

College Staff Forum Council Meeting

February 27, 2020

Minutes

Members Present: Alex Case, Shelli Jarvis, Rob Johnson, Julio Mondoñedo, Jack Zegeer, Kristin Balbuena, Jason Burton, Amanda Wilder, Kristin Hagan, Joan Zanders, Stephen Brunelle

Members Not Present: Christiane Silva, Nicole Evans, Shannon Nieves

Guest: Charlotte Calobrisi, Associate VP HR; Dana Reilly

Agenda:

- Meeting Minutes
- Election and Credentials Committee
- Vacant positions (replacement for Sam on Diversity and Equity Council)
- Senate Updates
- HR Questions

The January meeting minutes were approved unanimously.

Previous meeting minutes are available on the “minutes” tab here -

<https://www.nvcc.edu/about/leadership/collegeforum/college-staff-forum-council.html>.

Election and Credentials Committee update from Christiane Silva:

- Need to cycle off (year 2, term 2): Shelli, Rob, Shannon, Christiane, Joan
- Eligible for reelection (year 2, term 1): Amanda (taking over from Shawn’s term), Kristin Hagan (Michelle’s term), Stephen Brunelle (Sam’s term)
- Returning for second year next year: Kristy (PF), Jason (CS), Alex (AF), Nicole (CS), Jack (CS), Julio (CS)
- We are supposed to operate at a 3-1-1 ratio. So we will either need to have: 2 CS, 1 PF, 1 AF for a council of 10 or 5 CS, 2 PF, 2 AF openings for a council of 15

Committee agreed that Joan would replace Sam on the Diversity and Equity Council.

Senate updates:

- After a long discussion, no changes to Senate membership or representation were passed
- Need feedback on Diversity Office job description by 3/16.
- Looking for two Classified staff members to serve on recognition committee (ideally from MEC and WO, but anyone at this point) – Jason agreed to be one.

Rob suggested that the CSFC may want to take up the representation questions as a summer project to provide a recommendation to next year’s Senate. The Council agreed to revisit this idea at a future meeting.

General updates

Joan mentioned that the College is going to a 15-week term starting next year (2020-2021). There will also be 13-week sessions. At least one campus (Woodbridge) will maintain a 12-week session also. This has several implications. More information will be promulgated at a later date.

Alex was part of the Senate subcommittee to review the Great Colleges to Work For Survey. A new survey will be coming in April so results from the previous survey (from a few years ago) may be moot. Be on the lookout for the new survey.

Dana Reilly reminded the group that the Service Award Luncheon is coming up. Information was shared via the President’s Daily Flyer on February 26th. Formal invitations are forthcoming. There are currently 489 invitees and 14 emeriti. It will be held at the Waterford in Springfield on April 3rd.

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HR Discussion

Charlotte Calibrisi answered several questions from the committee.

- The College / State is not in a hiring freeze. More of a “hiring pause.” Positions are being reviewed strategically. Position justifications should be submitted through the appropriate Admin Council member and will be reviewed by Dr. Kress.
- There is no pause in temporary or acting pay. The State DHRM direction is that there is a 12 month maximum on this type of pay. NOVA sets the limit at 6 months to ensure the position is reviewed appropriately especially as this pay does not count towards an individual’s retirement.
- It is important to ensure EWP’s are updated and accurate.
- Dr. Kress is considering some type of monthly employee recognition program, College-wide.
- Just a reminder that there are also possibilities for recognition leave and temporary pay prior to getting to a compensation update in an EWP revision.
- The Associate Deans are considering an adjunct faculty reward and recognition program.
- There are on-going discussions about how to improve morale across the College, especially given the results from the Great Colleges to Work For survey.
- Some notes about on-going HR efforts:
 - o NOVA is in the last wave of SSC implementation for HR processes.
 - o SSC is taking over NATS and recruitment and, fortunately, is using PeopleAdmin for this.
 - o HR is identifying, in future EWP’s,
 - Whether a position is *essential* or *non-essential* (or *designated* / *non-designated*);
 - Whether a position is sensitive and is required to be filled;
 - Whether a position is required to complete a Statement of Economic Interest; and
 - Whether a position is telework eligible.
- The COVA telework week is March 2-6.
- Regarding internal transfers – it started with Admin and Professional Faculty and includes Full-time teaching faculty. It does not include classified staff or adjunct faculty.
- In the hiring process, HR no longer asks for an individual’s previous salary.

Upcoming proposed Brown Bags:

- March – Workforce?
- April / May – TBD

The meeting adjourned at 3:15 pm.

The next meeting is scheduled for March 26, 2019, from 1:00 – 3:00 pm, at Brault 216.

Agenda items for next meeting:

- Approve February meeting minutes
- (T) Brown Bag – ____
- Senate updates