NOVA College Senate Meeting
October 16, 2014

Members Present:
Alexandria: Emily Chiles, Angela Terry, Matt Todd, Margaret Emblom-Callahan.
Annandale: Laura Albert, Felicia Blakeney, Celeste Dubeck-Smith, JoAnn Short, DeQuan Smith.
Loudoun: Radina Mileva, Diane Mucci, Laura Siko.
Manassas: Lynn Bowers, Corey Esparza, Susan Givens, Barbara Lash, Marcie Schreibman.
MEC: Marion Devoe, Cherelle Faust, Mary Moseley, Paula Smith.
Woodbridge: Cynthia Alvarado, Megan Davies, Alice Reagan, Michael Turner.
Pres Appointments: Tony Bansal, Ellen Fancher-Ruiz, Milan Hayward.
ELI: Christy Jensen, Kristin Shriver.
College Staff: no college staff present

Members Absent: Steve Bennett, Shirley Delgado, Karen Gordon, Shannon Ingram, Chad Knights, Loretta Leeker, Scott Matthews, Bridget Pool, Roger Ramsammy.

Alternates: Christine Hubbard for Shannon Ingram, Mark Kidd for Roger Ramsammy, Joann Sura for Cherelle Faust, and Will Straight for Scott Matthews.

Guests: Mr. Cory Thompson, Parking Director, President Templin and Ms. Alicia Tucker, Personnel Services Chair.

College Recorder: Norie Flowers

Welcome and Approval of September Minutes

Chair Dr. Mucci welcomed Senate members and asked for approval of the minutes.

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

Director of Human Resources, Julie Garcia was present and offered to answer any questions on timesheet approvals. She reported that the sanction section, in which some Senators felt concern, was vetted again in HR and the policy adjusted to state:

If something happens under compliance, it may result in an action.

Ms. Garcia provided some history on the timesheet issues by reporting that at one point 200 were open, that is, unapproved. In order for employees to be paid, they need to be closed out - approved. Last month there were 92 open timesheets and this month they were down to 32. She asked that if a supervisor is not able for any reason to approve a timesheet that HR should be notified. Mr. Bansal suggested that supervisors would be wise to arrange a backup approver and this could be facilitated by informing HR. HR will put out a formal new policy in November that will ensure the college has the right controls in place to be sure people are paid. Ms. Garcia
also asked that supervisors let HR know when employees leave so they will not remain in the system. HR is in the process of developing an intranet site that will contain all of the NOVA HR policies as well as common forms used college-wide.

Senators expressed a level of frustration with the current system and Ms. Garcia confirmed that there were some quirks in the electronic program but this program was mandated by VCCS and therefore must be utilized by all colleges in the system. Other members raised the issue of only receiving a reminder on adjunct timesheets when they are past the due date. They also raised the issue of adjuncts who teach at different campuses, during different semesters, or who may have left the college and supervisors are not necessarily made aware. Ms. Garcia said she would look into whether a modification was possible on notification for adjunct timesheets. The remaining adjunct issues are being addressed.

Ms. Garcia thanked Senators for their comments and input and asked members to please contact her with any further questions.

Parking at NOVA - Cory Thompson

Parking Director Mr. Cory Thompson presented an explanation of the parking assets, functions, financials, technology, customer service, policy updates, current appeals process and next steps being taken by the parking office. He explained that the parking operation is self-funded meaning that no state funds are used for the parking operation.

Parking assets include 10,889 parking spaces, four parking garages, 377 parking meters and 76 surface lots. Parking functions consist of:

- **Campus Management**
  - Customer service window
  - Permit processing
  - Revenue reconciliation
  - Citation issuance
  - Event parking

- **Central Administration**
  - E-business
  - Appeal adjudication
  - Policies and procedures
  - Call center
  - System Management
  - Budgeting
  - Accounts receivable and payable
  - Permit management
  - Publications/forms

Revenue for fiscal year 2014 was $7,810,668, and for fiscal year 2015 to date is $5,769,612. Revenue originates from permits, hourly parking, citations, interest and infrastructure fees. Permits are sold and citation enforcement and appeals done through a software program call the T2 Flex which is not part of the college computer system.
New technologies in parking either already implemented or planned are solar-powered single and multi-space meters with the option of using credit cards and the newest parkmobile device that allows students to pay for and/or add money to a meter through their cell phone devices. This device also allows students to pay for the exact amount of time they need.

A customer service program has been instituted to seek input from students on their satisfaction level with the parking services.

New policies include free student parking in B lots after 4 p.m. and on weekends, the addition of a student $.50 per credit infrastructure fee, permit fees reduced from $105 to $90, daily rates reduced from $12 to $10 and graduation incentives.

Parking appeals are processed and adjudicated through the parking office, the same office that issues citations. The parking office dismantled all of the Senate campus traffic committees several years ago. This was done without the consent or approval of the College Senate.

Senate members expressed concern over the high student citation amounts received and the feeling that students did not fully understand or internalize the parking rules which thereby resulted in expensive citations being incurred. Other members asked whether hang tags could be instituted in place of car stickers. Several members commented on the problem of students arriving late to classes in order to take advantage of the free parking that does not begin until 4:00 p.m.

A motion was made to explore the possibility of reviving the campus traffic committees, seconded, with one objection, three abstentions, and carried. Dr. Mucci asked that input on this issue be solicited from each campus and brought back to the next Senate meeting.

**Statement from the Personnel Services Committee - Alicia Tucker**

Personnel Services Chair Ms. Alicia Tucker distributed a statement for comment on behalf of the PSC to be forwarded to the presidential search committee. The statement reads as follows:

*The Personnel Services Committee realizes that an important step to finding the best candidate for President of Northern Virginia Community College is to ensure that those nominated to the final list of candidates best meet the needs and wants of the college. To assist the Search Committee in creating that list of qualities, we’d like to request that the College Senate join us in endorsing the qualifications below:*

1. **Strong Leadership Qualities.** The size and diversity of NOVA requires an individual with exceptionally strong leadership abilities. First and foremost, our next president must have a passion for education. Additionally, the successful candidate must possess a strategic vision that will raise NOVA’s profile and bring the college into the 21st century in education, technology, and opportunities for all.

2. **An understanding of and commitment to the mission of community colleges.** This should not be seen as a "stepping stone" to a four-year presidency. We seek someone who recognizes
the fundamental differences between leadership of a community college and that of a four-year school.

3. **A focus on community.** The growth and sprawl of Northern Virginia and the size of NOVA present unique challenges in maintaining the spirit of community at our college. Nevertheless, we are a COMMUNITY college. We would like the candidates to share their plan to maintain that local aspect of our mission.

4. **A “high-tech/high-touch” approach to education.** NOVA must continue to move ahead in all aspects of technology (e.g. online education, administrative concerns and instructional technology). However, both staff and students still benefit from the human connection. This is especially true for many special populations within our student body. For example, human interactions seem particularly important to first-generation, international and adult returning students. We seek a president who will support the importance of this balance through policy and personal interactions.

5. **A philosophy that acknowledges education must permeate all aspects of the institution.** This should be reflected in an appreciation for all employees at NOVA. The ideal candidate should acknowledge and demonstrate an understanding of the unique, but essential contributions of administrators, faculty, and classified staff members. We seek a president who will ask for input from all personnel (faculty and classified staff) of the college when making major decisions that impact College policy and personnel issues.

6. **A commitment to investing in quality personnel and professional development opportunities for faculty and staff.** A world-class college requires world-class personnel. Our next president must commit to bringing in the best possible talent to achieve our mission. There must also be a focus on increasing opportunities for continuing education and professional development for existing faculty and staff. We seek a president who is willing to allocate resources toward this essential goal.

Senators felt that innovation and collaboration among institutions and communities was an important piece to be added. They also suggested that the sentence on the president using the presidency as a “stepping stone” to a four-year institution be deleted. Members felt that a large core missing piece was the focus on students and the need for a president to understand NOVA’s student population. Members also suggested adding that a NOVA president should possess the ability to manage well financially – to be financially savvy. Workforce Development was another area that members felt should be added.

A motion was made to endorse the document and immediately followed by an amended motion to endorse the document in principle but also to form a subcommittee to work on and edit the document as needed, seconded, with one objection and carried. Dr. Mucci, Ms. Short, Ms. Emblom-Callahan and Ms. Moseley volunteered to participate on the subcommittee.
Dr. Templin asked Senate members for their thoughts and questions. The following were issues discussed:

**On-time Registration:**

Dr. Templin reported that it went very well overall. A lot of work went into it with the six new policy changes. It went more smoothly at NOVA than at other institutions that have already gone through the new process. While NOVA is experiencing an enrollment decline, it is far less than the rest of the community colleges in the system.

One of the issues not addressed - but will be - was a policy for senior citizens who have been eligible to enroll in a class if there was space at the beginning of the class.

A Dean of Students/Senator reported that all went smoothly on his campus as the PCI committee had been in place for a year and built in a process for mitigating circumstances.

Dr. Templin explained that he would now go back to the students and ask them if the instructors were themselves class ready.

One Senator asked what Dr. Templin felt his successes had been and what areas remained to be addressed.

**Successes and Work Remaining:**

Dr. Templin described the beginning of his career 13 years ago when he became interested in NOVA and began watching the business community expand rapidly but without the needed graduates in the field to fill positions in those new companies. At the time there were no funds at NOVA to do anything new and the conversation went on for a number of years due to the budget cuts at the time. Dr. Templin began to realize that NOVA was too important to the community for this need to be a long-term operation. He stated that over the decade our region grew by 450,000 people, but NOVA remained the same size and was not engaged with the community, looking inward rather than outward. NOVA therefore was not a player in the wider community. We had a well-regarded school, but the community was not there. As an incoming President, Dr. Templin’s hope was to find a way to engage the community. NOVA is now engaged.

Dr. Templin reported that we now have over 80 companies and every school - over 40,000 students engaged in STEM fields alone. Last year, NOVA had more competing robotics clubs than the rest of the Commonwealth combined. Schools are totally engaged with NOVA. This year several thousand high school students will be taking NOVA courses in their high schools and over 10,000 Pathways students.
Dr. Templin asked local governments to make minor investments, something never before done in the state of Virginia. He asked that each city and county pay 25 cents for every resident, ask for a match by the general assembly and send this money to NOVA. The first year it was 25 cents, the second year 50 cents, and now we are up to $2.00. This has raised 25 million dollars, leveraging 3 million alone in new construction. We now have more new construction than in any time in the past history of the college. This is due to having stakeholders in the community realize how important NOVA is, and NOVA is now considered a major player in the Commonwealth of Virginia.

Dr. Templin stated the 2004 goals were to educate 25,000 more students. We are now at 19,000 more. We found the capacity at the same time we were experiencing six budget cuts. While we have become more expensive, we have also created much more financial aid opportunities. Students on financial aid have grown by fivefold. During that period, NOVA has given out more awards for academic performance than any other institution in the Commonwealth and for the Jack Kent Cooke award, more than any in the entire U.S. Our reputation for excellence never diminished and NOVA is now regarded as a premier institution.

However, Dr. Templin emphasized that we still have too many students who start but don’t complete their degrees. Too many are not succeeding because of some of the things we are doing and NOVA can be difficult to navigate. Improving our student success will be a top priority. Community colleges still have some big gaps on the employment side except for the medical campus. Students need the ability to apply what they are learning to the real world to see if this is what career path they really want to pursue.

Dr. Templin highlighted that we have to accept responsibility for student success after students have left us. If they aren’t successful, we haven’t done a good job. We should measure our success by the labor market outcome they achieve or the baccalaureate attainment. He reported that when NOVA students take 30 or more hours and then transfer to George Mason, their completion rate is 80 percent.

Presidential Search:

Dr. Templin explained that the survey results were being shared with the search committee and that the following Monday a group of internal and external stakeholders would study the results. Candidates will be chosen around March and he asked everyone to be engaged through their Campus Councils and the College Senate.

Budget:

Dr. Templin reported that the Governor recently announced 900 layoffs of state employees. The sequestration problem has yet to be settled and has affected the budget in a major way. If Northern Virginia does not do well economically, there is a shortfall in the entire state. The issue will continue for the next 18 months or so and NOVA has set aside contingency plans. The real challenge will be for the following year, but with strategic thinking NOVA could come out stronger. Dr. Templin does not anticipate any staff layoffs. The Segal group is currently studying classified staff compensation levels for an anticipated increase for some classified staff
that are below comparative levels in the area. If huge budget cuts take place, however, this may be reduced or eliminated.

Dr. Templin underscored again the need to find a way to “weather the storm” and rethink the way we do things, to do things smarter, and come out stronger. Campus Councils and Provosts Staff should be conferring with their campuses about the budget and where resources could be shifted.

New Policy/Freedom of Speech:

Dr. Templin reported a recent lawsuit in Virginia that restricted the right of a religious group to come on campus and present their point of view. A new policy on freedom of speech has just been formalized and he stressed the importance of not restricting freedom of speech even though we may not like the message. He stated that engaging in conversations about freedom of speech was important before we have problems.

Senate members commented that this issue was somewhat difficult to manage in the classroom as well.

Safety and Security:

Dr. Templin reiterated that NOVA is an open institution and we have made great gains with committees dealing with safety and security and reiterated that the Senate is the right group to go over any safety concerns they felt needed to be addressed.

Faculty Evaluation System:

Dr. Templin brought attention to the fact that the Senate will choose the members of the Reward the Recognition group and emphasized that there is an opportunity to make an important decision on what excellence means. His hope is that the committee chosen will be faculty who are excellent themselves and who can then lead the conversation. He felt the bar needed to be raised high so that excellence has significance and the process is not just a formality.

Dr. Templin summed up the conversation by highlighting the importance of not becoming complacent but rather by being vigilant and that the Senate was very important to the college.

New Business

No new business items were raised.
**Adjournment**

A motion was made to adjourn, seconded without objection, and carried. The next College Senate meeting is scheduled for Thursday, November 20, at 1:30 p.m. in the Seminar Rooms of the Ernst Cultural Center on the Annandale campus.