
Members Absent: Ken Balbuena, Jeffrey Sager, Kathy Thompson, Barbara Tyler, and Beatrice Veney.

Description and Purpose of Committee

- Introduction of Committee Members: Ex Officio, Mr. Bansal welcomed Committee members and asked them to introduce themselves.

Mr. Bansal explained the purpose of the committee to receive proposals from the College Senate, Campus Councils, working groups, and the College community and to make recommendations concerning matters pertaining to the welfare of the faculty (both instructional and administrative) and classified staff of the College. He reiterated that the committee mandate is to focus on the welfare of our faculty and staff and issues may be brought to the committee by committee members or others. Subcommittees are formed within the committee to research a given request and if the committee approves a request, and depending on the nature of the request, it is then forwarded either to Campus Councils, the College Senate or the Administrative Council.

Mr. Bansal also stated that it is important to take a broader view of the college when decisions are made and should be fully representative of the group being addressed and with careful thought to the outcome.

College Recorder Ms. Norie Flowers gave a brief presentation on committee logistics and, as the PSC has many college-wide responsibilities to fulfill each year, encouraged committee members to take their participation seriously by attending all committee meetings and fully participating.

A question arose over whether past committee members could remain on a PSC subcommittee if the subcommittee has yet to complete its project. Mr. Bansal and Ms. Flowers explained that current members were welcome to communicate with past members for input, but that allowing members to remain on a given subcommittee would require a major change to the college By-laws.

Chair and Vice Chair Elections

- Chair: Mr. Bansal introduced the nominee for Chair, Ms. Alicia Tucker, and queried members for any other nominees who might be interested in serving in this position. The Chair position is customarily occupied by a full-time faculty member. There being no
further nominees, members voted unanimously to elect Ms. Tucker as Chair of the Personnel Services Committee for the current academic year.

Ms. Tucker briefly addressed items she felt were important for the year including the development of subcommittees as a good way to address issues. She also emphasized the need to focus immediately on the President's Sabbatical Awards process, Classified Emeriti Awards and get the information out to faculty and staff.

- **Vice Chair:** Mr. Ken Balbuena, who could not be present at the first meeting, expressed an interest in serving as Vice Chair of the Committee. The Vice Chair position is customarily occupied by a Classified Staff member. Mr. Bansal queried the committee for any further nominations. There being no further nominees, members voted unanimously to elect Mr. Balbuena as Vice Chair of the Personnel Services Committee for the current academic year.

**On-going Activities**

Mr. Bansal gave an overview of the previous year’s accomplishments and followed up with three tasks the PSC is responsible for each year.

**Past year achievements include:**

- Selecting the winners of the 2014-2015 President’s Sabbatical Awards: Lisa Williams, Robert Loser and Tatiana Stantcheva.
- Selecting the 2014 Classified Emeriti: Claire Ackerman, Cheryl Creed, Tim Brockman and Marion Mirehouse.
- Assisting HR in planning the Service Awards Luncheon, including requesting $5000 from the Foundation to support gift cards, guests and flowers.
- Providing feedback to HR in planning for alternative activities to replace the 2014 Classified Professional Development Day and in planning for the 2015 Development Day.
- Developing a survey for faculty and staff related to job satisfaction and issues for consideration at Personnel Services. The survey will be administered in Fall 2014 and the results will be reported to the 2014-2015 PSC for their consideration.
- Revising the Classified Staff Emeritus Awards Form (Form 105-056).

The Personnel Services Committee also discussed the following items:

- Increase the summer pay formula which was approved by the College Senate and Administrative Council.
- A call for desk audits or other form of appropriate review related to position classification and consistency.
- Expand the hiring salary ranges for professional faculty positions and incorporate rank, or an equivalent set of pay ranges with steps, into subsequent salary determinations.
- Institute the 50% teaching contract offering senior faculty the option of moving from 100% to 50% contracts as they near retirement.
Examine the Associate Instructor position on a regular basis to ensure that the position is not expanded and used pervasively for teaching courses that require curriculum development, and as a replacement for regular nine- and twelve-month teaching and professional faculty.

Yearly and on-going activities that the PSC is responsible for include the following:

- **President’s Sabbatical**: This award is given to outstanding faculty working on unique educational projects related to their teaching. There is an immediate need to get the word out in order to receive sufficient nominations by December when final nominees are voted on by the Committee’s faculty members and forwarded to the President.

- **Classified Emeritus Nominations**: This award is for outstanding retiring classified staff, is coordinated by classified staff employees, and is led by the Vice Chair. Voting has traditionally been done through e-mails.

- **Service Award Luncheon**: This award is given to employees who have been at the college for at least 10 years and are then recognized in increments of 5 years and includes a formal luncheon and gift cards. The college Foundation has financed the luncheon in past years. The date for the luncheon is late March/early April.

**Current Outstanding Issues**

- **Administration of Faculty and Staff Job Satisfaction Survey**: This project is still on-going. Many of the members of the subcommittee tasked with this project have rotated off the committee. The lead on this project, Dr. Creppy, will contact the subcommittee for input and update the committee on the status.

- **Position Classifications and Consistency**: Mr. Bansal reported that this issue would be addressed by Human Resources and that a committee is being appointed and comprised of faculty and other academics. HR will do the necessary research and the committee will address each type of credential and classification.

Committee members indicated that a given position is classified differently at each campus and there is a need to look at what goes into the decision-making process to ensure that the process is linear and consistent.

Committee members highlighted the fact that the college has grown and it will be essential to think about how to manage that growth, with the need to focus more emphasis on support staff. Mr. Bansal followed up by saying the college is understaffed in almost every area at the college and there is a critical need to leverage the use of technology to be more efficient - to be “high tech and high touch” and be more productive.

- **50% Contract for Teaching Faculty**: Mr. Bansal reported that this issue is now in the hands of VCCS and Charlie Errico will provide the committee with an update.
**New Issues**

Committee members raised multiple issues to be addressed by the Committee in the coming year. They include the following:

**Topics to be considered this year:**

1. **ELI Pay Equity:** There is concern that there is an inequity between the way pay is calculated for a full-time faculty member teaching on campus versus teaching at ELI. On campus a full-time faculty member is paid for 3 credits regardless of the number of students in the class. At ELI pay is pro-rated based on the number of students – so if there are fewer than 30 students a faculty member is paid fewer than 3 credits. This can adversely affect a faculty member’s full load status, which then affects their pay. In some cases faculty would owe the college money if they were unable to achieve a full load of 15 credits per semester.

2. **Proposed ELI Teaching Quota for Full-time faculty:** There is concern that Deans hire new full-time faculty because of their ability to teach in the classroom and then the faculty member begins teaching online at ELI, some eventually teaching totally online and not on campus. It was suggested that PSC suggest a rule that full-time faculty must have a certain percentage of classes on campus versus online.

3. **Adjunct Pay:** A request was made that Adjuncts be paid every two weeks, the same arrangement as full-time faculty.

4. **Reassigned Time vs. Stipends:** Questions arose concerning reassigned time versus stipends for administrative work full-time faculty are assigned (Program Head, Assistant Dean, etc.). The Committee would like to be updated on the status of the initiative to date and be more involved in the process overall. HR Director Ms. Julie Garcia reported that a committee is working on this and she would invite them to speak to the PSC on their efforts to date.

5. **Teaching Hours for Admin/Professional Faculty:** Raising allowable teaching hours to 9 for 12-month Administrative and Professional Faculty.

**Issues discussed, but no further current action needed:**

- **Class Schedules:** Careful preparation of class schedules and not rolling over the same schedule semester to semester.

- **Adjunct Survey:** A college-wide survey of Adjunct faculty was recommended similar to the one recently conducted at Alexandria. Ms. Tucker will contact Dr. Gabriel’s Office to request the survey.

- **Second Assignments for Classified Staff:** There is a year-long probationary period before a staff member may teach and are limited to teaching one course per semester.
Ms. Garcia reported that there are different state and federal regulations for classified staff and adjunct faculty as well as quality of work issues connected to this arrangement.

This information will be taken back to the campuses. If more questions or concerns still exist, the matter will be brought back to the committee.

- **Associate Dean Positions:** Positions advertised may not be transparent enough.
  
  - Mr. Bansal suggested that HR provide an update on this at the next meeting.

- **Reward and Recognition Program:** There is a need for a program for classified staff.
  
  - Mr. Bansal stated that a firm was hired to do a compensation survey across all classified staff job titles. The compensation committee is working on this and will present to the PSC.

Ms. Tucker summed up the conversation by saying that ELI Director Dr. Jennifer Lerner would be invited to address the Committee on the multiple issues connected with ELI. The Alexandria campus did an adjunct survey and Chair Tucker will ask for the survey results.

Mr. Bansal summed up the meeting by stating that the job satisfaction survey, classification consistency request and classified staff luncheon should all be continued. Ms. Tucker will send out the President’s Sabbatical Award reminders to all faculty.

A motion was made to adjourn the meeting at 2:45 p.m., seconded without objection and carried. The next Personnel Service Committee meeting is scheduled for Thursday, October 9, at 1:00 p.m. in the Provost Conference Room on the Annandale campus. Lunch will be served beginning at 12:30.