Alexandria: Anne Anderson, Therese Aylward, Ken Balbuena, Joan Blankmann, Dr. Jim McClellan
Annandale: Dr. Athos Brewer, Kevin Simons, Barbara Divers
Loudoun: Gert Heslin, Diane Mucci
Manassas: Dr. Mark Kidd, Alicia Tucker, David Scango, Rachel Zuckerman
MEC: Joella Folks, Patty Ottavio, Kathryn Willis
Woodbridge: Dave Dillon, Bobbie Gershman, Al Ross, Ann Turpyn
ELI: Frances McDonald, Jayne Townend
College Staff: Claudia Chirinos, David Mastropaolo
Guests: Dr. John Dever, Geri Dolan

The Chair called the meeting to order at 1:30 pm. The Chair asked that the order of agenda items be adjusted in order to accommodate the guests present.

The Senate approved with revisions the March 17, 2011, minutes.

The Chair introduced the proposed 2011-2012 Commencement Committee membership. He called attention to the changes in the proposal from the membership of the Committee two years ago, specifically, the inclusion of 1 provost, the lead marshals, the Graphics manager, and the representative from Barnes and Noble Bookstore at the Annandale Campus. One of the two designated deans will be a Dean of Students. The proposal also called for three to six students to be added to the Committee. Ms. Dolan requested that these students be students who are graduating at the end of their year of service. The Senate approved the membership as amended. [See Attachment A.] The Chair will forward the revised membership to the appropriate people to ensure it is included in the Blue Book and on the college website.

The Chair asked Dr. Dever to introduce the next item that was a draft of procedures for calculating and paying overload to 12 month teaching faculty. Dr. Dever explained that draft reflected current practices regarding 12 month teaching faculty who are at MEC. Dr. Dever asked the Senate to approve the procedures as an initial step to incorporating them into the Faculty Handbook in Section 6 in the Overload section. In the discussion that followed it was noted that 12 month teaching faculty were not included among teaching faculty who were paid for academic advising during the summer 2010 and that the draft does not address that topic. The Senate approved the draft as presented.

The Chair introduced an amended version of a proposed revision to the Faculty Handbook concerning early retirement, specifically, Plan 1 under the Virginia Retirement System in Section 6.5700. The Senate had considered this proposal in March and had requested further clarification. The version under consideration focused on the final sentence of the description of Plan 1 that was amended to read:

Early retirement with a reduction in benefits is possible with the minimum requirement to be age 50 with at least 10 years of service but fewer than 30 years of service of 55 years of age with at least 5 years of service.
The Senate approved the amended version as presented. The Chair will forward the revision to Administrative Council.

Ms. Jarvis next spoke to the concerns of teaching faculty regarding the ongoing HRMS training. She explained that the instrument being used to do the training, albeit flawed, is a VCCS tool and, therefore, NOVA cannot fix or modify it. The design of the instrument does not take into account the specific needs of any single VCCS college and is intended for use by almost 30,000 employees. That said, the Senate offered suggestions as to how the current implementation of the training process could be improved. Specifically, it recommended making better use of in-house resources such as TAC, Help Desk, and WSDM as well as setting up group training in campus labs that could more easily address problems that faculty face than when they are doing the training alone in their offices. Mr. Mastropaolo observed that the VCCS training instrument does include step by step instructions; however, they are not always readily accessible to the trainee. Ms. Jarvis said HR will follow up on these suggestions. No further action was taken at this time.

Ms. Jarvis also addressed faculty concerns at different campuses about the lack of confidentiality displayed by hiring committee members. She said she thought the concern was a legitimate one. The College only requires a hiring committee member to sign a confidentiality statement when engaged in higher level hiring, such as for the position of provost. After further discussion, the following motion was presented and seconded:

The Senate recommends that the discussion of requiring members of hiring committees to sign confidentiality statements continue. HR should provide the 2011-2012 College Senate with the appropriate tools to address this issue.

The Senate adopted the motion as presented. The Chair will forward this motion to the chair of next year’s Senate.

The Chair introduced the following proposal from the ISSC to amend the Faculty Handbook concerning office hours:

With the increased opportunities for faculty and students to engage in educational consultation and advisement through the use of technology, it is possible for these activities to occur by means other than face-to-face meetings during faculty office hours. To provide for these opportunities, alternative arrangements due to distance learning, off-campus assignment, or use of technology to serve students may be achieved by provost or designee.

The Chair addressed the Academic Deans Council’s reservations regarding any change in how faculty conducts their office hours. The Senate expressed concern over whether the proposal presented had addressed the ADC’s concerns. Some members expressed concern as to the impact on students. The
Senate agreed that it would be advantageous to see the current wording in the Faculty Handbook on faculty office hours before taking action. The Senate therefore recommended no action be taken at this time. The Chair will ask the ISSC to re-submit the proposal along with the current wording in the Faculty Handbook and a more complete rationale statement.

The Senate took similar action regarding the proposal to revise the wording on office hours in the Adjunct Faculty Handbook. The Chair will ask the ISSC to resubmit the proposal along with the current wording in the Adjunct Faculty Handbook and a rationale statement.

The Senate then addressed the memorandum on parking regulation and enforcement from the Alexandria Campus. Mr. Balbuena, author of the memo, explained the purpose was to make the Administrative Council aware of the unevenness and unfairness of parking enforcement at the Alexandria Campus and to raise that issue on other campuses. The memo urged that local traffic committees on the campus be allowed to play their appropriate role in the appeals process. After further discussion, the Senate adopted the following motion:

The College Senate recommends that the Administrative Council revise current procedures to make appeal to local traffic committees the first step in the appeals process when appealing parking violations.

The Senate then adopted a second motion as follows:

The College Senate recommends that copies of the Memorandum on Parking Regulation and Enforcement (April 12, 2011) be sent to next year’s campus councils for review and consideration.

The Chair will forward the first motion to the Administrative Council and the second motion to the chairs of next year’s campus councils.

The final item for consideration was the draft from the Chair creating an AdHoc College—Wide No Smoking Task Force. The Chair reminded the group that he had been charged at the March meeting to draft a charge and suggested membership for the task force. The Senate recommended the following additional changes be added to the membership of the Task Force:

Director of Emergency Planning, Ex-officio
Member of Affirmative Action/Minority and Legal Affairs, Ex-officio
1 Dean of Students

The Senate then adopted the draft as amended. The Chair will forward the item to Committee on Committees for implementation.

The Chair announced that the college had hired a College Recorder who will be available to take the minutes at future College Senate meetings. The details of the position are still being worked out. It is expected that the position will be filled by beginning of academic year 2011-2012.
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There being no further announcements or business to conduct, the Senate adjourned at 3:18 pm.

Respectfully submitted

Al Ross
Chair, College Senate

Attachments [2]
Revised Commencement Committee [Attachment A]
AdHoc College-Wide No Smoking Task Force [Attachment B]
Commencement Committee
Director of College Government Affairs, Chair
Associate Vice President for Marketing & Communications
Associate Vice President for Student Services and Enrollment Management
1 provost
1 campus facilities manager
Manager Television Studio
Graphics manager
Barnes and Noble Bookstore representative (AN)
College Events Coordinator
Music conductor
Chair of College Senate (Chief Marshal)
2 ceremonial marshals
4 column marshals
4 classified staff
2 division deans to include 1 Dean of Students
2 counselors (nominated by College Senate)
2 instructional faculty (nominated by College Senate)
3- 6 students who are graduating (from different campuses) (nominated by Campus Councils)
ATTACHMENT B

AdHoc College – Wide No Smoking Task Force

**Charge to Task Force**

- Review current smoking policy (guidelines) and enforcement procedures in place at all campuses and learning centers and make recommendations
- Complete a feasibility study of making College property a “smoke-free” zone
- Report findings back to College Senate by end of Fall 2011

**Task Force Membership**

Associate Vice President for Student Services and Enrollment Management, Chair
Director, Emergency Planning, Ex-officio
Member, Affirmative Action/Minority and Legal Affairs department, Ex-officio
Chief, College Police
Chair, Instructional and Student Services Committee
1 provost (nominated by Administrative Council)
1 Dean of Students
6 TF/PF (1 from each campus, with a minimum of 2TF and 2 PF; nominated by Campus Council)*
3 classified staff (from separate campuses; nominated by Campus Council)*
3 students (from separate campuses; nominated by Campus Council)*

*Campus Councils will compile list of potential members for each constituency from their campus and refer it to the Committee on Committees who will ensure equal distribution across campuses