College Senate Meeting Minutes  
September 20, 2012  
Brault Building

Members Present:

Alexandria: Nicci Dowd, NV Fitton, Matt Todd, Jennie Ward  
Annandale: Jill Caporale, Charlotte Calobrisi, Charlie Dy, Stewart Edwards, Abe Eftekhari,  
Loudoun: Julie Leidig, Mike Polcen, Laura Siko, Georgeana Stratton  
Manassas: Mary Anstice, Sheri David, George Flowers, Tom Hergert, Mark Kidd  
MEC: Mary Moseley, Paula Smith  
Woodbridge: Tanya Ingram, Alice Reagan, Al Ross  
College Staff: Jamie Ellis, Kerin Hilker  
ELI: Fran McDonald, Sue Picard  
Presidential Appointments: Charlotte Calobrisi, Mark Kidd, Julie Leidig

Alternates: Mike Polcen (LO), Jennifer Ward (AL)

Guests: Shelli Jarvis, Director of Human Resources

Call to Order

Chair Al Ross called the meeting to order at 1:30 p.m. and welcomed new and returning College Senate members. A quorum was met. Mr. Ross informed the Senate members that the working calendar would be ready for review at the October meeting. Dr. Schiavelli, Executive Vice President, was introduced to the Senate members and he encouraged members to feel free to communicate with him at any time with questions or issues.

Shelli Jarvis, the Director of Human Resources, was invited to provide Senate members an explanation for the modifications to the Faculty Handbook the Senate was asked to approve by e-mail during the summer. The action that prompted the changes was an academic activities audit performed by VCCS. As part of the review, they looked at a faculty report on how course credits, teaching loads, contact hours and overloads for 9-month, 12-month and classified employees were being reported.

- There are sections of the Faculty Handbook that NOVA does not have control over. These sections are predetermined by VCCS and/or mandated by legislative action. While members expressed concern that taking time to provide input would not alter the outcome, Mr. Ross offered that collectively voting “no” on a given issue might “set the wheels in motion” to become an influencing factor for future change.

- In addition to being in compliance with VCCS regulations, it is important to look at what works best for the college, and consistent exceptions that might be carved out across the campuses. Ms. Jarvis is still working to codify what those exceptions might look like. However, there is a need to get away from employees who have two jobs, so the students, departments or employees themselves are not adversely affected. Ms. Jarvis also pointed out that instructors are not subject to the Fair Labor Standards Act.
Dr. Leidig suggested that it would be helpful to state in the language “one course per semester,” or “8 credits,” so that faculty can teach up to the 8-credit level. Ms. Jarvis agreed to this and said it would be added to the exceptions.

Additional Issues that Ms. Jarvis will look into include:
- Faculty members teaching at other institutions.
- Overload pay.
- Potential compensation age discrimination.

Mr. Jarvis stated that VCCS will implement a new evaluation process for teaching faculty for 2013-14. NOVA will have an opportunity be involved in discussions on the plan in the spring.

Approval of April 26, 2012 Minutes:
A motion was made to approve the minutes from April 26. The motion was seconded without objection and carried. Mr. Ross informed the Senate members that future meeting materials would be sent electronically and asked that members bring them to the Senate meetings.

Old business: Mr. Ross gave an update on the Senate Committees and the Forum. The Chair of the Forum is the President. Every seat is filled on the College Senate, with a total number of 39. Additionally, Mr. Ross would like to add students to the Senate. He reminded the group that those on the campus council cannot serve on the Student and Instructional Services Committee and the Personnel Services that are College Forum Committees.

College Forum Committee Report: Ms. Reagan, Chair of the Committee on Committees, provided an update on committee seats to date and indicated there was an equitable distribution from all campuses on each of the committees, and that all the at-large seats were filled.

New Business:
- Mr. Ross informed the Senate members that there would be a complete review of all of the committees, and that it was time to be looking at the integration of groups that have come into existence since the By-laws were written. By-laws first must go the campus councils, and four to six campuses must approve any changes, voting on them twice before they can take effect. The goal is to meet in early October.
- Mr. Ross pointed out the need to appoint committee members earlier, in the spring. In order for that to happen, campus council elections need to be completed by March with the Elections and Credentials Committee performing this function. Mr. Ross asked for a volunteer from each campus for the Elections and Credentials Committee.
- Norie Flowers, the new college recorder, was introduced. She will facilitate adding all of the committee members to the website.
- Alternates were asked to communicate with the Chair so they may be included in all of the communication from the Chair.

Mr. Ross stated that if there are action items on the agenda, they will be addressed in the first hours of the meeting. Dr. Templin has been invited for the October meeting. Revisions to the faculty evaluation process will come up in the spring. Throughout the year, Mr. Ross recommended crafting suggestions for revisions to the Faculty Handbook on an on-going basis.
He reminded the Senate that the meetings take place on the third Thursday of the month in the Large Board room at the Brault building. When Brault closes down, meetings will take place at the Annandale campus and will end no later than 3:30.

**Future Agenda Items:**
Other topics suggested by members for possible discussion were:

- The ELI grievance process.
- More visibility for the Senate, including putting the information in the Intercom, on the college website, and on campus closed-circuit TVs. Mr. Ross asked that each campus send the name of its chair to be posted on the website.
- Student voice: Mr. Ross brought up the issue of students serving on the Senate and on Campus Councils, and the need to be mindful of the student voice. If students are invited to participate, the same students should be present at each meeting.
- Final recommendations from the ad hoc committees studying parking and professional development issues last year. Mr. Ross will look into the final outcome.
- Smoking Taskforce: A suggestion was made to close the loop on the status of the report that was written. The Senate could react to the various smoking issues, but discussions need to begin at the campus level. Mr. Ross advised that any previously discussed issues from the campuses could be forwarded to the Senate. He reminded the members that the Senate looks at issues that affect the college as a whole.
- Potential Age discrimination in the context of compensation: Mr. Ross offered to invite someone from the Segal consulting group to attend a future Senate meeting.
- Faculty office hours: Instructors are supposed to do 5 flex hours in the office, but the question was raised about whether faculty members could hold office hours on-line as opposed to being physically present in their offices. Mr. Ross will refer this issue to Dr. Errico, Chair of the Personnel Services Committee.

A motion was made to adjourn the meeting. The motion was seconded, passed without objection and carried. The next College Senate meeting is scheduled for October 18, in the large board room of the Brault building.

Norie Flowers, College Recorder