NOVA ALEXANDRIA CAMPUS COUNCIL

FRIDAY, OCTOBER 16, 2015 MINUTES
Meeting was called to order at 12:36 PM

ATTENDANCE:
Members:
- Margaret Emblom-Callahan, Chair, Matthew Todd, Co-Chair, Katie Hoskins, Jack Lechelt, Kirsten Riddick, Coreda Clark, Matthew Fox, Alka Gandhi, Kelly Hebron, Ruth Takushi, Nicole Cintas, Kevin Pace, Momina DiBlasio, Vincent Cordrey, Janet Giannolt, Charles Pumpuni,

Guest:
Atoshen T. Ghebrehiwet, NOVA Student, Nahom Abraha, NOVA Student, Derrick Arthur Cudjo, NOVA Student

OPENING REMARKS AND WELCOME:
Giving by Dr. Margaret Emblom-Callahan, Chair

APPROVAL OF SEPTEMBER 18, 2015 MINUTES:
- The committee reviewed the minutes from the September 28th meeting. There are several changes that need to be made. Members of the committee will email their changes/suggestions to Maggie and/or Coreda for updating. Once the changes have been made, Maggie will email the September 18th meeting minutes out to the committee for approval.
- Going forward, minutes will be approved via email. Matt Todd made the motion and all other committee members approved.

Jack Lechelt Updates:
- Personal Service Committee (PSC) meets at Pender once a month
- Stephanie Sareeram is the chair of PSC. A subcommittee has been developed, which Jack is, a part of.
- March 1 is the target date for the summer contract due to Assistant Deans. The MA Campus has a job description in place for the AD Summer Stipends with “other duties as assigned” listed on it. Calculations should be the same as the 9-month faculty pay. The subcommittee is trying to come up with a formula for the summer pay.
- Question asked:
  - What is someone says no to summer AD duties? Having the option is good for families, etc.
  - Should a 12 month or 9 month contract be offered? A 9 month contract would mean that you have the 9 month contract with a separate 3 month contract for the summer or should it be combined in to a 12 month contract?
    - Maggie stated that if it is a 12 month contract, it all goes towards/affects your retirement.
- Evaluation Concerns:
  - lower rank evaluate higher ranked colleagues
  - 360 degree evaluations
Matt Todd Updates:
- The chair of student services and personal services attends the Senate meetings
- PCS Proposals
  - Revise the cross campus day. The Senate has approved the request.
  - Amend the faculty handbook to address instruction at home
- Student Services Proposals
  - Lock door policy, to prevent tardiness – was rejected by the Senate.
- Dr. Ralls attend the Senate meeting. He shared a strategic vision Q & A discussion on
  - Too early for him to have an actual vision of NOVA
  - Budget, HR issues (statewide audit with 72 infractions)
  - Hiring freeze due to budget and noncompliance issues
  - Workforce Development
  - Structure & articulated pathways
- Dr. Ralls discussed redesigning Americas Community Colleges
- Budget
  - Power at the Dean’s level – should the deans be responsible for the budget on their campus?
  - Certain amount of transparency
  - Request for transparency to acquire buy-in from NOVA community
    - Suggestions of resolution to support a transparent budget

Provost Search - Discussion:
The campus council will meet on Wednesday, October 28th from 10:30a to 11:15a in the Provost Conference room regarding with Provost Search with Steve Leo and Dr. Hortense Hinton. Maggie will contact Hortense and let her know that there is no adjunct representation and that it should be Emily Chiles and not Adam Chiles on the committee.

The question is: What are we looking for in a Provost? Morale building, not a micromanager……..A Leader! We need someone who is Alexandria and committed to Alexandria. Someone who is going to be here for the long run. We are all in this together. Demonstrated ability to do xyz.

Kristin will develop a survey to be sent to the faculty/staff/students to get their comments on what they would like in a Provost. The form will be sent to Marcus Henderson on Monday close of business. The form will be collected on Friday. We will meet on Friday to go over the received forms. The top 3 qualities/characteristics & the top 3 demonstrable abilities will be given to Mr. Leo and Dr. Hinton on Wednesday, October 28th. The council will request to look at references, resumes and recommendation letter of the final candidates.

The Campus Council has come up with the below qualities/abilities:
- Transparency
- Communication
- Non-discouraging personality
- Morale building
- Appreciate the faculty
Fiscal management w/o loss of academic focus
Consensus building
Problem solver – in crisis
In it for the long run
Committed to the community and wants to be here
Uniter
We are all in this together
Advisor/counselor
Listener
Vision/forward thinking
Organizational leadership
Management/systems knowledge
Fosters collaboration
Decide w/council
Demonstrate the ability to manage a budget

OTHER UPDATES:

- Maggie has not received any suggestions or volunteers for the campus rewards and recognitions committee. The committee suggests that each division should have a volunteer on the committee.
  - Alka Ghanda – SPS
  - Kevin Pace – LA
  - Maggie Emblom-Callahan – MSE
- Read the suggestion box issue from Beth Lanthier regarding Helping Hands. Invite a guest who can explain the Helping Hands and its operations and how funds are disbursed.
  - The council has moved to invite a guest who can explain what Helping Hands is and seek more transparency on how funds are disbursed. Kristin seconded & all in favor.
- NCSI – has funds to purchase STEM related items. NCSI believes we should have a STEM fest on all campuses and a summer STEM academy. The Perkins group approved the STEM academy but not the STEM festival. The STEM academy will be for rising high school seniors.
- Maggie suggests that we put together a subcommittee of campus council to handle the issues of the bylaws, constitutions, elections, etc.

Campus Council meeting was adjourned at 2:40 PM