Manassas Campus Council 1 May 2015

In attendance: Ia Gomez, Heidi Adamson, Jill MacDiarmid, Barbara Lash, Kelly Usher, Bill Woodard, Brendon Cunningham, Susan Givens, Lynn Bowers, Corey Esparza, and Mary Ahn.

I. Introduction of new members.
   A. New members were introduced: Ia Gomez, Heidi Adamson, and Jill MacDiarmid.
   1. Jill MacDiarmid will be drafting an email for campus wide distribution regarding outgoing and incoming members of the Council.

B. Approval of minutes of 27 March meeting (via email poll)

III. Old Business
   A. Campus Council needs a secretary
   1. Corey Esparza graciously volunteered to be the next Manassas Campus Council secretary.

   B. 4th floor keys
   1. Campus Operations has agreed to open locked doors if necessary.

   C. Campus Council elections
   1. There were several glitches in the election process.
      a. There were problems with the Google Form used for voting.
      b. Survey Monkey replaced Google Forms.

   D. Campus-Wide Activity Hour
   1. Kelly Usher said that the Provost and Provost Staff approved the Campus-Wide Activity Hour.
   2. The Campus Wide-Wide Activity Hour will be on Wednesdays 3:15-4:00.
   3. Kelly Usher noted that there are concerns about the scheduled time of the activity hour.

IV. New Business
   A. VHS tapes to DVD’s
   1. Lynn Bowers questioned the need for VHS players and the use of VHS tapes as opposed to DVD and other available technologies, as VHS is quickly becoming obsolete and requires supplying units that cost over $100 each. These units are currently in every classroom. This money might be better spent elsewhere.
2. Lynn Bowers would like the academic deans to query their faculty to see who uses the VHS players and if they will be able to transition to the use of DVDs or other technology.

B. Faculty training during fall break

1. There is a proposal that the fall non-instructional days be changed to professional development days.

2. Susan Givens said that this issue was discussed in the College Senate meeting.
   a. Dr. Schiavelli said that the proposal to conduct faculty training during the fall break would give faculty an opportunity for professional development.
   b. Lynn Bowers noted that the College Senate did not vote on the issue.
   c. Susan Givens reported that the plan is to bring the proposal to the academic deans, various committees, and the College Senate.

3. The Manassas Campus Council will rely on the College Senate representatives from Manassas to be active in the discussion when this issue comes before the Senate.

4. The Senate reviewed revisions to the *Faculty Handbook*, but needs more time for consideration.

C. Plaques outside of the Provost’s office

1. Kelly Usher reported that she had received an inquiry into updating the plaques outside of the Provost’s office.

2. Campus Operations is in charge of updating the plaques and will update them on request if the appropriate names and other information are provided.

3. Heidi Adamson will be in contact with the Campus Awards Committee regarding this issue, as the Awards Committee will be able to forward the appropriate information to Campus Operations.

D. Committee on Committees

1. Susan Givens has agreed to serve on the Committee on Committees for the Manassas campus.

E. Review of the March 19th Senate Meeting

1. Dr. Schiavelli spoke about budget and pay increases.

2. Dr. Schiavelli spoke about the fall break professional development
3. The Senate discussed the split graduation between the MEC and the rest of the College and the idea of having graduates who are receiving certificates have a separate graduation from those who are receiving diplomas.

F. The meeting time of the Manassas Campus Council (the third Friday of the month) will remain the same in the fall semester.

V. Next Meeting Date: Friday, September 18th