Members Present
Alexandria: Emily Chiles, Shirley Delgado, Angela Terry, Matt Todd, Margaret Emblom-Callahan
Annandale: Laura Albert, Felicia Blakeney, Celeste Dubeck-Smith, JoAnn Short, DeQuan Smith.
Loudoun: Diane Mucci, Laura Siko.
Manassas: Lynn Bowers, Corey Esparza, Susan Givens, Barbara Lash, Marcie Schreibman.
MEC: Marion Devoe, Cherelle Faust, Paula Smith.
Woodbridge: Cynthia Alvarado, Loretta Leeker, Alice Reagan.
College Staff: Shannon Ingram.
ELI: Christy Jensen, Kristin Shriver.
Pres Appointments: Tony Bansal, Chad Knights, Ellen Fancher-Ruiz.

Members Absent: Steve Bennett, Margaret Davies, Karen Gordon, Milan Hayward, Scott Matthews, Radina Mileva, Mary Moseley, Bridget Pool, Michael Turner, Roger Ramsammy.

Alternates: Kyle Cervantes for Radina Mileva, Walter Pehrsson for Margaret Davies, Christine Slevin for Karen Gordon.

Guests: Ms. Kara Buenafe, Education Support Specialist for Academic Services, Mr. Therman Coles, Director of the Office of Legal Affairs, Chief of Police Dan Dusseau, Mr. Rizwan Rahman, Director of Operations, Annandale Campus and Dr. Sheri Robertson, Associate Vice President for Academic Services.

College Recorder: Norie Flowers

Welcome and Orientation
Chair Dr. Diane Mucci welcomed new and returning members and asked them to introduce themselves. She underscored the importance of attending the Senate meetings and of engaging in collegial discourse on the important issues that will come before them in the coming year. She reported that Dr. Templin would be attending both the October and November meetings and encouraged everyone to attend.

College Recorder Ms. Norie Flowers distributed orientation documents that explained Senator duties and responsibilities and a simplified version of Robert’s Rules of Order. She presented the new governance website that provides one location for all College Committees, the Senate, and Campus Councils. As a result of a SACS request for more transparency, all policy meeting
minutes are now located in one place, easily accessible to faculty, staff and students, as well as visitors to NOVA’s website. She encouraged Campus Council Chairs to be sure to have their monthly meeting minutes posted to the website after meetings take place. The governance website address is: http://www.nvcc.edu/about-nova/college-governance/index.html

The College Calendar (Dr. Sheri Robertson)

Dr. Robertson explained that in order to better plan ahead a committee was formed of all stakeholders to focus on the three years of the college calendar. She specifically addressed the updated census dates, more time for wait list, the two non-instructional days in October, the Fall class start date and dates for dynamic sessions (14-week, 2-week, 10-week and first and second eight-week sessions).

The College Calendar Committee recommended starting Fall classes on a Monday. There are October non-instructional days built into the schedule and Dr. Robertson explained that if the Senate felt these should be eliminated, they may elect to do so. She also made the recommendation that faculty give thought to not scheduling a Monday-only class given the Fall federal holidays coupled with the October non-instructional days.

Senate members expressed both pros and cons of removing the two non-instructional days: some felt the pause was beneficial to students; others indicated that students just get started and then have Labor Day and then two other days off and this was intrusive to instruction; the suggestion was made to move the two non-instructional days to Thanksgiving week. A suggestion was made for a Fall floating start date of plus or minus two days and the clinical rotation calendar specifically identified as a consideration for ongoing calendar dates consideration.

Dr. Robertson said this had been discussed previously and vetoed by VCCS, but with a new Vice Chancellor in place this issue could be brought up again if the Senate chose to do so.

It was pointed out that the ELI session dates were not on the calendar. Dr. Robertson offered to add them if ELI chose to do so.

Dr. Robertson was clear in stating that amendments could be made to the calendars in the future and asked that any new information they wished to see in the calendar be forwarded to her as soon as possible.

A motion was made to accept all three calendars, seconded by 16 senators, with 12 objections and 1 abstention and the motion carried.

Dr. Mucci encouraged Senators to bring the calendars back to their Campus Councils and provide feedback to her immediately for the 2015 calendar and by February or March for the farthest out calendars and she will follow up with Dr. Robertson.
Update on NOVA 50th Anniversary Celebration

As a member of the Anniversary planning committee, Dr. Mucci briefed Senate members on the progress to date. She explained that each campus has a representative on the planning committee and representatives will be soliciting input from their respective campuses. Campus committee proposals must be submitted to the college committee by mid-October and Dr. Mucci asked that Senators communicate this information back to their Campus Councils. Celebrations of all kinds and types will take place over the course of an entire year and she asked that Senate members seek out their campus representatives for further details.

Mr. Bansal brought attention to this major college milestone and the importance the faculty and staff can bring to this occasion with their ideas and creativity. He said that all ideas will be welcomed.

E-Cigarette Policy (Mr. Therman Coles, Chief Dan Dusseau, Mr. Tony Bansal)

Mr. Coles began the presentation by saying that the college has not been serving the needs of its faculty on guidance over the issue of e-cigarettes and they consider the use of e-cigarettes to be: 1) a distraction in the classroom and faculty have the right to limit, or restrict those distractions; and, 2) an e-cigarette policy is needed.

The Office of Legal Affairs therefore has recommended to the college that the use of e-cigarettes or other electronic nicotine delivery devices be prohibited in all College facilities and within 25 feet of entrances, the same policy as for regular cigarettes.

Faculty are encouraged to add the e-cigarette policy statement to their syllabi and there will be communication to all faculty and staff on the policy.

Mr. Coles reported that some U.S. colleges and universities have already decided to include e-cigarettes within their smoking or tobacco policies. Others have left e-cigarettes out of their policies because they are waiting for FDA regulations or at least more conclusive research about the health effects of e-cigarettes.

Mr. Coles highlighted the fact that we don't have an official buy in from the state on banning e-cigarettes at this juncture just as we have not received permission to ban regular cigarettes.

Senators asked whether this policy would include hookah pipes and Mr. Coles responded in the affirmative.

Window Coverings (Mr. Therman Coles, Chief Dan Dusseau and Mr. Tony Bansal)

Mr. Bansal explained that the objective of the discussion was to go over the key provisions of the policies and if down the road there was a need to amend them this could be done.

Mr. Coles explained that in response to concerns expressed primarily, but not exclusively, by the Directors of Campus Operations, Legal Affairs conducted research, solicited appropriate
input from the Directors of Campus Operation, the College Police, and the Emergency Management and Planning Committee. They then drafted a policy incorporating those ideas and suggestions deemed consistent and in the best interest of the College. The overall purpose and intent of the policy is to improve safety and accountability. Uncovered windows allow occupants to be aware of activity outside the office and allow others to be aware of activities within the office. The opportunity for illegal and/or unwarranted activities like theft or sexual misconduct increases behind closed windows. The policy specifically addresses windows in offices. Unless specifically authorized for a particular purpose and/or activity all classroom windows are to remain uncovered. The following explanation and policy both addresses and is the result of the concerns brought to their attention.

**Policy on Window Covering in Offices**

**Purpose**

Northern Virginia Community College strives to provide a safe learning and working environment for its students, faculty and staff. The following guidelines on window coverings in offices are intended to promote the safety of its occupants, as well as to improve the campus environment.

Windows in doors, side view panels next to doors, and glass partitions (collectively “windows”) open to hallways and other common areas are common in offices at Northern Virginia Community College. These windows serve several functions:

1. **Windows enable occupants of the office to be aware of activities outside the office. This can be critical in a safety emergency.**
2. **Windows enable persons outside the office to observe activities in the office. This can be important in a health or safety emergency, and also helps to guard against any inappropriate conduct or activities in the offices, whether real or perceived.**
3. **Windows allow natural light from exterior offices to reach interior areas, an environmental benefit to those working in areas that otherwise lack natural light.**

**Policy**

Office windows may not be obscured with permanent solid coverings. Where office windows have installed blinds or shades, the blinds or shades should remain open whenever the occupant is meeting with a student. For offices without windows, occupants should leave doors open when meeting with students in accord with the intent of this policy.

*If privacy is desired for meditation, prayer, lactation or other activities, office occupants should seek out designated campus spaces for these purposes.*

*Questions related to frosted glass, temporary coverings, and other issues should be directed to the Director of Campus Operations at the particular campus.*
Chief Dusseau explained that a new window policy stemmed from the Woodbridge shooting and what they learned from that incident. When officers respond to an incident, they need to be able to see what is going on before they enter an area - a safety precaution for them.

Committee members supported the new policy overall but did express concern that they would not be able to seek shelter if the windows are not covered. Chief Dusseau explained that the new response to an active shooter is no longer to shelter in place, but to “run, hide, or fight,” and he encouraged Senate members to attend the active shooter sessions that are held on each campus or view the latest video to understand the newest information on safety measures that should be taken when there is an active shooter incident. He further explained that what NOVA primarily experiences is sexual assaults and thefts and the perpetrators have an advantage in any area not seen by others.

Mr. Coles said that there are exceptions but that this was more about permanent visibility.

Senate members commented on the things they heard being addressed: doors with windows, office windows and classroom windows and that there should be temporary shades only on offices and windows so that when confidential conversations take place, for example with the Deans of Students, the shade may be drawn. They agreed that students who become angry should not be in a closed classroom.

Senate members felt that with the number of new buildings being built there was a need to be sure there are no plans that allow window shades on external windows.

Mr. Bansal reiterated that the benefits of windows not being covered far outweigh the disadvantages. Mr. Coles concluded the conversation by saying that the college has an obligation to faculty and staff to ensure they are not placed in compromising situations. The policy will be disseminated to everyone.

Other New Business

- **October** – Dr. Templin is retiring and a search committee will be formed. Dr. Templin will be attending both the October and November Senate meetings to discuss the budget cuts and how the college will absorb the cuts.
- **Segal Study** – A request was made to provide an explanation to faculty on what tier they reside in to better understand the study.
- **Timesheets & Departing Personnel** – The issue of sanctions for non-observance of the rules for supervisors on approving timesheets in a timely manner and notifying HR when an employee departs NOVA was raised. Mr. Bansal explained that the college has failed several audits because NOVA did not remove system access for departing employees in a timely manner. He stated that it was essential that supervisors approve their employee’s timesheets in the time allotted to them so that employees can be paid on time. He further stated that the sanctions are not meant to be punitive but the policy is designed to encourage supervisors to be mindful of their responsibilities.
- **Parking**: Mr. Cory Thompson will join a future meeting to discuss parking-related issues.
Adjournment

A motion was made, seconded without objection, and carried to adjourn the meeting at 3:00 p.m. The next meeting will be held Thursday, October 16, in the Ernst Cultural Center Seminar Rooms.