Personnel Services Committee Meeting
October 11, 2012

Minutes

Members Present: Kenneth Balbuena, Tony Bansal, Sarah Bodgewiecz, Jami Bryan, Erika Coddington, Jennifer Daniels, Charlie Errico, Jean Goodine, Cindi Heisler, Katherine Hitchcock, Forrest Jones, Fred Markham, Christine Slevin, Ruth Stanton, Sue Thompson, Dwayne Treadway, Alicia Tucker and Joe Zalles.

Members Absent: Stephanie Sareeram

Guests: Jett Dougherty for Shelli Jarvis and Jenny Ward for Stephanie Sareeram

College Recorder: Norie Flowers

Chair Dr. Errico introduced new members Jose Zalles and Katherine Hitchcock and asked that members send any agenda items they wished to have addressed to him at any time before or during the meetings.

Approval of Minutes: A motion was made to approve the September 13, 2012, meeting minutes. The motion was seconded without objection and carried.

Vice President’s Report: Mr. Bansal stated that he would share issues from the Administrative Council meetings and would in turn share issues generated at the Personnel Services Committee/PSC meeting with the Administrative Council members.

• Mr. Bansal spoke about the expected end-of-the year state salary increase of between two and four percent. He felt that future salary increases would be closely tied to increased enrollment and that NOVA was one of the few VCCS colleges that saw increased enrollment this fall.
  o Dr. Errico repeated the two bumps in salary that are expected: 1) one-time only three percent bonus, and 2) between two and four percent based on rate of base pay. He explained that the past philosophy of the College’s Compensation Committee had been to take extra monies and appropriate them to the least competitive, lesser salaried classified staff employees, and non-senior faculty members. Dr. Errico stated that our committee should be intricately involved in the process and committee members need to help communicate the process back to the campuses.

• Mr. Bansal reiterated the plan for the move to Pender which will include Administrative Services, Finance and Accounting, most of the Office of Institutional Research, IT, the President and Executive Vice President and ELI. The build-out should be done by the end of December, and the moves scheduled to begin in early January.

Chair’s Report:

• President’s Sabbatical Recruitment: An e-mail went to all faculty members giving the December 3 due date and providing guidelines. The same message will be featured in every Intercom, along with monthly mass e-mail messages. Dr. Errico emphasized that the best way to advertise was to have committee members communicate directly with their faculty to help recruit applicants. The eligibility criteria are that the project should
benefit the faculty member, the student and the institution. Dr. Errico will add this to the agenda for each meeting until the application deadline and also asked that PSC members place this on the agenda of their local Provost staff meetings.

Committee members requested examples of good applications to add to the website. A live video was suggested, along with brown bags, presentations at CETL workshops and a specific point person on each campus to be the “go to” person for information. In December, the Personnel Services Committee will determine the winners. Data from past year winners was provided by Mr. Balbuena as follows:

**By Campus**
- Annandale – 12
- Alexandria – 10
- Loudoun – 3
- Manassas – 3
- Woodbridge – 3
- MEC – 0

**By Discipline**
- English – 8
- Art – 3
- Biology – 3
- History – 3
- Music – 3
- Physics – 3
- Administration of Justice – 1
- Communication Studies – 1
- ESL – 1
- Geography – 1
- Math – 1
- Sociology – 1
- Spanish – 1
- Student Development – 1

- **Summer Pay Stipend:** The recommendation from the committee went back to the College Senate for approval. If approved, it will go to the Administrative Council for approval.

- **Helping Retired Faculty:** Dr. Errico mentioned that retired faculty may now keep their parking passes until they expire and their e-mail accounts. Faculty members have traditionally been provided a plaque, but members were asked for new suggestions. One suggestion offered was that students could do a drawing of the faculty member campus and present it to the retiring faculty member. Mr. Bansal suggested querying retiring faculty to see what they might like. It was suggested that retiring classified staff be afforded the same parking and e-mail privileges as faculty members. Classified emeriti nominations will be listed within two weeks in the Intercom. In December, classified staff emeriti nominees and the presidential sabbatical award winners will be chosen.

- **Faculty Evaluation Policy:** Dr. Errico gave a brief power point overview of the new faculty evaluation proposal that included changes to faculty evaluations, annual performance and professional development objectives and reward and recognition systems. New faculty will be evaluated twice yearly, and faculty on multi-year contracts will be evaluated in the last year of the contract. Faculty members will meet with their Deans on a yearly basis to establish annual performance and professional development objectives in four categories: teaching, scholarly engagement, institutional responsibility
and service. A plan will be devised to provide rewards and recognition for outstanding service and educational excellence. The new plan is designed to allow more time to focus on new faculty and their first three years of teaching.

Dr. Errico asked that a group be formed from the PSC, the College Senate, and the Instructional and Student Services Committee, to determine the evaluation criteria and the rewards for outstanding performance. All 23 community colleges are being asked to develop individual college plans by the spring semester. Committee members who volunteered to assist with this initiative were: Ruth Stanton, Jami Bryan, and Dwayne Treadway.

• **Service Award Luncheon:** The luncheon was moved to a Friday to make it easier for those being honored to attend. Gift certificates will be given out and the College Foundation was asked to financially support the luncheon. Suggestions for making the luncheon more special included: inviting a guest speaker, creating a proclamation, and providing a letter from a political figure.

• **Adjunct Teaching Loads:** The committee again addressed the issue of adjunct instructors teaching additional hours at other colleges and over the maximum of 14 hours. The committee felt that the matter was not one the committee should be involved in and, by unanimous consent, took it off the agenda.

• **QEP Advising Specialists:** Members asked for additional clarification on this position. Shelli Jarvis will be asked to address this at the next meeting.

• **Shared Faculty Contracts/50% Contracts:** The subject of teaching at two campuses was raised by a committee member, along with four types of complications faced by instructors with these contracts: 1) difficulty in coordinating student advising; 2) limited availability to take part in campus-specific training; 3) limited campus student organizational involvement, and, 4) difficulty in participating in individual campus required events. There was general consensus that it might be helpful for the instructors on this type of contract to have a designated campus. Other suggestions included not offering these types of contracts, amending the contractual language to lead to eligibility to teach at one campus only, and better campus communication.

As a result of retiring faculty who had expressed an interest in continuing their teaching on a part-time basis, Dr. Errico opened up the alternative option with committee members of generating 50% contracts with prorated benefits. He asked whether committee members might support this option that would allow professors to move from a 100% to a 50% contract, that may have appeal for those eligible for retirement, but who would still wish to teach one semester during the academic year. Members felt this option would require two people at the same campus and in the same discipline. Committee members asked about whether this might be an option for any instructor, not just retiring instructors, and they suggested that HR look into both possible options.

A motion was made to adjourn the meeting at 3:30 p.m. The motion was seconded without objection and carried. The next meeting is scheduled for November 8, at 1:00 p.m., in the large board room of the Brault building.