Members Present: Tony Bansal, Ken Balbuena, Sara Bogdewiecs, Jami Bryan, Erika Coddington, Jennifer Daniels, Charles Errico, Cindi Heisler, Forrest Jones, Fred Markham, Stephanie Sareeram, Sue Thompson, Alicia Tucker.

Members Absent: Jean Goodine, Thamir Hilanto, Shelli Jarvis (or designee), Christine Slevin, Ruth Stanton and Dwayne Treadway.

Call to Order:

The meeting was called to order by Vice President Bansal at 12:30, September 13, 2012. Mr. Bansal stated that there remain a few unfilled slots on the committee that will be filled shortly. Dr. Errico agreed to remain on as the Chair of the committee for another year, should the committee so choose.

Mr. Bansal opened up the election to the committee for anyone having interest in the Chair position. A motion was made to re-elect Dr. Errico as the Chair of the committee. The motion was seconded without objection and carried.

Mr. Bansal provided the mandate for the committee as the charter states: the growth and well-being of the faculty and staff. Any NOVA faculty or staff member may raise issues directly with the committee.

On-going Activities:

President’s Sabbatical. A discussion ensued concerning the process for selecting the nominees for the President’s Sabbatical, in addition to developing a better marketing strategy, in order to increase the number of nominations for this semester of independent study, which includes full pay and benefits. The committee accepts proposals beginning in the fall and up to December 3 from full-time teaching and professional faculty who have been here for at least five years, the requirement for application for the program. Nominations are sent to the President in January and three faculty members chosen.

It was suggested by the committee that committee members themselves act as advocates for the program and try to be available to explain the process to anyone interested. A suggestion was made that the grants office assist in helping produce a comprehensive template to explain the program. Additional marketing suggestions included advertising the program at the Power Up Your Pedagogy/PUP conference, using the campus and community outreach specialists, and inviting sabbatical winners to participate in a brown bag after completing the semester of study.

Action: Committee members were asked to come up with a marketing strategy for the next committee meeting in order to get the word out for the December 1 deadline.
Classified Emeritus. The criterion for classified emeriti was reviewed. Eligible employees must have worked at NOVA for at least 20 years. Employees are nominated by their peers and the list is reviewed by the classified staff representatives on the Personnel Services Committee and forwarded to the President for final decision.

Service Award Luncheon. A discussion followed on the details of the process and luncheon in late March to recognize classified and adjunct employees who have been at NOVA for ten years or longer. The last two years, the Personnel Services Committee has asked the President to make the Awards Luncheon more special by providing flowers to new emeritus recipients, the ability to bring guests without a charge, and gift cards to the individuals being honored. The objective of the luncheon is to make the award special in whatever way it is funded. The committee felt the Educational Foundation should continue to financially support the award program.

Action: Committee members Ken Baluena, Alicia Tucker, Stephani Sareeram and Fred Markham offered to develop a marketing strategy by the next committee meeting on October 11. The committee will also explore the possibility of expanding the eligibility to P14 employees.

Current Outstanding Committee Issues:

Adjunct Teaching Loads. Adjunct and full-time faculty teaching at multiple institutions continues to be a subject for discussion. The Chair reminded the committee that VCCS set the standard at fourteen hours for adjunct instructors. A question was raised as to whether the committee should recommend an overall limit of fourteen hours.

The suggestion was made by the Chair to look at the larger issue of adjunct working conditions. Campus Councils might reach out to their adjunct faculty for those who might which to serve in advocate roles.

The Personnel Services Committee recommended last year that classified staff be limited to one course per semester if they wish to serve as an adjunct.

QEP Advising Specialists. A discussion took place on the need for additional clarification in connection with the qualifications, time table, and description of position specifics for the advising specialist position. The committee will ask Shelli Jarvis to report back at the next committee meeting on October 11.

Associate Instructors. A discussion followed on the subject of instructors hired a one-year contract which may be renewed, with a teaching load of 33 to 39 credits per year. Associate instructors could be teaching higher course loads than full-time faculty members, and receiving less pay. The Chair pointed out that the philosophy for this new category is that these instructors have responsibility solely for teaching, and the position was designed to make the ratio between part-time and full-time more favorable. The President would like to focus these positions in the areas of distance learning/ELI. Committee members explored issues about what type of interaction these faculty members would have with their departments, how the instructors would be used, what additional burdens their positions might place on other full-time faculty, and how the new category might affect students. A suggestion was made by the Chair to take a look at the specific details of the position.
Action: The committee will keep this on the agenda to observe and watch.

Chancellor’s Reengineering Initiative on Faculty Evaluation Process. The College Senate and the ISSC will need to examine the new VCCS faculty evaluation policy. The driving force is to provide more time to focus on new hires. The evaluation system has changed to a two-prong system of – either “meets” or “does not meet” expectations. The Personnel Services Committee and the ISSC will then look at how the instrument will be applied. The Personnel Services Committee may wish to examine the impact that the new evaluation policy will have on promotions and the assessment of faculty on multi-year contracts.

Summer 2013 pay. The President asked for suggestions on summer pay for teaching faculty. Faculty members were committing to summer schedules before learning how much they would be compensated. The current summer pay formula is seven hours of equivalent pay (the same for summer as in fall and spring). Hours eight through thirteen would be at the overload rate. There are additional stipends for structured faculty advising, as well as, for program heads and assistant deans.

Action: Committee members asked that the Chair put forward eight hours of equivalent pay instead of the current seven and up to 13 hours at the overload rate.

A motion was made for the Chair to contact Dr. Templin to request eight hours at the equivalent pay rate and up to thirteen on overloads and stipends for structured faculty advising and administrative work from assistant deans/program heads. The motion was seconded without objection and the motion carried.

New Issues:

Shared Faculty Contracts. The question was raised by a committee member about whether there exists a college policy on shared contracts where faculty members are teaching at more than one campus. This issue will be listed as an agenda item and addressed at the next committee meeting.

By-laws. The Committee recommended reviewing the Personnel Services Committee By-laws.

Additional Committee Appointments. The Chair will look at the gaps in the committee, to identify new members.

A motion was made to adjourn the meeting. The motion was seconded without objection and carried. The meeting adjourned at 2:29 pm.

Norie Flowers
College Recorder