Members Present:

**Alexandria:** Shirley Delgado, Angela Terry, Matt Todd, Margaret Emblom-Callahan  
**Annandale:** Felicia Blakeney, Celeste Dubeck-Smith, Laurie McCullough, DeQuan Smith  
**Loudoun:** Diane Mucci, Bridget Pool, Laura Siko  
**Manassas:** Lynn Bowers, Susan Givens, Barbara Lash, Marcie Schreibman  
**MEC:** Mary Moseley, Paula Smith  
**Woodbridge:** Cynthia Alvarado, Megan Davies, Loretta Leeker, Alice Reagan.  
**Pres Appointments:** Tony Bansal  
**College Staff:** Shannon Ingram  
**ELI:** Kristin Shriver

**Members Absent:** Steve Bennett, Emily Chiles, Marion Devoe, Corey Esparza, Ellen Fancher-Ruiz, Cherelle Faust, Karen Gordon, Milan Hayward, Christy Jensen, Chad Knights, Scott Matthews, Radina Mileva, Roger Ramsammy, JoAnn Short, Michael Turner.

**Alternates:** Mary Ahn for Corey Esparza, Kyle Cervantes for Radina Mileva, Rob Henderson for Milan Hayward, Jovana Pantovic for JoAnn Short, Cynthia Williams for Cherelle Faust.

**Guests:** Police Chief Dan Dusseau, Dr. Charlie Errico, NOVA Faculty Representative to VCCS, Lt. John Weinstein, Compensation Committee Representative Dr. Ray Bailey, Ms. Mary Ann Raybuck, NOVACares Case Worker.

**College Recorder:** Norie Flowers

**Welcome and Approval of Minutes**

Chair Dr. Diane Mucci called the meeting to order and welcomed guests.

A motion was made, seconded without objection and carried to approve the October 16, 2014, minutes.

**CFAC Updates – Dr. Charles Errico**

As NOVA’s representative and this year’s Chair of the Chancellor’s Faculty Advisory Committee, Dr. Errico reported that the Committee meets twice a year with the Chancellor to give and receive input on a number of faculty issues. The Committee met last week and supported two proposals: 1) the 50 percent reduced contract recently approved by the college administration; and, 2) a proposal on standard policies for consensual relationships.
• Reduced Contract:

Dr. Errico explained that the reduced contract offers senior faculty an “off ramp” to retirement and the option of reducing a teaching workload from 100 percent to 60, 70 or 80 percent of a full-time load with the ability to continue to contribute to retirement benefits on a pro-rated basis up to three years and on a renewable yearly contract. This provides senior faculty a middle ground between retirement and full-time teaching and their continuation as faculty preserves institutional memory and allows them to serve as mentors to younger faculty members in their first years of teaching. At the same time, colleges benefit financially because their teaching load is taken by adjuncts, associate instructors, or new faculty hired at a lower academic rank and salary level. This proposal may be especially useful to college presidents experiencing reductions in their budgets over the next two years. The proposal still needs to be approved by two more groups, but will hopefully be approved and ready for availability by the Spring semester, but definitely by Fall semester of 2015.

The provisions for the reduced contract stipulate:

- Faculty members must have a minimum of ten years of full-time service in the VCCS to apply for the reduced teaching workload and their college administration will decide whether to approve the request.
- To be eligible for consideration of a reduced workload, faculty members must have received a Meets Expectations rating on their most recent evaluation.
- Faculty who wish to apply for a reduced workload must make the request to their deans prior to the end of the fall semester.
- The reduced teaching workload extends no longer than three one-year contracts and must be approved in each of the two years after the initial award.
- The contract is for 60 to 80% of the salary of the final year of full 100% employment and is not increased as a result of subsequent pay raises.
- Faculty members on a reduced workload are not eligible to return to a 100% contract.
- Faculty members on a reduced workload earn adjunct rates if they choose to teach in the summer.
- Academic deans will determine how the reduced workload will be distributed between the fall and spring semesters.
- Only faculty members who are 55 years or older are eligible. The college pays all benefits on a pro-rated basis with the faculty member buying back other premiums.
- Office hours and non-teaching duties (advising, committee work) are determined on a pro-rated basis equivalent to the percentage of the contract.
- Faculty members on a reduced contract will be evaluated based on the same criteria that apply to full-time faculty.

• Consensual and Familial Relationships:

The second policy concerned consensual relationships and was broken down into two parts: a VCCS prohibition of romantic and/or sexual relationships between faculty members and students in their classes and, secondly, the conflict of interest that exists when a family member of an instructor is in the class. Exceptions were later built in to the second provision that states if
a faculty member’s relative is in the classroom, the instructor would simply be required to notify the dean.

Other CFAC Updates:

Dr. Errico reported that as many as 18 community colleges in the VCCS system are going through reduction in forces and NOVA was the only community college out of the 23 in the system in which faculty received a pay increase as well as an increase in summer pay. However, enrollments continue to drop and a state budget reduction is being implemented.

In connection with the new faculty evaluation process, the Senate will need to select a College Reward and Recognition Committee with an HR representative included as a nonvoting member. Dr. Errico also reported that there is a disconnect with the plan the faculty evaluation committee sent for a vote and the way it is being executed. Sometime in the Spring, the Deans and the NOVA Evaluation Committee will gather together to rectify these issues.

Salary Survey – Dr. Ray Bailey

Dr. Bailey serves on the Ad Hoc Compensation Committee and said the overall structure is now in place to address salary issues. Two goals the Segal consulting group’s faculty salary survey were to study included: 1) external salary equity, that is how they compete outside the college; and, 2) internal equity once an employee is hired.

The driving approach is to find a methodology to reach and obtain these two goals and to find a process to treat all constituents in the same manner. There are several tiers in which employees are categorized depending on how far behind they are on salary levels. Several salary adjustments were made to faculty and most received raises. One area missing and recently addressed by the Ad Hoc Committee was a category for faculty who have been at NOVA longer than 30 years. The Committee has a high level of transparency with a good plan and methodology and actions that are institutionally smart and consistently applied to all groups.

Senate members suggested that granting time instead of salary was also important as well as understanding where on the salary tiers they fall.

New Safety Program at NOVA – Police Chief Dan Dusseau and Lt. John Weinstein

Chief of Police Dan Dusseau introduced Police Lt. John Weinstein, Ms. Mary Ann Raebuck, casework for NOVACares and Mr. Trace Main, HR Trainer, who together developed a new briefing for faculty and staff entitled “How You May be Creating the Next Active Shooter.” Lt. Weinstein explained that the briefing came about as a result of an international study of 13 countries done by the Free University of Berlin. It maintained that issues with faculty and staff were identified as possible precipitating factors in 43% of active shooter events. The briefing is intended to empower NOVA faculty and staff to avoid and/or defuse potentially toxic situations.
Lt. Weinstein reported that the problems associated with active shooter incidents in schools involve students who may have experienced any of the following problems:

- Social issues
- Isolation
- Peer rejection
- Bullying (were bullied)
- Romantic disappointment
- Problems with teachers or staff

Lt. Weinstein provided information on the signs of potentially violent behaviors and physical cues to indicate interactions that could turn violent.

While only 28 percent of schools surveyed provide crisis intervention and/or de-escalation training, NOVA’s record is more positive. In 2013, 41 briefings were provided on Active Shooter Response to 605 employees; 29 briefings were provided to 339 employees on Dealing with Difficult People; 10 presentations on Dealing with Students in Distress were provided to 196 employees; and, 5 briefings were held for 45 employees on Bystander Intervention.

Lt. Weinstein gave examples of the different goals and priorities between and among faculty and staff and students that could potentially generate tension as well as the many cultural differences that exist among the international student population.

The presentation ended with suggestions for establishing early expectations in the classroom, by adding formal language in the syllabi: student rights and responsibilities; attendance and punctuality; behavioral standards; integrity; consequences; and, how to be recognized and how to address the instructor. Lt. Weinstein called for Senate input so they may make the suggested changes before the training is launched in January 2015 and Dr. Mucci asked that Senate members forward their input and suggestions on the presentation to her.

**Other New Business**

No new business was reported.

A motion was made, seconded without objection, and carried to adjourn the meeting at 3:05 p.m. The next Senate meeting is scheduled for Thursday, January 15, 2015, at 1:30 p.m. in the Seminar Room of the Annandale Cultural Center.