Members Present:
Alexandria: NV Fitton, Jennifer Ward, Matt Todd
Annandale: Felicia Blakeney, Jill Caporale, Charlie Dy, Stewart Edwards, Abe Eftekhar
Loudoun: Hashem Anwari, Laura Siko
Manassas: Sheri David, George Flowers, Tom Hergert, Melinda Pruett
MEC: Paula Smith
Woodbridge: Tanya Ingram, Alice Reagan, Al Ross, Michael Turner, Karen Williams
College Staff: Kerin Hilker
ELI: Sue Picard
Presidential Appointments: Mark Bumgarner, Charlotte Calobrisi, Mark Kidd, Chanee Singkarlvanich

Members Absent: Kathy Callahan, Nicci Dowd, Jamie Ellis, Mary Moseley, Kim Nicely, Matt Niziol, Edward Perry, Charles Pumpuni, Marc Sirkus, Georgeana Stratton, Harriet Zimmerman

Guests: Charles Errico, Faculty Evaluation Project Leader, Sam Hill, Provost, Shelli Jarvis, Director of Human Resources, Mel Schiavelli, Executive Vice President

College Recorder: Norie Flowers

Approval of Minutes: A motion was made to accept the January 17, 2013 minutes, seconded without objection and carried.

Effect of the Affordable Care Act on wage employees: Dr. Schiavelli and Ms. Jarvis explained the Affordable Care Act and how it specifically affects part-time wage and part-time exempt adjunct employees at NOVA. The VCCS is the largest state agency in the employment of part-time individuals. Thirty-hours per week is now considered a full-time work load and the state legislature is requiring all state institutions to use 29 hours per week as the definition of part-time. A notice will be sent from the President to all supervisors that will immediately restrict wage-P/14 employees to 29 hours per week.

Dr. Schiavelli indicated that there were many issues connected with the reforms, including determining who the employer of records would be if, for example, instructors teach at multiple institutions. He stated that it appears the employer on record might be the Commonwealth, and that the hours would then be aggregated. He also emphasized that supervisors have to establish schedules so that the weekly work hour totals would not be exceeded. Dr. Schiavelli stated that more guidelines would be forthcoming from the IRS in March.

Member comments, on the wage-P/14 employees, included:
- The Affordable Care Act is put into place to protect people. We are avoiding doing this by lowering their hours.
- Some full-time employees may wish to opt out of the state plan – given Affordable Care Act options.
- The college should make a commitment to move more part-time positions to full-time positions and/or to P3 part-time positions.
There could be a small raise for those who now work only 29 hours.

On the issue of adjunct employees, Dr. Schiavelli explained that while adjunct instructors are salaried employees, that is, in the non-hourly wage category, they fall into the Affordable Care Act and credit hours are aggregated by calendar year. This translates into teaching no more than 12 course credit hours during the fall and spring semesters and eight credit hours for the summer, with no overload hours.

Committee members felt there needed to be options on the table and suggested that the Administrative Council should look at all available options. Additional suggestions included:

- Those who might not need insurance could give this benefit to others.
- Look at prorated benefits for transitioning employees.
- Provide part-time employees with alternative insurance options.

Ms. Jarvis stated that the 29-hour limit will go into effect March 4. She will run a query in PeopleSoft every week for supervisors. More information is expected in April. VCCS is expected to hire between 3,000 to 5,000 adjunct employees for the fall of 2013.

Dr. Schiavelli asked for thoughts from Committee members and asked that comments be directed to either him and/or to Ms. Jarvis. They will report back to the College Senate with updates in March.

Dr. Errico suggested that the Personnel Services Committee could meet and make recommendations to the College Senate.

**Consideration of following Alexandria Campus Council proposal:**

In order to promote consistency across campuses and uniformity in the student experience, the Alexandria Campus Council would like to recommend that the [College] Senate charge the Instructional and Student Services Committee (or whichever body might be appropriate) to review and recommend mandatory college-wide policy statements to be included in all course syllabi on such matters as academic integrity, learning environments, and inclement weather, with a goal of producing agreed-upon policy statements that could be included in all Blackboard and print syllabi.

A motion was made to forward the proposal to the Instructional and Student Services Committee/ISSC for further action, seconded, and carried.

**Updates**

- **Status of the College's response to the VCCS faculty evaluation model:** Dr. Errico, Chair of the Faculty Evaluation Committee, explained that they had a good committee working on the evaluation plan and the committee meets twice a month. The goal is to have a NOVA college plan completed by the end of the spring semester to distribute to all teaching faculty to look it over during the summer and make comments. A formal vote on the plan will take place at fall Convocation.
Dr. Errico clarified the items that could not be changed on the evaluation plan, including the two-tier evaluation which calls for either “meets” or “does not meet” expectations; the evaluation timeframe for multiple-year contract employees; and, evaluation of new faculty twice in the first year. The new section includes the Recognition and Rewards policy. The Committee is suggesting that each campus funnel their nominees from a campus award committee to a college committee consisting of individual teaching faculty members from each of the campus award committees who will then make final award decisions. The individual award will be no less than $1,000.

Dr. Errico explained that faculty will be evaluated in four domains: teaching, scholarly achievements, service, and institutional responsibility. Every faculty member will meet yearly with his/her supervisor to discuss goals within these domains. What is included in the domains will depend on a collegial agreement between the faculty member and the supervisor. The majority of faculty members have to approve the overall plan. A committee for professional faculty is currently being discussed in Richmond. Dr. Errico suggested that the Campus Committee representatives would be the best source for additional questions on the plan.

On other topics, Dr. Errico stated:
- The Personnel Services Committee is currently looking at salaries now for teaching and professional faculty. They are also looking at the associate instructor position that will be implemented in the fall in ELI.
- Eight employees were nominated and all honored with Emeritus status.
- Three faculty won presidential sabbaticals and all three were from the Alexandria campus. The philosophy is that awards are given to the best applicants, with home campus not a factor in the decision process.
- The classified staff award ceremony will be held on April 5, and the PSC Committee is trying to make it special with a nice luncheon with guest invited, Barnes and Noble gift certificates, flowers, and restaurant gift certificates.
- Under the new VCCS requirement, the college may hire instructors on a 50% contract. What the PSC would like to do is to develop an early retirement program in order that senior faculty who plan to retire, but still wish to teach, may do so on a reduced to 50% contract. This is a cost benefit to the institution and a way to keep good faculty that NOVA does not want to lose. Dr. Errico hopes that within a year this will be offered to senior faculty.

- **Status of the college wide review of College Forum and Standing Committees:**

  Chair Ross said the Committee of Review will have a report for the March meeting and a proposal for Senate consideration to converge all College Standing Committees to two-year terms.

**Pending: 2013-2014 Campus Council Elections in March:** Chair Ross stated that a fully staffed elections and credentials committee was in place. They will solicit names of those eligible to serve on the Campus Councils. Once the pool has been established, the election will be done on-line. All returns must be in by the end of March. Teaching and professional faculty representing the faculty category and classified staff will represent the classified category.

Each campus is allowed to have three Senators. Campus Council terms may run from one two-year term and up to two, two-year terms. Chair Ross asked that for scheduling information
campuses make everyone aware that the Senate has a firm meeting date of the third Thursday of the month.

Announcements

- **Meeting place for March and April College Senate meetings:**

Chair Ross announced that the March meeting would be held in the President’s dining room at the Annandale campus, and the venue for the April 18 meeting will be announced.

A motion was made to adjourn the meeting at 3:15 p.m., seconded without objection, and carried.