Northern Virginia Community College Senate
Meeting Minutes
11/21/2019


Absent: Santwana Das, Mike McMillon

GUESTS: Diana Cline; Chad Knights; Ina Dimkova

Senate Chair Donna Minnich called the meeting to order at 1:00 PM.

I. Approval of meeting minutes. Minutes from 10/18/19 meeting were approved by unanimous voice vote.

II. OLD BUSINESS
   a. Update on Window Covering Policy 3xx. Based on feedback, the college is not moving forward with this policy. Instead, the college will continue to educate people about the concerns that led to the policy proposal.
   b. Great Colleges to Work for Update. The subcommittee has been formed and the committee members are Donna Minnich, Christina Wells, Jack Lechelt, Alex Case, Michelle Gee, Tykesha Myrick, and Tamara Chinyani Warren. The committee has met once and plans to meet again in December to pick top 3 areas to focus on based on feedback requested from entire college community; deadline Nov. 15, 2019.
      i. Senator Jack Lechelt said that the committee is discussing next steps. Senator Tamara Chinyani Warren noted that consultants to give advice are part of the GCTWF process. Senator Tykesha Myrick said that it is important that the committee use those resources and that the committee wants to be transparent.
      ii. Senator Kelly L. DeSenti asked when Mindful Thinking gives us information – January.
      iii. Senator Tykesha Myrick said that the committee wants to involve Dr. Kress but to have committees set up in advance.
      iv. Senate Alternate Joan Zanders reminded the Senate that this survey was taking in 2019 when there were concerns about the reorganization. Senator Jack Lechelt said that this is a reason for the college to participate in the survey every year.
   c. Faculty Evaluation Process. Volunteers sought for the Ad Hoc committee which should consist of teaching faculty from the Senate, the Personnel Services Committee, and Instructional and Student Services Committee. Also need at least one Academic Dean and one Provost. Senate should provide 1 teaching faculty member per campus plus 1
dean and 1 provost. Discussion about whether members can be Senators or Forum members or non-forum teaching faculty. Senator Kathy Bohnstedt moved to allow any teaching faculty to serve. MOTION – Charge forum councils to solicit and identify 1 teaching faculty member per campus to serve on the Faculty Evaluation Process Ad Hoc Committee by December 19 deadline. Volunteer must be on a multi-year contract. No discussion. Passed by voice vote without objections or abstentions. Senate Alternate Barbara Canfield suggested that the volunteers should not be up for evaluation themselves. MOTION – add “not currently in an evaluation year” to charge. Senator Edward Zuniga noted that evaluations are being conducted now. Senator Kristín Balbuena said that those currently being evaluated would have no impact on the process since it will have no effect before their evaluations are complete. Senator Katherine Hitchcock clarified the amendment that the volunteers should not be up for evaluation next year. Senator Jack Lechelt said that this is about process and he hopes we are better than trying to change the process for our own benefit. MOTION – amend language to state that volunteers cannot be up for evaluation from 1/1/2020 to 12/31/2020. A voice vote was taken but the outcome was unclear. Hand vote taken. 22 in favor; 9 opposed. Motion to amend passed. Motion on the charge, as amended: Each forum council will choose one teaching faculty who is on a multi-year contract and who is not scheduled for evaluation between 1/1/2020 and 12/31/2020. Motion, as amended, passed by voice vote with no objections or abstentions.

III. NEW BUSINESS.

a. Discussion of Property Control Policy 11.11.

i. Senator Kathy Bohnstedt regarding section 4.6 ETF #1: Should the requirement that equipment valued at $500 or more must be replaced by subject to budgetary concerns? No, if equipment is lost, it must be replaced.

ii. Question about whether the forms are electronic. Electronic forms are being prepared.

iii. Senate Alternate Joan Zanders asked if the age of the equipment is a factor. What if we don’t need it anymore? Senate Parliamentarian Patrick Dawes notes that there is language in the policy about disposal. Senate Alternate Joan Zanders asked how we dispose of something we no longer have. Senator Edward Zuniga clarified that the discussion was about equipment that was lost but that we didn’t want to replace – perhaps it is obsolete. Senator Kathy Bohnstedt suggests that maybe the department could apply for an exception. Senator Ashlie Warnick suggested that this should be made as a suggestion to the Policy Work Group.

iv. Senator Kathy Bohnstedt noted that the college buys things that are not taggable. How does this policy address those items? Departments that have surplus equipment are to shop it to other departments. Senator Ellen Fancher-Ruiz said that IT has policies in place already for its equipment.

v. MOTION – Forum councils should gather information and feedback regarding this policy and send it to Senate Secretary Ashlie Warnick for Senate Chair Donna Minnich to present to the Policy Work Group. Deadline: January 8, 2020. Motion passed by voice vote.
b. From Woodbridge Forum Council: Senate agenda items. Senator Kerry Cotter asked what is the process for getting items on the Senate’s agenda? Senate Chair Donna Minnich said that there are time constraints for Senate meetings; we have more business than we can get through in a meeting. Senator Kerry Cotter said that it is important that issues raised at forums get priority on the Senate’s agenda. Senate Chair Donna Minnich said that she sends the draft agenda at least five days in advance and solicits comments. Senator Lisa Stelle said that the Constitution has provisions for a Senate committee to form the agenda. Senate Parliamentarian Patrick Dawes said that the Senate could form an Agenda committee. If the Senate does not do that, agenda formation defaults to the Senate Chair. Senator Kathy Bohnstedt asked what the Chair’s preference is. Senate Chair Donna Minnich said that if there is a need, the Senate can form the committee. Senator Edward Zuniga asked Senate Chair Donna Minnich and former Senate Chair Lisa Stelle whether the agenda could be formed in time if done by a committee. Senate Parliamentarian Patrick Dawes noted that the committee, as described in the Constitution, is a large committee. Senate Alternate Joan Zanders said that this sounds like a timeline problem. Senate Parliamentarian said that the Senate could pass a rule. Senator Jack Lechelt said that the current process seems to work. Senator Teba Aljumaili suggested that the Senate stick with due dates rather than forming a committee. Senate Secretary Ashlie Warnick suggested a 10-day window. Senator Edward Zuniga added that there are some last-minute items that must be discussed each meeting. Forums reported when their meetings happen relative to the Senate’s meeting. Some meet before and others meet after. There was a consensus that the Senate should avoid strict deadlines and no motions were made to change the current process.

c. From Woodbridge Forum Council: is a process in place to fill Executive Vice President position. No active answer to that. Senate Parliamentarian Patrick Dawes said that the Senate can defer to the office of the incoming president and ask for information for the January meeting. Senator Rob Johnson asked if a formal invitation had been made to the new president to attend a Senate meeting? Senate Chair Donna Minnich deferred this discussion until later in the meeting.

d. Discussion of Presidential search process began. Questions were pre-arranged and given to panels. Some felt insulted by that process. Senator Beatrice McKeithen said that the email with the questions said that they could be changed. Senator Elizabeth Lanthier said that she was on a panel and they met 15 minutes before the panel discussion and had questions agreed to. Another issue was raised – these panels should not be scheduled for religious holidays. Senate Parliamentarian Patrick Dawes said that the Senate could make a recommendation to the Chancellor’s office. A group of Senators could draft a letter that the Senate could approve or disapprove with respect to Presidential searches. Senator Kelly L. DeSenti suggested that the letter should go to the Board of Trustees as well. MOTION to send follow-up letter regarding concerns about the Presidential search process to Board of Trustees and Chancellor. Senator Katherine Hitchcock said that the Academic Deans sent a letter to Administrative Council and the Board of Trustees before the search. Senator Imran Kukdawala asked if there was a problem with having more than one letter. Senator Elizabeth Lanthier said
it is important for any future process to take into account religious holidays. Senator Stephanie Dupal said that the letter should include more than one recommendation. For example, the original plan was to only live-stream the candidates’ talks but that was changed, for the better, to allow viewing after the fact. Senator Kelly L. DeSenti said that this letter should be about future processes. Motion allows for creation of letter of recommendations to Board of Trustees and Chancellor. Motion passed by voice vote with four abstentions.

i. Need procedure for drafting the letter. Senator Edward Zuniga made a MOTION to create a committee to draft the letter with membership from all interviewing groups. Motion was not seconded. Motion from Board that Senator Kerry Cotter chair the committee and form the committee as he sees fit and report draft back to Senate by January meeting. Any and all information and suggestions can be sent to Kerry to use as he sees it. Motion passed by voice vote.

e. Auxiliary services – What is the process for inviting private businesses to campuses? How are these decisions made? Are there opportunities for campus participation in the decision making process? Chick-Fil-A was invited on the Woodbridge campus. Senate Parliamentarian Patrick Dawes said that the Senate could invite Auxiliary Services to provide information to the Senate. Senator Rob Johnson said that he runs that department. Auxiliary Services made an arrangement with an organization that ran franchises; contract wasn’t with Chick-Fil-A and others were there too. Senator Johnson welcomes feedback. An RFP to evaluate food vendors is being drafted. Anyone is welcome to see the RFP. Discussion about previous arrangement with Wells Fargo where they provided the ID cards and contributed money for IDs in exchange for table space. College moving away from co-branded IDs. Senator Stephanie Dupal asked if there is a non-compete agreement with Euro Café that keeps food trucks out; food trucks could offer less expensive options for students. Senator Rob Johnson said that there is no non-compete clause. Any campus can bring food trucks on campus if they want. The RFP has language about food trucks. Nothing in the contract with Euro Café prevents other food vendors from being in the same space as Euro Café. This is true whether the food is for sale or free. They do request that campuses notify Auxiliary Services so they can tell Euro Café (so they won’t make as much food). A survey about auxiliary services will be distributed to college employees soon. Senate Parliamentarian suggested charging forum councils with publicizing the survey. Motion passes by voice vote with one abstention.

f. Presentation by Ina Dimkova: Enrollment Trends discussed at Administrative Council. Presented a handout that has been shared during meetings about enrollment declines. This was discussed in Administrative Council (10/13/19 minutes). Not yet a budget issue. For last 7 years, enrollment has declined. This year, NOVA’s decline was larger than the VCCS average decline. NOVA relies on tuition revenue and fewer students means less revenue. This fiscal year, the college will be short $11.3 million. This raises a concern for future fiscal years. NOVA has never had a strong enrollment management plan. Without a strategy and planning, we aren’t nimble enough to respond fast to changing circumstances. Administrative Council has had 4 meetings on this topic and is
drafting a plan. Chad Knights was instrumental in drafting that plan. Senator Pamela Hilbert said that they got ideas from PSC and ISSC. PSC came up with suggestions within 24 hours; ISSC suggested eliminating enrollment cancellation and have late fee applied. Ina Dimkova said that the college can’t eliminate enrollment cancellation as we are cash-based but can refine and use it better. Lots of discussion about how the amount each campus had to cut ensued. Many questions about fairness. Concerns about how reduction amounts were determined. Senator Jack Zegeer said that it isn’t a dollar-for-dollar reduction. Senator Kelly L. DeSenti made a motion for discussion. Motion passed by voice vote. Senator Jack Zegeer asked about dual enrollment cannibalizing FTEs. Ina Dimkova said that the college gets state money but we don’t charge tuition which adds up to about $7 million. A state level decision is ongoing. Senate Parliamentarian Patrick Dawes made a motion for an additional presentation from Ina Dimkova at the January meeting re: budget reduction determinations. Motion passed by voice vote. Tabled discussion until January meeting.

i. Senator Kelly L. DeSenti asked if the Senate could get disaggregated information based on race, gender, socio-economic status. If we are trying to turn around a trend, we should know as much as possible about it. Senator Tykesha Miller said that all that information is in the Factbook.

ii. Senator Katherine Hitchcock said that dual enrollment is growing while enrollment at NOVA is declining. Ina Dimkova wants to know how to increase enrollment. There was a 28% increase in dual enrollment but the Director lacks support. Senator Jack Lechelt asked if we would get more tuition/enrollment if those students were enrolled as our students? Senator Mike Polcen said that we should be putting a schedule of classes or a catalog in front of dual enrollment students. Ina Dimkova said that millennials want links, not catalogs, but if ours don’t work, they are wasted. Senator Ellen Fancher-Ruiz asked if transient students in the summer get the same state funding for FTEs. Senator Tykesha Myrick said this isn’t an enrollment problem but a retention problem. Need to work to convert dual enrollment into NOVA students. Chad Knights said that this conversation is in the front of the minds of everyone. Dual enrollment can feed into ADVANCE with Mason. Our high school outreach strategy is fragmented. Senator Katherine Hitchcock said that this is part of a state discussion about passport courses. Senate Chair Donna Minnich urged Senators to take this information back to their campuses and constituencies to encourage participation.

g. Virginia State Senate meeting. Meeting was held on 10/19/19. Plan is to coordinate efforts to go to Richmond on 1/9/20 for Virginia Higher Education Advocacy Day. Meeting at 8:30 am. Everyone should go and bring students. Senate Chair Donna Minnich is heading up the effort for NOVA. Senator Pamela Hilbert said that Donna Minnich and others should go and their names be reported to Dr. Kress. Senator Jack Lechelt said that the group should focus on bipartisan appeal – NOVA is a college for working people. Stress veteran students. Discussion about DACA students. Senate Chair Donna Minnich urged Senators to take this information back to their campuses and constituencies to encourage participation.
h. Discussion of rising caps and class sizes. Administrative Council minutes suggested that faculty were resisting raising caps and class size to do less work, “following faculty preference.” There are pedagogical reasons for classes to be a certain size. Small classes are one of the advantages of going to NOVA. Don’t we advertise that?

i. Jen Daniels, Senator Katherine Hitchcock, Senate Diane Mucci, and Senator Ivy Beringer participated in the Council of Deans and Directors meeting. Jen Daniels presented information about multiple measures placement. VCCS policy is that a 3.0 high school GPA or higher places a student in ENG 111 but sheltered ESL classes are a concern. Those students may not be ready for ENG 111 and we want them to be successful in this gateway course. Accuplacer says some should be in Level 3. NOVA has a verbal agreement with VCCS that students who took ENG 12 and then ENG 11 and who are ESL students should take Accuplacer for placement. The NOVA exception is written policy. Jen Daniels sought clarity on the agreement and got it. VCCS knows NOVA’s policy and NOVA should keep doing it. Jen Daniels is leading the ESL State Task Force. Senator Tykesha Myrick asked about data and was concerned that this policy creates bias. Woodbridge has not been following the policy and has, instead, had conversations with students to tell them they can take the test. Jen Daniels said that a conversation is insufficient to determine reading and writing skills. ESL faculty are in the best position to do the assessment and that’s the agreement NOVA got with VCCS. If students are placed by Accuplacer, they have a 95% success rate in ENG 111. If placed by VPT, their chance of passing ENG 111 falls to 60%. Senator Katherine Hitchcock said that we need to ask questions and all do the same thing.

j. Farewell to Dr. Bradlee. Senate Parliamentarian Patrick Dawes made a motion to congratulate Dr. Bradlee for his years of service and thank you for his time at NOVA. Motion passed by voice vote.

k. December 2019 meeting discussion. Motion to cancel December meeting (scheduled for 12/19/19). Voice vote held – some yea’s, some nays, 3 abstentions. Yeas have it.

IV. Motion to adjourn at 3:10. Passed by voice vote without objection.

V. Next meeting: Thursday, January 16, 2020 at 1 PM