ex officio member of the Personnel Services Committee.

Ms. Dimkova discussed the number of accounting issues and audits that Northern Virginia Community College has experienced. In addition, Ms. Dimkova explained that a survey will circulate in order to probe staff about compliance issues enacted by the VCCS. Hence, questions arose regarding budgets at the college. At the current time, Ms. Dimkova stressed that the governor does not expect cuts in the higher education budget.
Next, committee members expressed concerns about retirement. Ms. Jarvis responded to committee members’ queries by discussing the new proposal from the Virginia Retirement System regarding VCCS employees. The new proposal suggests that the rate paid by employees is 5.5% (an increase of .5 of a percentage point) effective July 1, 2012. VCCS employees will experience a reduction in pay if this proposal passes.

Ms. Jarvis addressed paid time off and leave. The governor has proposed revising the leave system. The Joint Legislative Body took surveys of opinions regarding leave. Soon, however, leave will be similar to paid time off. However, this change will not occur this year.

Dr. Errico also encouraged committee members to share this information with their colleagues. The summer pay proposal was approved at seven hours of equivalent pay. Additional hours up to a total of 13 hours are considered overload pay. Stipends for assistant deans and program heads were also approved.

Re-Engineering Update
The committee discussed the importance of new faculty roles. Some faculty members may be offered ten and eleven month contracts. These contracts would be better for retirement since summer pay for nine-month faculty does not count in retirement calculations.

Also, the college may hire P-3’s at permanent status on 50% contract. Assistant instructors and/or lecturers would only teach and hold office hours. This proposed new position would include a one-year contract to teach a greater number of hours than current P-3 nine-month faculty. Next, questions arose about how lecturer positions would affect restricted positions. Lecturer positions were an option for colleges and, if passed by the VCCS, would be an employment tool that may or may not be used at NOVA. The proposed new lecturer position would include benefits.

Classified Emeritus Nominees
Ms. Heisler discussed the winners of the Classified Emeritus Award. Seven employees were nominated for this award. The names listed below represent the nominees for the award.

- Rose Chin, Controller’s Office, CS
- Leslie Krogh, Buildings and Grounds, WO
- Jane Mirko, Business and Public Services, AN
- Margaret Schaeffer, Information Technology, MA
- Barbara Smith, Academic Services, CS
- Eileen Sorenson, Human Resources, CS
- Roger Tancreti, Facilities Planning and Services, CS

Awards Luncheon
The awards luncheon is scheduled for March 30, 2012. The Personnel Services Committee was granted $10,000 from the College Education Foundation for the awards luncheon. $7500 was spent on awards and food services last year, leaving a surplus of $2500 for this year.

Currently, the committee saved enough money to have recipients invite guests at no charge and to provide flowers for emeriti. The chair asked members how they felt about using the money this way. Most committee members agreed to allocate money in this way.

Next, the chair urged committee members to brainstorm and explore how Personnel Services Committee can raise $4000. One committee member suggested soliciting funds from the Chamber of Commerce. The chair was amenable to this suggestion. Additional money would be used for gift certificates to award recipients.
Portfolio Program
There was much discussion about how much time Portfolio Evaluators spent on evaluating portfolios and how much money they spent on portfolios. Portfolio Evaluators review e-portfolios and digital files between 10-11 pages of content per portfolio. In order to offset some of the expenses, Ms. Kathleen Smith suggested a payment of $100 to evaluators. Changes in portfolio payment were approved unanimously and the proposal was forwarded to the College Senate.

Payroll Reporting System
Dr. Errico addressed issues and concerns with Payline, but Ms. Jarvis explained that Payline will not be able to show specificity. PeopleSoft will be able to access and request information about pay raises beginning March 24, 2012. The committee agreed that there needed to be a greater degree of specificity on payments to distinguish between regular pay, overloads, travel reimbursements, and stipends.

In fact, transition and retraining will occur soon. The system will produce three upgrades on March 24, 2012. Currently, no leave has been added or adjusted for 2012. After the next two pay periods, Denosys will be used to enter information such as time, payroll and leave. After that time, PeopleSoft will handle time, leave and payroll.

There was a discussion about the new academic specialists and whether they were classified staff or whether they will hold academic rank.

Adjunct Course Load
The Personnel Services Committee discussed whether it was possible to track how many courses an adjunct was teaching at other VCCS institutions. The thought that many instructors may be teaching 15 or more hours is a violation of current policy for adjunct course loads. The discussion focused on how the payroll system should indicate how many courses adjuncts were teaching at other VCCS institutions. Ms. Jarvis volunteered to research this issue and get back to the committee at a future meeting.

Dr. Errico discussed in detail overload pay for teaching faculty. A teaching faculty can teach up to 10 hours of overload. However, a teaching faculty may be denied the ninth and tenth hours because the faculty member will exceed the 10 hour limit. This policy will be further reviewed and discussed at the next meeting.

Given these points, Personnel Service Committee members sought more clarification on how many hours of teaching was considered too much. The issue of faculty overloads will also be discussed at the next meeting, so the matter was tabled until a future meeting.

Graduation Attendance
The chair urged members to explore ways to encourage faculty members to attend graduation.

The meeting concluded at 3:30p.m.

LaToya Gray, College Recorder, respectively submitted these minutes.