Minutes College Senate
Jan. 19, 2017

Present:
Michelle Gee (CS), Chad Knights (PA), Marlene Schulz (CS), Kerin Hilker (PA), Beatrice Veney (PA), Frances Villagran-Glover (AF), Kirstin Riddick (CS), Shannon Nieves (CS), Michael Polcen (LO), Rashmi Chilka (AN), Nelson Kofie (LO), Heidi Adamson (MA), Marcie Shreibman (MA), Susan Givens (MA), Corey Esparza (MA), Alias Smith (MA), Bo Yang (WO), Alka Gandhi (AL), Howie Treichler (CS), Jennifer Horton (CS), Rob Johnson (CS), Joan Zanders (PA), Patrick Dawes (WO), Maggie Emblom-Callahan (AL), Jill Caporale (AN), John Sound (AL), Hemchand Gossai (AN), Lisa Stelle (LO), Alka Gamhdi (AL), Andy Cornell (MEC), David Epstein, Alison Thmblin (WO), Imran Kakkawala (MEC), Sue Thompson (WO), Chuck Taylor, Charlotte Calibrisi (PA), Rosemary Nigelli (MA), Kim Grewe (CS), Karen Gordon (MEC),

Call to order.
1. Motion made to approve minutes from the Nov. 2016, motion was seconded, and no opposition so motion passed.

2. Curriculum Committee Report – Dr. Sheri Robertson provided some updates and explanations about how the Curriculum Committee functions. She communicated clearly the expectations for participation on this committee.

She addressed the relationship between the Curriculum Committee and the Learning Councils during the strategic planning process. What role will Curriculum Committee play in concert with the Learning Councils during the strategic planning processes? Learning Councils → Clusters → Curriculum Committee. Dr. Roberston answered questions that faculty had about their programs, naming conventions, etc.

Who’s responsible for calendar committee and who made decisions about abbreviated summer sessions? Ad hoc calendar committee formed each year – made up of deans, provosts, wsdm, sis, finance, senate chair, eli, student services, financial aid, publications editor.

Motion was made:
To create an ad hoc Senate committee to make recommendations to the Calendar Ad Hoc Committee by the 3rd Thursday in April

Discussion ensued – suggestion that it come through forum councils to senate reps to senate in lieu of an ad hoc committee

Motion was amended that instead of forming an ad hoc senate calendar committee the forum councils will gather suggestions from their campuses/councils about the calendar and bring those recommendations to the Senate who will then make recommendations to the Ad Hoc Calendar Committee.

Vote was taken and amendment passed

3. Academic Deans Council report out—David Epstein
16 members on the ADC meet bi-weekly during the academic year and through the summer. David Epstein is chair and Chad is the vice-chair who will take the reins July 1. Rotate chair in alpha order. Ex officio members are also included as part of the group.

A. Review of Faculty Handbook – which now includes a purpose statement of the ADC and guiding principles (can be found online):
   - Have been working to re-organize and reviewing the structure
   - Updating language to be current
   - Examining the job descriptions for currency and accuracy
   - Faculty issues – consistency across campuses (workload, office hours, policies and procedures that support faculty)

B. Learning Councils

C. On-time registration policy—does it serve the students well? Procedures

D. FACA

E. Enrollment cancellation dates

F. Assistant Dean job descriptions and summer pay

G. Deans work to bridge the gap between disciplines and programs and work in concert with the Learning Councils

H. Dean Summits twice a year which includes LTR deans and deans of student services

4. Update on Advocacy Efforts at Higher Education Day – advocating for not making the huge budget cuts. Went to several offices in Richmond and met a number of representatives. Students told their stories. Maggie and Jill encourage us all to think about advocating for ourselves and our college more.

   - Motion was made to create an ad hoc Senate committee on legislative concerns
   - Motion was seconded
   - Discussion ensued
   - Vote was taken
   - Vote passed

5. Update from Ad Hoc Parking Committee – Rob Johnson

   The Senate Ad Hoc Parking group met to discuss concerns raised among Senate members and forwarded from Campus Forum Councils regarding recent parking changes.

   The following concerns were discussed:

   - The change from stickers / decals to hang tags has caused some Faculty to be cited. Is there a possibility of issuing more than 1 hang-tag for Faculty & Staff or to identify another means of enforcement – e.g., license plate recognition?
- Is there a possibility of providing Faculty & Staff the option to choose a sticker/decal or a hang-tag (also whether Faculty/Staff would be willing to pay for an additional decal/sticker/hang-tag after being provided 1 at no charge)?

- As Faculty/Staff are provided a permit, is there a possibility of providing a 2-year permit (either outright or as an option)?

- For the Battleview building at Manassas, are there plans for a parking garage or has additional nearby parking been identified? The expectation is that additional classes and space renters in the building will fill the existing parking.

- Based on the 4 pm no enforcement time, most campuses report that they have seen both an increase in students being late and for those students that are on time, an increase in reports of being cited for parking without a permit before 4. Is there a possibility of coordinating the no enforcement time with class schedules?

- At Alexandria, there seems to be a high number of Police parking spaces in the A lot near the loading dock. This causes Faculty and Staff to overflow into other lots, which then exacerbates parking capacity. Additionally, students continue to park in off-campus streets to avoid purchasing a permit (except for MEC, members from other campuses echoed this comment). Have there been discussions or efforts to ameliorate off-campus parkers?

- Regarding the Shuttle program and cross-campus transportation, the group discussed whether there had been an assessment of the Parking Infrastructure Support Fee, whether there is a possibility of expanding cross-campus transportation to influence registration and course scheduling, and whether there is potential for sponsorship of the Shuttle program from outside vendors to help expand it to peak class times and locations. Additionally, has the shuttle program been discussed with Marketing or the new VP of Institutional Advancement as a potential marketing platform?

**Recommendations**

1. Due to class scheduling, adjust no enforcement time from 4 pm to 3:45 pm at all campuses
2. Identify / coordinate class schedules with parking enforcement times and shuttle operations
3. Request Cory Thompson or Mike Blackwell to update the Senate on Parking changes and plans (decals vs stickers, no enforcement times, etc)

6. Ad Hoc student Mental Health Issues Committee – Kerin Hilker
   a. Getting folks with technical expertise in this work (NOVA Cares) and getting membership
   b. Will plan to meet in February
7. Human Resources Report – Charlotte Calobrisi
   a. Business partners pulled from campuses
   b. Benefits teams set up
   c. Day-to-day operations (payroll, leave)
   d. Communications will be sent out college-wide with more information about how the teams are structured
   e. Question about hiring -- Build a good bond with the team assigned to you and once HR’s new structure is in place, the process should run smoothly
   f. Question about Assistant Deans and summer pay – have a good plan in place which will be explained to deans and provosts and then communicated to faculty who are impacted. Admin work rolls into faculty workload. Stipends of past are outside of policy and had to be stopped.
   g. One thing they did this year – multi-year appointment process. Committee was put in place. Two groups to be commended: Academic Deans – given a tight deadline, worked with faculty, and got the information to the next group: Ad Hoc Advisory committee – who also did a great job.

8. Student Governance Initiatives – Marcie Shreibman and Brian Anweiler (See slides attached to these minutes)

9.
10. Elections run by the college for Forum Councils. Starting February will start getting communication about upcoming elections for Forum Councils.

Motion was made to adjourn
Motion was seconded
Motion passed.