College Senate Meeting
January 15, 2015

Members Present:

Alexandria: Emily Chiles, Angela Terry, Matt Todd, Margaret Emblom-Callahan
Annandale: Felicia Blakeney, Laurie McCullough, JoAnn Short, DeQuan Smith,
Loudoun: Diane Mucci, Bridget Pool
Manassas: Lynn Bowers, Corey Esparza, Susan Givens, Barbara Lash, Marcie
    Schreibman
MEC: Cherelle Faust, Paula Smith
Woodbridge: Cynthia Alvarado, Megan Davies, Loretta Leeker, Alice Reagan
Pres Appointments: Ellen Fancher-Ruiz, Milan Hayward
College Staff: Shannon Ingram
ELI: Christy Jensen, Kristin Shriver

Members Absent: Steve Bennett, Shirley Delgado, Marion Devoe, Celeste Dubeck-Smith,
Karen Gordon, Chad Knights, Scott Matthews, Radina Mileva, Mary Moseley, Roger
Ramsammy, Laura Siko and Michael Turner.

Alternates: Jovana Pantovic for Celeste Dubeck-Smith and Will Straight for Scott Matthews.

Guests: Ms. Kerin Hilker, Executive Director of the College Career Pathway Program, Ms.
Heather Kazemi, Segal Group, Ms. Trasi Watson, Internship and Career Counselor, Donna
Smiley, Associate Director of Employment.

College Recorder: Norie Flowers

Welcome and Approval of November 2014 Minutes:

Chair Dr. Mucci welcomed Senators and guests and reminded Senators about the SACS
requirement of uploading all Campus Council meeting minutes to the NOVA website.

A motion was made to approve the November 2014 minutes, seconded without objection,
and carried.

Vice Chair Ms. Reagan raised the issue of insufficient Senate meeting time to cover all agenda
items and asked Senators if they would like to add 30 minutes to the meeting timeframe either
at the beginning or at the end of the meeting.

A motion was made that Senate meetings should take place from 1:00 p.m. to 3:00 p.m.,
seconded with one objection, and carried.

A motion was also made to have beginning and ending times on the agenda and a
timekeeper, seconded by 17, with four objections and two abstentions. The motion
carried.
College Central Network – Kerin Hilker and Trasi Watson

Executive Director of College & Career Pathways, Ms. Kerin Hilker, and Ms. Trasi Watson, Internship and Career Counselor, presented a new service at the college to offer students and alumni a pathway for employment and internship opportunities and distributed several informational flyers.

A needs analysis was done in January of 2014 followed that year by engagement with the College Central Network platform (CCN), http://www.collegecentral.com/nova, the nation’s largest entry level job and internship career database and the launch of NOVA’s new Career and Experiential Learning Services. CCN offers students web based tools for resume and portfolio development, career services, and employment and internship opportunities at both the local and national level and students must have approved resumes before they are referred to employers for interviews. More than 1400 employers are registered with CCN, with an average of 200 new opportunities added to the site each month. All employers and positions are vetted before being placed the website.

NOVA’s College Central Network is specifically designed to bring the student and the employer together. It is the hope that CCN will be a one-stop location to promote job opportunities and internships throughout NOVA’s service areas. Ms. Hilker indicated that they hope to utilize CCN to recruit student hires (not work study) at NOVA and to offer college-wide experiential learning opportunities: internships and a wide variety of career activities such as networking events, career workshops and other events that bring employers and students together. They also hope to increase student interest in internships for credit, pilot multidisciplinary summer internship courses through SDV, and streamline the internship process for employers who want to offer opportunities for NOVA students.

Ms. Hilker and Ms. Watson said that a message was sent to all Provosts, Deans of Students and Career Counselors and asked that Senators take this information back to their campuses and offered to provide flyers to Senators electronically. Dr. Mucci asked Ms. Hilker to forward information to her on the CCN program and she would disseminate the information to all Senators.

Comments from Senators included a change in wording from “career” to simply “jobs” as the former wording could be off-putting to students or they may simply not understand.

Faculty and Adjunct Faculty Handbook Discussions

A motion was made to support the international travel changes to the faculty handbook, seconded without objection and carried.

Dr. Mucci suggested the following additional items and asked Senators provide their input on the additional issues she felt needed to be addressed or raised again by the Senate and included in the faculty handbook:
• Official written policy on e-cigarettes
• Smoking policy on the campuses
• Faculty office hours (for those who teach online and office hours applied differently across campuses)
• Consistently stated summer school information across all campuses
• Sexual harassment policies
• Consistent policies in the adjunct and faculty handbooks

A suggestion was made to begin the review of the faculty handbooks by section beginning in September each year in order to have sufficient time for review of the entire handbook by the stated deadline.

**Compensation Studies Update - Julie Garcia & Heather Kazemi**

Associate Human Resource Director, Ms. Donna Smiley, representing Director of HR Ms. Julie Garcia who was not present, and Ms. Heather Kazemi from the Segal Consulting Group presented the market study findings for salary adjustments for classified staff and adjunct faculty. A study was completed to determine the prevailing market pay rates for all classified staff job titles and information was compiled and analyzed. Current pay ranges are below the market average by about 10 to 15 percent. Higher education institutions, local governments and public school systems, as well as private sector industry, were all examined, with 154 benchmark job titles spanning all current classified staff at NOVA. Recommendations that followed included the establishment of consistently structured, market-based pay ranges that reflect sub-bands within the broad bands established by DHRM.

Adjunct faculty credit hour pay rates were compared with those of George Mason University and institutions in the region and NOVA’s rates are the lowest among all the institutions.

Salaries were also examined for 280 employees who have been with the college for a long time and paid below the market range. One-third of classified staff were in categories below the market ranges. The college is not, however, allowed by the state to give across the board pay raises and will look instead and first at those employees at the lowest pay levels.

Senators commented that some managers do not have professional management backgrounds and as a result do not know how to help promote their employees. Ms. Smiley responded that HR would help with this process and suggested that the campus HR staff person be contacted.

Additional Senator input offered the suggestion that granting leave time in lieu of financial compensation was also important to many classified employees.
New Business

- **Presidential Plaque**: The plaque for Dr. Templin was presented to him and a red oak tree will be planted in his honor at the Annandale campus. The plaque will be on display at his farewell reception on January 22.

- **Budget Cuts**: Senator Short suggested that Senators forward 3 areas they would either like to see cut or conversely not cut to Dr. Mucci and Ms. Short to be forwarded to the Budget committee.

- **Election Cycle and the Committee on Committees**: Ms. Reagan and Dr. Mucci indicated that these two areas needed to be addressed at the next meeting in preparation for the coming year.

Dr. McClellan represented the Personnel Services Committee that requested the Chair of the Senate be added to the presidential search committee.

A motion was made, seconded without objection and carried, to ask that the Chair of the College Senate be added to the Presidential selection committee.

A motion was made, seconded without objection and carried, to adjourn the meeting at 3:15 p.m. with the next Senate meeting scheduled for Thursday, February 19, at 1:00 p.m. in the Seminar Rooms of the Ernst Cultural Center.