
1. This meeting was the first College Senate meeting of the 2008-2009 school year.

2. The first order of business was a discussion of committee assignments.
   a. Status of Senate Committees:
      i. Steering Committee complete.
      ii. Committee on Committees incomplete.
         1. Loudoun Campus member still needed
         2. Committee needs to meet to appoint at-large members.
      iii. Elections and Credentials Committee incomplete.
         1. Loudoun Campus member still needed.
   b. Status of Forum Committees:
      i. Instructional and Student Services Committee requires a personnel change.
         1. Pat Lunt of AL campus is no longer a Dean of Students, and will
            thus be replaced by Beatrice Veney, who is a Dean of Students at the
            MEC campus.
      ii. Awards Committee needs to clarify a personnel name.
         1. The Manassas campus member is identified on the committee
            assignments spreadsheet only as “Stewart”, due to confusion about
            the member’s first name.
         2. A Senator from the Manassas campus thinks it may be Ruth Stewart,
            and will clarify.
   c. Senate Chair Al Ross offered guidance that the committees requiring the most focus
      are the ISSC, Personnel Services, Awards, and Curriculum committees.

3. The next order of business was a discussion of the possible appointment of an Executive
   Secretary to the College Senate.
   a. Other important bodies at the College have executive secretaries, so it may make
      sense for the Senate to have such a position.
   b. The appointment of a Webmaster was included in the newly ratified Forum
      Constitution, so an amendment of the document may be considered.
   c. Please email Al Ross if you are interested in serving on an ad hoc subcommittee to
      explore this possibility.

   a. Beth Harrison, last year’s Senate Chair, will provide a copy of the final ratified
      version of the Forum Constitution to Al Ross, this year’s Senate Chair.
   b. Al will send out a copy to all Senate members.
5. The next issue discussed was the formation of an ad hoc committee to deal with the current budget crisis.
   a. Guidance from the state government requires the College to prepare contingency plans for 5%, 10%, and 15% budget cuts.
   b. Currently, the Budget Crisis Committee will consist of all members of the Steering Committee, along with Ron Buchanan, Nan Peck, Ruth Stanton, Sally Cool, and Julie Dyer.
      i. Beth Harrison offered the opinion that Charlie Errico would also make a good addition to the committee.
   c. The plans for each budget reduction level were crafted by the budget office, not by the Senate Committee.
   d. Working groups will be created to address each section of the plans.
   e. The temporary plans have not yet been made public.
   f. No staff reduction will be required at the 5% level, but will be necessary at the 10% and 15% levels.
   g. The approximate amounts of each reduction are as follows:
      i. 5% budget reduction = $4 million.
      ii. 10% budget reduction = $8 million.
      iii. 15% budget reduction = $12 million.

6. The minutes from April’s Senate meeting were presented for approval.
   a. Changes were needed to several names in the attendees section.
   b. The minutes were approved as amended.

7. At 2:30 P.M., Dr. Templin arrived to address the Senate concerning the budget crisis. The main points of his presentation are summarized below:
   a. The revenue shortfall in the Commonwealth of Virginia budget total approximately $1 to $1.5 billion.
      i. All state agencies and organizations have been asked to prepare contingency plans for budget reductions.
   b. NVCC was forced to conduct a 5% budget cut last year, and has a plan in place to conduct another 5% cut this year with minimal impact to the College.
   c. The college is required to provide not only a 5% reduction plans, but also plans to reduce the budget by 10% and 15%.
      i. These plans are due to the Governor’s office by 9/26/08, and so must be submitted to the VCCS system for review by 9/22/08.
      ii. Because they haven’t been planned for in advance, a 10% or 15% cut will be much more difficult to make, and will require staff reductions.
   d. Dr. Templin thinks it likely that a final decision of the level of the reduction will not be announced until the elections have concluded in early November.
      i. The plans submitted to the Governor’s office may or may not become public prior to the final decision, but the Senate ad hoc Budget Crisis Committee will know the details of the plan.
   e. Dr. Templin offered some general outlines of what types of reductions will be required at each budget cut level, emphasizing that all three plans are based on the assumption of continue strong enrollment at the College.
   f. Several contingencies exist that may help to offset some of the impending budget reductions.
      i. Enrollment is up, meaning that the College is likely to receive funds beyond those budgeted.
      ii. There is a carry forward amount of $6 million from last year.
1. This may be taken by the Planning and Budget group.
   iii. NVCC is requesting another tuition increase which, if approved, may kick in for the Spring 2009 term.

g. Dr. Templin stressed that, once the plans have been submitted, the College will use the time prior to the final decision to think through ways to reduce expenditures and increases efficiencies. Some of his recommendations include:
   i. Creating a new way to carefully track and manage vacancies.
   ii. Carefully tracking and managing all fund balances.
   iii. Planning for hiring freezes.
   iv. Starting financial analysis concerning programs and services, particularly focusing of how expensive a particular program is, and whether or not it is core to NVCC’s operations.
   v. Financial analysis of non-campus learning centers.
   vi. Financial analysis of summer sessions.

h. Dr. Templin also outlined the working groups that will be needed to implement the impending budget reductions. A working group will be needed for each of the following concerns:
   i. Reducing centrally funded items.
   ii. Increasing administrative productivity and efficiency.
   iii. Increasing instructional productivity and efficiency.
   iv. Increasing revenues.
   v. Examining summer sessions.
   vi. Furloughs and RIFs.

i. Dr. Templin will send a message to all faculty and staff to address these issues, and provide an overview of the impending cuts.

j. A question was raised concerning the possibility of early retirement options as part of the budget reductions.
   i. That decision will be made by the General Assembly at a later date.

k. A question was raised concerning a possible freeze of staff and faculty raises.
   i. No decision has been made, but Dr. Templin prefers that the raises go ahead as planned.

l. The Budget Crisis Committee will meet on Tuesday 9/23/08.
   i. Al indicated that the Chairs of the ISSC and the Personnel Services committees will also be included on the Budget Crisis Committee.

8. Upcoming Senate agenda items.
   a. Southern Association of Colleges and Schools (SACS)
   b. Changing disciplinary policy in the student handbook.
      i. Distinction between disciplinary and academic grievance procedures.

Meeting adjourned at 3:47 PM.