PERSONNEL SERVICES COMMITTEE
November 14th, 2013

Members Present: Ken Balbuena, Tony Bansal, Sarah Bogdewiecz, Edward Creppy, Riley Dwyer, Patrice Fleck, Cynthia Heisler, Katherine Hitchcock, Frederick Markham, Stephanie Sareeram, Mary Ann Schmitt, Donna Smiley, Kathy Thompson, Susan Thompson, Alicia Tucker, Jami Yazdani, and Jose Zalles.

Members Absent: Barbara Tyler, Beatrice Veney

Guests: Mr. Al Ross, Chair, College Senate

College Recorder: Norie Flowers

Chair Yazdani called the meeting to order at 1:00 p.m. and asked members to introduce themselves.

Vice President's Report

- **Tuition Assistance for Licensure and Certification Requirements for Allied Health Faculty:** Mr. Bansal explained the request made by the medical faculty at the MEC for tuition assistance for their mandatory teaching recertification requirements. He addressed the request with the Professional Development Committee and they supported the request as an appropriate use of professional development funds.

- **Enrollment Trends:** Mr. Bansal informed Committee members that NOVA has experienced robust enrollment growth in the past but this summer enrollment was down and Fall semester has been flat. The pressing goal is to figure out how to increase enrollment. There is real concern at the VCCS regarding the impact of declining enrollment on the system as a whole. As NOVA is part of the VCCS system, and with enrollments going down, a new funding distribution model is being explored with some tradeoff likely.

Chair’s Report

- **Summer Pay Formula for Teaching Faculty:** The summer pay proposal was forwarded to the College Senate. The Senate Chair asked that the issue be taken back to the Campus Councils for discussion before making a decision at the Senate level.

  Committee members suggested that the following issues were important to consider on the issue of summer pay increases:
  - Faculty should be paid equally in the summer to match the rest of the year.
  - Faculty rely on the summer pay.
  - Discussions should take place earlier to make decisions about the summer.
  - Increased summer pay could be a positive factor in enrollment growth (more full-time faculty teaching).
Mr. Ross rounded out the conversation by stating that not all faculty teach in the summer and, therefore, not all faculty would benefit from an increase in the summer pay formula. He indicated that Dr. Templin focuses much of his effort in trying to get increases to the base pay for all faculty and that last year he was able to secure a 5 percent increase for teaching faculty, while teaching faculty in other community colleges only received a 3 percent increase. The difference was due to a NOVA tuition increase. He also reiterated that the majority of the college’s funding now comes directly from tuition.

- **President’s Sabbatical**: Notices went out both in the Intercom and uploaded to the NOVA website. Nominees will be chosen at the December 12 meeting by the PSC faculty members and finalists will be forwarded to Dr. Templin.

- **Service Award Luncheon**: The Chair called for a subcommittee to begin to plan for the spring luncheon. Ken Balbuena, Edward Creppy and Jami Yazdani volunteered to work on the project.

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**Vice Chair’s Report**

- **Classified Emeritus Nominations**: Mr. Zalles sent out a college-wide e-mail to advertise the award that is not limited in size, but staff nominated must have had at least 10 years of service to NOVA. He said that this is one important way to recognize classified staff. The deadline is the end of November and the voting will be done electronically.

**ELI Associate Instructor Position Questions**

The Chair will send the list of questions crafted by Committee member Riley Dwyer to everyone for discussion at the January meeting.

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**Report from Job Satisfaction & PSC Issues Survey Committee**

The Vice Chair distributed a draft survey outline for discussion, the goal of which is to more effectively understand personnel issues, develop initiatives to present to the committee, and use the results, as one example, to better plan Classified Staff Cross Campus Day. The survey will request input in broad areas, including: job satisfaction/morale; professional development needs; communication; college/campus governance; resources; and, student interactions, with a “comments” box for additional input. The survey will be launched in February of 2014.

Next steps included requesting and receiving additional feedback from Committee members, drafting a final survey, and coordinating the survey distribution process with OIR. Committee members were asked to provide suggestions and feedback to subcommittee members Edward Creppy, Cindi Heisler, Jose Zalles, Mary Ann Schmitt and Patrice Fleck.
Issues Tracking

Chair Yazdani raised several proposed PSC initiatives and called for volunteers and subcommittees to work on the following:

- **50% Contract for Teaching Faculty**: Committee members Alicia Tucker and Patrice Fleck offered to work on a contract proposal.

- **Appellate Process for Promotion Decisions and Hiring**: Committee members Stephanie Sareeram, Fred Markham and Susan Thompson offered to work on a draft appellate process.

- **Position Classifications and Position Consistency**: Committee members Sarah Bogdewiecz, Jami Yazdani, Kathy Thompson and Ken Balbuena offered to work on a draft proposal.

- **Classified Cross Campus Day and Professional Development**: Committee members Cindi Heisler and Ken Balbuena offered to develop recommendations related to cross campus day and classified professional development.

- **Recruiting of Internal Candidates**: Committee member Donna Smiley offered to look into the current policies connected to internal recruitment and bring information back to Committee members at the January 2014 meeting.

New Business

- **Sick-Day policy for Classified Staff**: Committee member Mary Ann Schmitt raised the issue of the necessity of required documentation after the third day a staff member is out sick. Mr. Bansal advised the Committee members that a good policy is in place and nonobservance should be addressed directly with the supervisor.

- **Inclement Weather**: Questions were raised over the new caveat connected to inclement weather procedures which states that faculty and staff shall wait for 30 minutes before departing their campuses when the colleges closes for inclement weather which is designed to reduce traffic congestion. The Chair will contact Mr. Will Flagler, Director of Emergency Management and Planning for further clarification.

A motion was made, seconded without objection, to adjourn the meeting at 3:15 p.m. with the next meeting scheduled for faculty only on December 12, at 1:00 p.m. in the Provost Conference room at the Annandale campus. Lunch will be served beginning at 12:30.