College Senate  
Thursday, March 17, 2011  
Large Board Room  
Brault Building  
1:30 pm

DRAFT

Alexandria: Ken Balbuena, Therese Aylward, Hong Nguyen, Joan Blankmann  
Annandale: Judith Benavides, Kevin Simons, Kimberly Wright, Talula Gunther, Adrienne Hinds  
Loudoun: Dana Beltran, Gert Heslin, Diane Mucci  
Manassas: Mark Kidd, Mary Ann Schmitt, Alicia Tucker, David Scango, Rachel Zuckerman  
MEC: Kathryn Willis, Chris Slevin, Joella Folks, Patricia Ottavio  
Woodbridge: Bobbie Gershman, Sam Hill, Alfred Ross, Ann Turpyn, David Dillon  
College Staff: David Mastropaolo, Claudia Chirinos  
Guests: Dr. J. Dever, Dr. Errico, Ms. Shelli Jarvis

Agenda

Call to order at 1:30 pm – Al Ross called Senate to order and introduced action items for the day.

First item of business: Dr. Charlie Errico and Personnel Services Committee (Attachment A)

- The Personnel Services Committee brought a proposal to the college senate that would allow retired NOVA employees to keep their email privileges indefinitely
- Retirees wishing to take advantage of this benefit will be required to complete yearly MOAT training
- The Personnel Services Committee will send this forward to the Administrative Council
  - It was noted that the IT and HR departments need to have better communication so that the IT departments know who is retiring
- Shelli Jarvis said that HR would submit a form 105-45 with the effective retiring date and ask for email continuation

Recommendation – Senate endorse this change enabling retired NOVA employees to retain email privileges after retirement
Motion: Dana Beltran  
2nd: Alicia Tucker  
Motion – Approved

Second item of business: Ms. Shelli Jarvis from HR presenting the Faculty Handbook Revisions

- Faculty handbook items 17-20 – Faculty Tuition Assistance
  - This was raised to 6 credits /semester
  - Faculty may take NOVA classes for free
- Faculty handbook item 10 – Early Retirement
  - There were some questions about the requirements being correct for early retirement and this was going to be looked at and corrected if necessary by HR
- Faculty handbook item 30 – Functions and Duties of College Personnel
  - It was noted that the business manager was a position left out of the description, this change has been updated
- Dr. Dever presented the NOVA organization chart and the organizational charts for campuses
  - Dr. Dever also discusses the establishment of an Advisory Committee for Safety and Security that is a college-wide committee
  - Al Ross mentioned that there is no specific reference that all campuses should be represented and asked the Senate if language to that effect should be added
  - There was also a comment that the Emergency Planning and Management Public Information Officer was not part of this committee
• Faculty handbook item 31 and Appendix K - Policy on Distance Education and Hybrid Classes
  o It has been noted that NOVA has had many inconsistencies in distance and hybrid education
  o Dr. Dever and Dr. Sachs have met with each campus and created policies to bring NOVA into compliance with SACS standards

• Faculty handbook item 4 - Summer Pay for Faculty
  o Starting summer 2011 full time 9 month faculty may teach up to 7 credits at their pro rata rate
  o Faculty teaching more than 7 credits will be paid at the overload rate up to 13 teaching credits
  o This is consistent with VCCS policy
  o Academic advising is a separate issue and will be paid through stipends

• Faculty handbook item 6 – Academic Loads for Students
  o This has been revised
• Faculty handbook item 7 – Academic Standing
  o This policy has been updated to conform to VCCS policy
  o If a student is on academic probation, it stays on record for the semester it was in play

• Faculty handbook item 23 – Update to the Strategic Vision 2015
  o Updates included in the Faculty Handbook Appendix

• Some questions were raised about the following:
  o Retirement healthcare benefits – this is not included in the handbook because not all retired faculty would qualify
  o Students on academic probation – are they prevented from enrolling, is SIS being used to enforce this? Gert Heslin – Students need to go to the Deans for permission and then the registrar enrolls the student in courses

• Al Ross proposed language for the Advisory Committee for College Safety and Security
  o “Membership will include representation from all campuses and at least the following”
  o Not more than 1 student from any campus

  Motion: Alicia Tucker
  2nd: Kevin Simmons
  Motion – Approved

• Other Revisions
  o Clarification of item 10 – Retirement
  o Motion to approve all Faculty Handbook Revisions with the exception of item 10

  Motion: Alicia Tucker
  2nd: Dana Beltran
  Motion – Approved

Third item of business: Approval of the February 2011 Minutes
  • Only some spelling corrections necessary

  Motion: Diane Mucci
  2nd: Ken Balbuena
  Motion – Approved

Fourth item of business: Administrative Council
  • Mike Turner presented for the Health, Safety, and ADA Compliance Committee
A request was made to revise the membership of the committee and to revise the responsibilities.

Al Ross suggested that this issue be referred to the Committee on Committees and report back to the Senate at the April meeting.

It was also suggested that there should be a periodic review of all college committees and that a possible recommendation to the next Senate would be to create an ad hoc committee to review current college committees.

It was stated that NOVA may not be in compliance with the ADA and there could be legal issues.

Some discussion centered around the fact that OSHA and ADA regulations and compliance are out of the jurisdiction of the Deans.

- Al Ross will investigate these issues further and report back.

Fifth item of business: Consolidated Working Calendar

- The general information calendar is online.
- The consolidated calendar includes all updates on class schedules, finance, Senate, and board meetings.
  - One error in dates was noted – Dec. 5, 2011 – Jan. 7, 2012 -should be Feb. 8, 2012 and in one place 2011 should be 2012.

Motion: Ann Turpyn – Accept the draft of the amended calendar
2nd: Not sure
Motion – Approved

Updates: Al Ross

- Committee recorder for college
  - There is a proposal for a part-time position for the college recorder.
  - This person would serve as the Senate’s official secretary.
  - No decisions about this position have yet been made.

- Website
  - The Senate website has been updated and the membership displayed is current.
  - We need to continue to be in compliance with SACS and college governance.
  - There are 4 parts to the web updates – Senate, Forum Committees, College Standing Committees, Campus Councils.
  - Minutes from Campus Councils should be on the college website, not just campus sites.
  - Minutes may be sent to Cathy Simpson directly.

- Smoking Policy
  - Mary Ann Schmitt – brought up the fact that the student handbook does not really address this issue or enforcement.
  - Mark Kidd recommended that each campus council should consider this issue and bring their suggestions back to the Senate.
  - It was suggested that we need a change in the smoking policy and in the enforcement of such a policy.
  - Mark Kidd has student clean up cigarette butts as part of community service for not obeying the smoking signs.
  - It was suggested that the smoking policy also needs to be changed for the faculty and staff.
  - Sam Hill recommended that the Senate appoint an ad hoc smoking policy committee.

Motion: To create an ad hoc smoking policy committee with membership suggested by the Senate Steering Committee – Mary Ann Schmitt
2nd: Not sure
Motion – Approved

- Dana Betran brought up the issue of campus closings.
  - Suggestion of buffer time when campus closings are announced to allow all students, faculty and staff to clear the campus safely and in a timely manner.
- Mary Ann Schmitt – Asked if hiring committees needed to sign confidentiality statements
  - Al Ross will find out what the official policy is

- April agenda items: office hours, smoking policy, ADA compliance, commencement committee

Meeting adjourned at 3:13pm

Respectfully Submitted By: Diane Mucci