Members Present:

Alexandria: Shirley Delgado, Angela Terry
Annandale: Felicia Blakeney, Jill Caporale, Celeste Dubeck-Smith, JoAnn Short.
Loudoun: Hashem Anwari, Radina Mileva, Edward Perry.
Manassas: Lynn Bowers, Barbara Lash, Myndi Pruett.
MEC: Mary Moseley, Marc Sirkus.
Woodbridge: Lori Leeker, Alice Reagan, Al Ross, Michael Turner, Karen Williams
College Staff: Kerin Hilker
ELI: Michelle Franz
Students: Hadeel Shadid
Pres Appointments: Deshaun Davis, Ellen Fancher-Ruiz, Marleen McCabe, Roger Ramsammy, Ruth Stanton.

Alternates: Alice Hedley, Kathleen Briggs, Kristin Shriver

Guests: Dr. Jerome Barrett, NOVA Board Chair, Mr. Tony Bansal, Vice President and Chief Administrative Officer, Ms. Jami Bryan Yazdani, Chair, Personnel Services Committee

Members Absent: Steve Bennett, Emily Chiles, Sheri David, Marion Devoe, Cory Esparza, Cherelle Faust, Shannon Ingram, Diane Mucci, Sue Picard, Charles Pumpuni, Laura Siko, Paula Smith.

Chair Al Ross called the meeting to order at 1:30 p.m. He welcomed Ms. Yazdani and Mr. Bansal to the meeting.

Approval of the September 2013 Minutes

A motion was made to approve the September 2013 minutes, second without objection, and carried.

Discussion Item for Action

- Consideration of the 2014-2015 General Information Working Calendar

Chair Ross presented the two start date options for the Fall 2014 semester, either a Wednesday start date of August 20 or a Monday start date of August 25.

There was substantial discussion on the pros and cons of the start dates, with no clear resolution. Committee members agreed, however, that the most intensive time periods for new students are the two weeks before classes start and the one week after classes begin.
A motion was made, seconded, and carried that the Senate table the issue for now and send the start date options to the Campus Councils for a discussion to determine which of the two they would prefer. The Senate will take up action on the preferred version at the November meeting after discussions have taken place at all six Campus Councils.

Discussion item

- **Personnel Services Recommendation for Summer Pay** (introduced by Jami Bryan Yazdani, Chair Personnel Services Committee)

Ms. Jami Yazdani recommended the summer pay formula proposal below, saying that it would encourage full-time faculty to teach more hours, that it was less costly than hiring more adjunct faculty, and thirdly, that students might prefer to take courses from full-time faculty they know.

_The Personnel Services Committee recommends the adoption of a summer pay formula for Summer 2014 that compensates full-time faculty at an equivalent rate of pay for the first 9 hours, with the opportunity to teach an additional four hours (for a total of 13) at the overload rate. We further recommend stipends for Program Heads/Assistant Deans and for structured advising during Summer 2014. We believe an increase from the Summer 2013 formula of 8 hours at equivalent pay is warranted to encourage full-time faculty to teach during the Summer semester, supporting quality instruction and reducing the administrative time and costs related to the hiring of adjunct faculty to fill courses that could be taught by full-time faculty. Given that 220 full-time faculty taught more than 8 credits in Summer 2013, this increase would have a positive impact on compensation for a significant number of full-time faculty._

Mr. Tony Bansal explained that 21 out of 23 colleges have lost growth and that NOVA is experiencing flat growth overall, with enrollment increases only at the Manassas and Loudoun campuses The question will be on budget priorities. Going to 9 hours at equivalent pay will require a trade-off with other college priorities, which may include finding ways to increase the salary of our faculty and staff in the coming year.

Dr. Ramsammy also weighed in affirming that an increase in the payment proposed is a significant issue and can limit some campus class offerings. With no extra funding for summer due to decreasing enrollment, this will have a negative impact on the number of classes that are available to students. We must look at the alternatives, as some campus budgets may not accommodate this change.

Jo Ann Short challenged that based on Admin Council minutes, the summer enrollments experienced growth every year since 2009, save last summer, and that the Administrative Council minutes reflected the need to explore the reason why the one year it changed. Those minutes noted, however, the strict adherence to dropping students who had not attended or paid contributed to drops in enrollments during the regular semesters. Members also discussed that the same group of summer faculty have been negatively impacted every year since 2009, that it
negatively impacted morale, and that summer faculty pay is not the only area of the budget that could be considered for budget deficits.

Chair Ross suggested that Senate members need to think about the tradeoffs if other areas will be affected as, in addition to teaching, there is also the student services side and we don't want there to be a negative impact on another area. The other issue is the need to explore the message the Senate crafts for the Administrative Council. Additionally, Dr. Templin will join us in November and perhaps there is a need to firstly be informed about how the reduction took place on the credit hours. He asked that the proposal be tabled until the November meeting and that the proposal be forwarded to the Campus Councils for input.

A motion was made, seconded without objection, and carried to refer the proposal on summer pay to each of the six Campus Councils for their responses and then follow-up on the issue at the next Senate meeting.

**Informational Items**

- **Mandatory Training Module, Ethical Decision Making** (presented by Marlene McCabe): Dr. McCabe informed Senate members of the addition of one more mandatory training module on risk management.

- **Mandatory College Committee Minute Taking & Process for Moving to the Website** (presented by Norie Flowers): Ms. Flowers presented the newly updated college governance website where all of the college standing committees, Campus Councils and College Senate are listed, and also includes orientation information, committee memberships and minutes and other committee-related information. She explained that the Associate Vice President for Web Services asked that Campus Councils and all college committees forward their approved minutes through the College Recorder for posting to the NOVA website.

- **Status of the NOVA Plan for Teaching Faculty Evaluation**: Chair Ross informed Senate members that the plan has been provisionally approved and will be effective January of 2014.

**Follow up to Previous Items Considered and Acted on by 2012-2013 College Senate and/or raised by 2013-2014 College Senate**

- **Approaching deadline for nomination for Faculty Emeriti Status and Application Process**: Chair Ross explained that a question was raised on the unevenness of the applications submitted. The process has since then been simplified and has worked well. The file is compact, with two recommendations and a more modest form. He asked that Senate members go back their Campus Councils to let them know about the December deadline. Mr. Ross emphasized the importance of having the letters of support document the case and rational written in the cover letter. Letters should reflect the achievements and the packet information should be consistent. Forms can be found online and Mr. Ross is available to answer any questions that may arise.
• **No Smoking Issue:** Chair Ross discussed the issue with the President who said that although the current regulations state that smoking is not allowed within 25 feet of a building, with the support of the Senate, he would be willing to take the smoking issue to Richmond. Mr. Ross called for in depth thinking on the kind of support the Senate should provide. Senate members discussed the need to understand why NOVA previously rejected the smoking ban.

• **15-Week Semester:** Chair Ross informed Senate members that the teaching community supported this change, but this would require an exception from the state. Dr. Templin was not prepared to call for a change at this time.

• **Salary Compression Concerns/Ad Hoc Compensation Committee:** Chair Ross will confer with the Compensation Committee to solicit the available data and actions taken and will bring this information to the next Senate meeting. He explained that the overarching goal is to increase the base pay. Faculty members were studied throughout the region and, as a result, some faculty received pay increases. Mr. Ross will also look into the different tiers in which faculty are divided.

  A concern was raised about the late receipt of summer advising payments and Mr. Ross advised Senate members that he would look into the issue.

• **Advanced Credit:** A proposal was forwarded to the Administrative Council which was provisionally approved.

A motion was made, seconded without objection, and carried to adjourn the meeting at 3:00 p.m. The next Senate meeting is scheduled for Thursday, November 21, at 1:30 p.m. at the Ernst Cultural Center on the Annandale Campus. Lunch will be served starting at 12:30.