College Senate
Thursday, January 16, 2014

Members Present

Alexandria: Emily Chiles
Annandale: Jill Caporale, Celeste Dubeck-Smith, JoAnn Short
Loudoun: Hashem Anwari, Radina Mileva, Diane Mucci, Edward Perry
Manassas: Lynn Bowers, Corey Esparza, Barbara Lash, Myndi Pruett
Medical Education: Marion Devoe, Mary Moseley, Paula Smith
Woodbridge: Lori Leeker, Alice Reagan, Al Ross, Michael Turner, Karen Williams
College Staff: Kerin Hilker
ELI: Michelle Franz
Pres Appointments: Ellen Fancher-Ruiz, Marleen McCabe

Students: Hadeel Shadid (AL), Lyons Sanchezconcha (LO)

Alternates: Ruth Takushi for Angela Terry

Guests: Dr. Jerome Barrett, NOVA College Board Chair

Members Absent: Steve Bennett, Felicia Blakeney, Sheri David, Deshaun Davis, Shirley Delgado, Cherelle Faust, Sue Picard, Charles Pumpuni, Roger Ramsammy, Laura Siko, Marc Sirkus, Ruth Stanton, Angela Terry.

College Recorder: Norie Flowers

Chair Al Ross called the meeting to order at 1:30 p.m.

Approval of November Minutes

A motion was made, seconded, without objection, and carried to approve the November 21, 2013, minutes as amended. Ms. Flowers asked that any changes to the minutes be limited to factual inaccuracies.

Old Business

Update on AdHoc College-Wide No Smoking Task Force: Mr. Ross presented a draft outlining the charge and membership of the still pending Senate AdHoc College-wide No Smoking Task Force that the Senate approved in April of 2011. A summary report was written
but could not be located. Mr. Ross felt the original charge would be a good place to begin discussions in formulating the 2014 charge and task force composition and asked Senate members to make revisions to strengthen the work of this group. Charges to date include:

- **Review current smoking policy (guidelines) and enforcement procedures in place at all campuses and learning centers and make recommendations**
- **Write a college-wide policy with regard to the use of e-cigarettes on campus (new)**
- **Complete a feasibility study of making College property a “smoke-free” zone**
- **Report findings back to College Senate no later than by end of Fall 2014**

The original suggested task force composition included the following 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

Senate Committee members engaged in a prolonged discussion primarily on the task force charges, where the initiative appeared to be at this juncture, and determining the best course of action to move the no smoking initiative forward. Members also indicated that at this stage another feasibility study was not warranted, nor the need to create a subcommittee or taskforce. They felt that while the no smoking state laws have to date remained the same; given the election of a new Governor and staff, as well as a new Secretary of Education, there might be an opportunity for positive movement in the no smoking direction on campuses and unanimously felt that the focus should lie in the specific direction of the pursuit of a no smoking policy.

After discussion on the type of process on which Senate members wished to proceed, a motion was made, seconded without objection, and carried to request that Legal Affairs draft a policy statement with regard to creating smoke free zones on all campuses and to bring back the draft policy statement to the Senate no later than the March 20 Senate meeting.

Chair Ross charged Campus Council Chairs to focus on discussions with their campuses over the manner in which they handle enforcement of the current smoking policies and their thoughts about enforcement in general and report their findings to Mr. Ross. He will then provide a summary of the discussions to Senate members.
New Business

- **Update on Status of Faculty Emeriti Applications:** All 18 applications were approved by the Personnel Services Committee. Recommendations were forwarded to the President and will then be forwarded to the NOVA Board for final approval.

- **Spring 2014 Campus Elections:** Mr. Ross explained the process for campus elections and the responsibilities of the Standing Elections Committee. The Elections Committee conducts all elections of the College Senate for representatives of the Senate and Campus Councils. In addition, the committee establishes criteria and guidelines for campus representatives to follow in conducting elections and discharges other duties as may be delegated to it by the Senate. Each member of the committee is responsible for determining the Senate vacancies from their campuses with those rotating off, soliciting Senate nominees, and conducting electronic campus elections in accordance with established guidelines.

The election results are then forwarded to the Chair of the Senate. Mr. Ross cautioned that the “choke point” in the election process is determining how many vacancies need to be filled and then getting the names on the ballot in a timely manner. He stated that the composition of the Elections Committee must be finalized by the next Senate meeting on February 20.

The Bylaws state that elections must take place in March and be completed by the end of the month. Mr. Ross called for volunteers to serve on this committee and the following expressed interest and/or were designated:

- Paula Smith/MEC
- Hashem Anwari (LO)
- Ann Kuhta (MA)
- Steve Bennett (CS)

The Annandale and Alexandria campuses did not designate representatives and were asked by Mr. Ross to do so as soon as possible.

Other Items

**Parking Issues:** Director of Business Services, Mr. Rick Tittmann, requested the opportunity to present several parking-related issues to the Senate. Mr. Ross asked that Mr. Tittmann present the topics and information in writing to Senate members ahead of the meeting.

**Faculty Handbook:** A Senate member requested and Mr. Ross agreed to approach Human Resources to ask that Faculty Handbook revisions be presented to Senate Committee members earlier if at all possible.
Pathway Program: In response to an e-mail sent by Senate member Ms. JoAnn Short to President Templin questioning the costs of the Pathway program, Ms. Kerin Hilker, Director of the Pathway Program, stated that she would be happy to provide any and all information requested by any Senate member on any aspect of the Pathway program.

Lab Fees: The issue of the high cost of student lab fees was raised and a suggestion made to look into better, more cost saving options. Mr. Ross offered to forward the issue to Vice President and CAO, Mr. Tony Bansal, as a cost saving opportunity for students.

Better Mental Health Counseling for Students: The subject was raised on the need for a Mental Health Counselor at NOVA and how this request might be addressed. Mr. Ross explained that the Advisory Council for Safety and Security is looking into this and Dr. Beth Harper is speaking on this matter at their next committee meeting. Mr. Ross will follow up with Senate members after the meeting takes place. He also suggested that each Campus Council Chair engage in discussions with their campuses about the overall issue of campus mental health and the problems they are seeing. Mr. Ross will then ask Campus Council Chairs to speak about their findings at the next College Senate meeting.

Problems with Undocumented Students Getting NOVA Cards: The College instituted a policy whereby undocumented students could receive a non-photo NOVA I.D. card that would allow them to take advantage of essential academic-related college services. It was brought to the Senate attention by a Senate member that a currently enrolled NOVA student was told that this policy had been overturned and the student was therefore unable to get a NOVA I.D. card. Undocumented students are allowed to register for classes but then not allowed to use necessary college services. Senate member Ms. Hilker will look into who overturned the policy and, if so when, the reasoning behind the change, and she will follow up with Mr. Ross.

Student Activity Fee: A student Senate member brought the Senate’s attention to the fact that campuses are using student activities fees differently, with no apparent consistency. He suggested that there should be a uniform policy for all campuses on the use of student activity fees. Senate member and Woodbridge Dean of Students Michael Turner offered to forward this issue directly to the Dean of Students Working Group and will report back to the Senate.

The meeting adjourned at 3:00 pm with the next meeting scheduled for Thursday, February 20, at 1:30 p.m. in the Seminar Rooms at the Ernst Center on the Annandale campus. Lunch will be serve beginning at 12:30.