Members Present:
Kenneth Balbuena, Sara Bogdewiecz, Jami Bryan Yazdani, Erika Coddington, Jennifer Daniels, Charles Errico, Jean Goodine, Cindi Heisler, Katherine Hitchcock, Shelli Jarvis, Forrest Jones, Fred Markham, Stephanie Sareeram, Christine Slevin, Ruth Stanton, Sue Thompson, Dwayne Treadway, Alicia Tucker, Jose Zales and Rachel Zuckerman.

Members Absent: Tony Bansal

Guests: Jennifer Lerner, Director, Extended Learning Institute

College Recorder: Norie Flowers

Approval of Minutes: A motion was made to accept the minutes from the November and December meetings, without objection, and carried.

Chair’s Report: Chair Dr. Errico indicated to Committee members that there were two meetings remaining in the year: March 7 and April 18, both to be held in the Provost Conference room in CG building at the Annandale campus. He welcomed new member Rachael Zuckerman from the Testing and Tutoring Center at the Manassas campus.

Dr. Errico distributed an article from the Richmond Times-Dispatch on salary increases for state employees. It has been customary in past years to raise this issue for discussion at the PSC meetings, and look at the average salaries for each employee category to ensure that the amounts were fair and met the national average. In light of the current smaller raise amounts, Dr. Errico suggested that everyone receive the same percentage. Some committee members asked whether an additional amount could be given to those full professors who have not received raises for some time. Dr. Errico will present this issue to the compensation committee and Mr. Bansal.

Dr. Errico reiterated that a committee is currently working on the new teaching faculty evaluation, and another committee is in place in Richmond to work on an evaluation tool for professional faculty. He felt that, overall, it will be easier for faculty to be promoted under the new system with only two evaluation categories. The new system will be in place for new hires in the fall of 2013 and for everyone else the calendar year of 2014.

Dr. Errico stated that the decisions were made in December on the president’s sabbatical nominees and all winners were from the Alexandria campus: Charles Pumpuni, Jim Baer, and Janet Giannotti. Dr. Errico pointed out that it was important to give as much feedback as possible to those who did not receive the award.

Vice-Chair’s Report: Ms. Heisler briefed Committee members on the pool of six Classified Emeriti nominees, all of which were approved by the Committee and forward to the President. Dr. Templin approved all of the nominees. Those conferred with the emeritus honor will be recognized at a luncheon, at graduation in May, and in the college catalog.
**Associate Instructor Position:** Dr. Lerner explained that the new position was created by a VCCS reengineering plan to bring in individuals for one-year appointments, renewable, with no guarantee, and with full benefits. The focus is intended to be completely on teaching, with no requirements for committee assignments or curriculum development. The President felt that ELI was the best place to start the position. While the implementation plan is still under consideration, ELI will be proposing items that have not yet been determined to the Administrative Council for a decision on such issues, for example, as what campuses would be designated as the hiring campuses. The time frame for the first hiring is the fall 2013 semester.

Committee member questions arose on the following:

- How will decisions be made about which subject will be taught?
  - There was no clear information on this.
- What are the other colleges doing?
  - There was no information on this.
- What is the workload?
  - There would be 80 percent pay and 39 hours. The minimum is 33 credit hours.
- Will instructors be able to teach in a virtual environment?
  - They can be anywhere in the country, but must have a designated hiring campus.
- Is there a committee working on this that includes faculty?
  - There is not a committee at this time.

Dr. Errico invited Dr. Lerner to come back after there is more information worked through on the position.

**President’s Sabbatical Report:** Dr. Errico briefed Committee members on the request from a full-time faculty member to add a written component to the program. After the sabbatical is over, the suggestion was made that a report be written for the college which details what the winner did and how it tied into the initial proposal – that you did what you suggested you would do. Currently, the only obligation is to present at Convocation. Dr. Errico presented this to the Committee for comment. Committee members thought that this would be a good overall addition to the program in order to help faculty understand what sabbatical winners accomplished. They also felt this could help inform the process and thirdly, it would be a good marketing tool. They felt that winners should be prepared to submit something similar to what grantees are expected to do. Dr. Errico called for volunteers to work on a reporting mechanism and Ms. Tucker and Ms. Goodine offered to craft a mechanism to bring back to the Committee for approval. Ms. Daniels offered to report what George Mason is currently doing.

**Faculty Leave:** A question was posed from Ms. Daniels to Ms. Jarvis from her home campus and division on clarification for when faculty members are expected to report sick or personal leave. The issue centers on a statement in Section 6.7700 point A (Personal Leave for Non-VSDP Faculty): "Anytime the College is open and a faculty member is scheduled to be on campus (or other work site) but is not available for duty, the absence is reported using the electronic leave reporting function of Human Resources e-Service.") Questions arose over:

- What constitutes “scheduled to be on campus?”
- What constitutes “not available for duty?”
• Does this statement only apply to personal leave and non-VSDP faculty?

Ms. Jarvis stated that she surveyed each campus and found that there was no reporting consistency. She also felt that there should be a level of flexibility among campuses, but that the leave decisions should be determined by the Provosts of each campus.

Ms. Jarvis offered to work with the Provosts and Deans on what works for each campus and then develop practices for each campus, ensuring that there is consistency within the campuses, and adding definitions for when instructors have to report times. She will report back to the Committee on the status and progress of the discussions.

**Awards Luncheon:** Dr. Errico reported that for the last several years the PSC has tried to make the luncheon nicer. Funds have been requested in order to bring a guest to the April 5 luncheon and for flowers and gift certificates. Barnes & Noble has agreed to provide gift certificates at no cost to the college and the Foundation donated funding for the luncheon. Mr. Balbuena briefed Committee members on his efforts to solicit gratis gift certificates from local restaurants and will continue with this effort. HR will inform faculty and staff about those eligible for the award and the invitations will go out shortly.

**50% Contracts for Senior Faculty:** Dr. Errico stated that there interest in this type of teaching arrangement among senior faculty and they have asked whether the PSC would consider putting a proposal forward. Ms. Jarvis explained that this type of contract might have an effect on retirement and health benefits for some faculty, depending on how close faculty were to retirement, and that it would likely need to be at least 60 percent teaching to maintain the same benefits. NOVA currently allows employees to request a reduced work load for personal reasons, if approved by their Provost and the President. Dr. Errico conferred with the Dr. Templin on the issue and Dr. Templin requested that some restrictions be in place to include no more than a three-year contract at the reduced level as well as a selection process - that this arrangement would not necessarily be automatically granted. Dr. Errico called for volunteers to work on a proposal and Ms. Jarvis and Ms. Slevin volunteered.

**Other New Business:**

**Classified Professional Development Day:** Ms. Bryan stated that there had been conversations and questions on her campus about how the cross-campus days were being planned. Ms. Jarvis responded that feedback was given to HR by all of the campuses and it was decided to provide each campus with their own funding, which they have done, in order that each campus be allowed to decide what is best for them.

Members discussed the difference between in-service training versus professional development and suggested they be separated and tailored to each group of classified staff. Ms. Jarvis suggested bringing together the kind of committee that would organize better programs for classified staff and asked that Committee members to go back to their campuses to find out what their plans were for cross-campus day. Dr. Errico asked that Ms. Jarvis forward any information available on the issue to him.

Dr. Errico thanked everyone for participating and reminded Committee members about the next meeting on March 7, 2013. The meeting was adjourned at 3:17 p.m.