

## QUESTIONS FROM 11:00 A.M .SESSION, OCTOBER 8, 2009

1. Faculty are chosen by lot. How is that done?

*The names are placed in a container and with all affected parties present, a name is drawn and the name drawn is the person who is laid off. This applies to instructional faculty when there is a tie in seniority.*

2. If a full-time staff member moves into a grant position, what happens at the end of the grant period?

*The classified employee is then eligible for severance benefits as he/she would have been had he/she been laid off instead of displacing the grant funded classified position. This applies only to classified employees who displace a grant funded employee with the same role code within the same work unit.*

3. How many positions are being eliminated this time around?

*We do not have any information at this time. We are waiting to see how much stimulus money we will be receiving and whether the State Board approves a tuition increase for spring, 2010. The State Board does not meet until late November, 2009.*

4. In case of a reduction of force for teaching faculty, 60 days notice is given. In 1985, I received notice in May. Where do you start counting the 60 days? For teaching faculty, we would make every effort to have the effective date of lay off coincide with the end of a semester (December or May). For a teaching faculty who would be laid off for the fall semester (August 16), a 60-day notice would have to be given by June 16.

5. What is the protocol for laying someone off? Do they get a letter, meeting with President, supervisor?

*During the recent events, we prepared a letter and met with the employee, the employee's supervisor, the appropriate VP and HR.*

6. Why wasn't this meeting scheduled next week on the Planning and Preparation Day?

*The meeting date of Thursday, October 8 had been scheduled and publicized before I was aware of the Planning and Preparation Day. I will use Tuesday, October 13 as the make-up date.*

7. What are the guidelines if a full-time employee is laid off and comes back part-time? If you are classified, can you come back as an adjunct?

*If a full-time employee who is laid off comes back prior to the expiration of their severance benefits, the severance benefits would cease.*

If you are classified, can you come back as an adjunct?  
*If there is an adjunct vacancy for which you are qualified, you may apply to serve as an adjunct.*

8. How many part-time employees are here now and when decision is made to lay off, how is decision made between full-time and part-time employees?  
*It varies according to the classified position being considered for elimination and the level of expertise of the part-time employee in the same functional work unit. Remember, the sequence of lay off that includes part-time/wage employees is only for classified employees, not faculty and administrators.*

9. Why are we having this meeting now?  
*We are having this meeting now because there was little/no information or misinformation during the time of the layoffs in May, 2009. We want everyone to have this information on the differences between the various classifications of employees and the policies and procedures that apply to each so staff will be aware of the procedures.*

10. Is this something you would have in the packet for new hires?  
*I would not be in favor of presenting this information during new hire orientation.*

11. Can the policies that affect both faculty and classified staff be accessed on the web?  
*Yes, and I will update the PowerPoint presentation to provide the link to this information.*

#### **QUESTION FROM 2:00 PM SESSION, OCTOBER 8, 2009**

12. Elaborate on the enhanced retirement option.  
*The enhanced retirement option is available to eligible employees (at least 50 years of age with at least 5 years of service) whose position has been eliminated. The employee would elect enhanced retirement in lieu of the severance package (salary, health and life insurance for one year). The value of those severance benefits would be converted to years of service to be added to your VRS record which would increase the amount of your monthly retirement benefit. Six (6) years is the maximum number of years to be added with the enhanced retirement option.*

**QUESTIONS FROM 10:00 A.M .SESSION, OCTOBER 13, 2009**

13. Can a 9-month faculty member be forced to teach summer school if there are other options available such as adjuncts?

*We cannot require a person to teach in the summer. However, when a two-year program, for example, Precision Machining Technology that requires a minimum of 81 credits, requires more than four semesters for completion, we expect at least one full-time faculty to be available for the program.*

14. Is there a procedure for recommending a change to the VCCS policy, specifically policy 3.11.1.0.b (1), related to a tie in seniority?

*The recommended change would be presented by the College President to the Advisory Council of Presidents (ACOP) who would, in turn, submit it to the State Board for review.*

*Another option would be for the Chancellor's Faculty Advisory Committee (CFAC) to present the recommended change to the Chancellor. Please note that the recommendation may not simply be to change the policy. The recommendation must include what the change should be, complete with procedures/guidelines, etc.*