College Senate Meeting  
September 19, 2013

**Members Present:**
*Alexandria:* Shirley Delgado, Angela Terry  
*Annandale:* Felicia Blakeney, Jill Caporale, Celeste Dubeck-Smith, JoAnn Short, Kimberly Wright  
*Loudoun:* Hashem Anwari, Edward Perry, Laura Siko  
*Manassas:* Lynn Bowers, Sheri David, Myndi Pruett  
*MEC:* Cherelle Faust, Marc Sirkus, Paula Smith, Ruth Stanton  
*Woodbridge:* Lori Leeker, Alice Reagan, Al Ross  
*College Staff:* Steve Bennett, Kerin Hilker  
*ELI:* Michelle Franz, Sue Picard  
*Students:* Hadeel Shadid  
*Pres Appointments:* Deshaun Davis, Roger Ramsammy  

**Alternates:** Alice Hedley, Kathleen Briggs, Kyle Cervantes, Michelle Marks  

**Guests:** Mr. Tony Bansal, Vice President and Chief Administrative Officer  

**Members Absent:** Emily Chiles, Marion Devoe, Ellen Fancher-Ruiz, Marleen McCabe, Radina Mileva, Mary Moseley, Diane Mucci, Charles Pumppuni, Michael Turner, Karen Williams  

**College Recorder:** Norie Flowers  

**Call to Order:** Chair Ross called the meeting to order at 1:30 p.m., welcomed Senate members for the new academic year and introduced Vice Chair Jill Caporale and College Recorder Norie Flowers.

**Mandatory Training for Faculty and Staff (Mr. Tony Bansal)**

Mr. Bansal distributed a list of nine areas of state-mandated training that must be completed by all faculty and staff. He explained the courses in detail along with the length of each session, and the frequency of training required. While some of the sessions will be in-person, much of the training will be offered online for a total 7 hours and in the following categories:

- MOAT Security Awareness
- Preventing Sexual Harassment
- Preventing Employment Discrimination
- Alcohol & other Drug Policies
- Preventing Workplace Violence
- Terrorism Security Awareness
- Emergency Drills
- Clery Act
- Family Educational Rights & Privacy Act/FERPA

Mr. Bansal explained that several college institutions have been fined large dollar amounts for failure to provide essential Clery training and were therefore in federal noncompliance.
The suggestion was made that to the extent possible, cross campus days be used for the in-person training sessions. An e-mail will be sent from the President with further details for the roll out before the end of the school year.

**Approval of April 2013 Minutes**

A motion was made to approve the April 2013 minutes, seconded and carried.

Chair Ross reiterated the policy on student Senate participation which allows two students who serve on Campus Councils to also be eligible for service on the College Senate. He stressed the participation must be by the same two students each time. Mr. Ross introduced student Hadeel Shadid who will represent the Annandale campus on the Senate. She presented the proposal to the College Senate last year to ban hookah pipes on all six campuses.

**College Governance Review**

- **Current Status of College Senate and Forum Committees membership and website:** Committee on Committees Chair Ms. Alice Reagan distributed a handout of the remaining college committee vacancies and explained that Committee members could not serve simultaneously on the Senate and either the Personnel Services or Instructional and Student Services Committees and suggested that anyone who might be in this position to please contact either her Ms. Reagan or Ms. Flowers.

- **Expectations and Responsibilities of College-wide Committee Members:** Chair Ross distributed a one-page Senate orientation and asked that Senate members refer to the college governance website to become familiar with all of the college committees. Senate responsibilities include:
  - Attending all Senate meetings or sending an alternate who occupies the same college position.
  - Becoming familiar with all college-wide committees.
  - Communicating Senate initiatives to your home campus.
  - Being prepared to respond to the President on issues of concern to the college.
  - Bringing suggestions from your Campus Councils to the Senate as appropriate.
  - Being a positive representative for your campus.

- **Guidelines for Conducting Campus Council Meetings:** Mr. Ross suggested that if there were a vacancy on a Campus Council for the coming year that a nominee who received the second highest number of votes could be appointed. In the event that the votes were not retained, a special election could be held for that constituency and the results submitted to the Campus Council. He asked that the Provosts be kept informed of the chosen process and also let him know as well as Ms. Flowers. If a given Senator's position classification changes, someone else at the former college position must be appointed or elected and must complete the entire term. Senate members indicated that Campus Council meeting timeframes will remain the same overall, with Loudoun and the Medical campus moving their meetings to the fourth week of the month and Alexandria meeting the third week of the month.
Mr. Ross explained that each Campus Council should have 2 administrative faculty, 6 teaching faculty, 2 classified staff and 4 students and dividing this number in half provides the appropriate number and composition for Senate representation. The remaining Campus Council members should serve a Senate alternates and at the same position classification as their Senators.

Mr. Ross asked that each Campus Council send the names of their Campus Council Chairs to him. He reiterated that Campus Councils have the responsibility to improve the quality of life on their campuses. Councils should meet monthly and post their minutes on the NOVA college governance website.

Committee member Dr. Anwari indicated that his Campus Council had developed an orientation piece for their new members and that he would forward this information to Ms. Flowers.

**Brief Review of the 2012-2013 College Senate Actions Taken**

Chair Ross provided an overview of last year’s work of the Senate, some of which included:

- Approval of the working calendar
- Proposal to ban hookah smoking on all six campuses. The Senate approved the proposal.
- Discussion on the Affordable Health Care Act and a vote on increasing the hourly wage of those P14s whose hours were reduced. The Senate voted no on the wage increase.

On the issue of the proposal to ban hookah pipes on all NOVA campuses, Mr. Ross explained that the proposal was forwarded to the Administrative Council, with no final decision. Mr. Ross revisited the issue with the President who stated that he was open to new discussions on the smoking issue if there were additional student evidence and support. Between now and October, Mr. Ross will look at past discussions on the issue and stated that there would be an opportunity to discuss this with the President at the November meeting. A sizable number of Senate members expressed their belief the time had come for not only a ban on hookah pipes but a total ban on smoking on all NOVA campuses.

Mr. Ross explained recurring Senate tasks which include the approval of the 2014-2015 working calendar and revisions to the faculty handbook as well as a likely recommendation on summer faculty full-time pay. He stated that if the Senate feels that a given policy is not a good one, the Senate should be prepared to bring this forward to the administration.

Mr. Ross emphasized that Senate members are the contact persons for their campuses, the facilitators to bring issues to the Senate. Senators should be collaborators with the administration, not necessarily in agreement with everything, but acting as good negotiators.
New Business

- **Meeting Sites for 2013-2014 College Senate:** Mr. Ross asked Senate members which meeting venues they would prefer and the overwhelming majority expressed interest in meeting at the Ernst Center on the Annandale campus. In November, Mr. Ross asked that the group meet at the Pender complex as the President would be attending the meeting.

- **Upcoming College and Campus Issues:** Chair Ross encouraged Senate members to bring issues forward and to bring the training information from Mr. Bansal back to their campuses.

Committee member Ms. Hilker raised the proposal brought to the Senate last year to change the Senate bylaws to create a College Campus Council. The Committee of Review postponed the action until this year and Mr. Ross stated that it would be a priority item.

A question was raised on the compression salary study and Mr. Ross offered to go back to see what was done.

Paula a Smith inquired about the college’s position on 15 week semesters and suggested the benefits of a 15 week session may timely to address again. Dr. Smith indicated a brief literature review did not suggest longer semesters supported improved student outcomes. Dr. Smith indicated a desire for 15 week semester consideration to allow for some students to have an extended break or other students to pursue a condensed winter term. The condensed term may open up development of new courses or offerings for transient students. Chair Ross indicated this topic has been routinely discussed at regular periods in the Senate and the VCCS position does not currently support changes in semester length. Dr. Smith requested a potential review of this topic at a later date.

Mr. Ross gave a brief update on new Faculty Evaluation plan stating that it was approved by 95% of the teaching faculty and sent on Sept 6, 2013 to VCCS for approval. The college will be notified on the approval next month and training is already being rolled out.

A motion was made to adjourn the meeting at 3:00 p.m. seconded and carried. The next meeting is scheduled for Thursday, October 17 at 1:30 p.m. in the Ernst Cultural Center at the Annandale campus. Lunch will be provided beginning at 1:00 p.m.