

AUA Board Meeting Monday, December 1, 2008 CBPA Dean's Conference Room

Present: Tisha Paredes, Judy Luedtke, Worth Pickering, Terri Mathews, Connie Merriman, Jarin Cornish, Bev Forbes, Kathy Kaplan, Dan Campbell, Sandy Waters, and Ann Pettingill.

Guest: :Glenda Humphreys.

1. November 3 minutes: approved. Will be posted to the web site.
2. Treasurer's Report.
 - a. Balance:
 - i. Current income (45 memberships) \$20.00
 - ii. Current balance is \$1022.34
 - iii. Tisha passed on one additional new member to Bev Forbes.
3. Current salary and budget cut update / Glenda Humphreys
 - a. Layoff process. There are notice provisions in place. For administrative and professional employees with less than 2 years in place, the notice period is 90 days. For those over 2 years, the notice period is 180 days.
 - b. Severance benefits. There are severance pay benefits which run concurrently with the notice period. Severance pay is based on seniority and ranges from a minimum of 4 weeks to a maximum of 36 weeks. The University would continue to pay its share of health and life insurance coverage benefits for the next 12 months. Severance benefits due to this round of budget cuts for E and G funded positions are being covered centrally.
 - c. Current situation. Staff at the Northern Virginia HEC and Teletechnet in Athens, GA are being laid off, and there are three so far on the main campus. The clock has started for them.
 - d. Classified staff. This is the most protected pay group on campus. There are placement options and preferential employment considerations for classified staff. Administration is in process of finalizing impact and notice provisions for non-tenured faculty.
 - e. Budget cuts. The Governor is scheduled to give a speech concerning the budget for FY10 on December 17. By February, agency response should be clear.
 - f. Questions
 - i. Has there been any talk of 10 or 11 month contracts? Not so far. This was done in 1995 (a larger budget cut than that in 2002). Since then, almost everyone who went to the reduced work period has been restored except in Student Health Services. In this situation, individuals would need to take the month off during the summer, would not accrue leave during the off month, but would have continuing health and life insurance benefits. This is within the control of the units, with the approval of the VP.
 - ii. Furloughs? No talk of that at this point. There is enough one time money to avoid furloughs at this time.

- iii. Early retirement? In 1995, the voluntary programs generated 50-60 retirements which ended up costing the state significantly. This will not be repeated. There was an early retirement program for instructional faculty which ended last June; this resulted in about 30 retirements. Incentives for faculty administrators is not addressed in the Code. Some schools are reviewing ideas about alternative severance options, and Glenda has been researching this. It would be possible to set up a business plan in a College which sets criteria for conditions allowing early retirement. Best with VRS staff. There should be more information by January on this.
- iv. Projected raises? We don't know what the prospects are for getting the raises delayed from this November. Some projections indicate 2-4 years of low state revenues. JLARC finished a compensation and benefits study at the request of the General Assembly and presented its findings last month. Information from the study included the following recommendations: In the past, employee contributions to retirement were eliminated in lieu of a raise. Now, there is some feeling that a 2-3% contribution of classified staff to retirement might be established. State total compensation is 96% based on the JLARC market study with salary plus benefits and 88% if salary only is considered. Another potential recommendation is raising early retirement age to 60 instead of the current 55.
- g. Pay practices
 - i. Glenda has been working on developing a pay practices document for administrative faculty. It is based on the good parts of the classified system, but would be more flexible. The document was reviewed by the VPs and Acting President, was approved and is available on HR's web page.
 - ii. Compensation could be based on
 - 1. Promotion. Competitive process
 - 2. Title change. After review and approval, this could allow for advancement and compensation in response to growing responsibilities and knowledge in a long term job, without a competitive process. Individuals might earn additional compensation through
 - a. Change in duties
 - b. Internal alignment and re-alignment
 - c. Salary compression issues
 - d. Retention
 - e. Market competition
 - iii. The document is up on the HR page.
- h. Temporary pay. Restrictions have been set on limiting the amount of time in an acting appointment to one year. After one year, Presidential approval

must be obtained and a plan set up on how and when the position will be recruited.

- i. Questions
 - i. Career ladder in advising? Glenda advised Sandy to meet with her for them to start working out solutions.
 - ii. Where do the funds come for competitive matching? The department must fund, or the College, or the VP. For most pay actions, this is addressed in the budget process annually.
 - iii. Hiring freeze? It is selective. With VP approval, the position can be posted. If a unit has an open position, it would be best to start the process by obtaining VP approval at the outset. Some departments are sitting on their vacancies right now, in case of additional cuts.
 - j. Budget process this year. It will take place. Guidelines will be provided.
 - k. Position descriptions
 - i. In 2002, HR updated position descriptions for administrative faculty. This process should be repeated now. HR will then work on a tiered structure to allow for easier analysis and benchmarking. This is made more difficult because starting pay offers are extended without going through HR. They only work with it later in the process.
 - l. Faculty Handbook for administrative faculty is currently in process.
 - m. Quality of life survey. Most of the surveys are completed and analysis begun. HR will hold a series of town meetings for additional feedback once the results are publicized.
 - n. Holiday schedule. Leave will not have to be used for the Jan 2 day in 2009.
 - o. Administrative faculty leave. Recognition and community service leave can now be awarded to administrative and professional faculty.
4. Holiday project
- a. The Board agreed to support 3 stockings for the Hope Haven Children's Home and Union Missions Ministries programs to provide stocking gifts for homeless children.
 - b. Connie will obtain the stockings and Board members ideas for contents.
 - c. Deadline for getting gifts to Connie: December 12.
5. Programs
- a. Thursday, December 18: The Board agreed to purchase tickets on the club level. Guests are invited, at \$15 per ticket. Food and drinks are available for purchase on the club level. It is a women's game, against Tennessee.
 - b. January: CommonHealth program on managing stress
 - c. February: chocolate
 - d. March: parking
6. Parking. James Long mentioned to Jarin that Lot 5, east of Foreman Field, will close Dec 12-Jan 12. James has been visiting the Colleges and other agencies to talk about parking.

7. Next Board meeting: Tuesday January 6. Connie will book the CBPA Dean's Conference Room.

Recorded by Ann Pettingill
December 1, 2008