College Senate Minutes  
January 17, 2019  


Senators absent:  Tyson Beale, Barbara Canfield, Chris Hafen, Kelly Hebron, Takesha McMiller, Diane Mucci, Mary Pat O'Brien, Rachel Overbey, Debbie Wyne  

GUEST:  Judith Gomez, Dr. Ralls  

Senate Chair Lisa Stelle called the meeting to order at 1 PM.  

APPROVAL OF 12/13 MINUTES  

Corrections:  

- Clarify that Rewards and Recognition nominations are limited to one of the 4 criteria for reward or recognition per nominator. Nominators can no longer nominate someone for all 4 criteria.  
- Spelling correction  

Parliamentarian Patrick Dawes made a MOTION to approve the minutes as amended. Vice Chair Donna Minnich seconded. There was no discussion. There was no opposition. MOTION PASSED.  

OLD BUSINESS  

I.  Update: Fall 2019 Academic Calendar. Recommendations and feedback was provided to Admin Council which approved the calendar on January 15. The Fall term will begin on Monday, August 19. Details about convocations given the short time frame (faculty contracts begin on Friday August 16) are being worked out.  

II.  Update: Free Speech & Expression Policy; Voluntary Inter-Campus Faculty Transfer Policy. Feedback on these policies was solicited through Forum Councils. The Policy Working Group was scheduled to meet on Monday January 14 but that meeting was cancelled due to snow. The group will meet in February to consider the policies and Senate Chair Lisa Stelle will update Senate after that meeting.  

III.  Update: PFAC meeting.  

   a. Senate Chair Lisa Stelle informed the Senate that a previously scheduled meeting on 1/24 with Dr. Ralls was canceled due to schedule conflicts. There has not been a new date set.  
   b. Senator Jill Caporale reported that PFAC met earlier on 1/17 and that it was a good meeting where the group zeroed in on points to discuss with the College President and members of the college community. One issue of importance is compensation. PFAC seeks transparency and wants to discuss this issue with Charlie Errico (CFAC representative), Charlotte Calobrisi, and Dr. Ralls.  
   c. Another issue of importance to PFAC is the upcoming presidential search. Faculty want to be involved. Do faculty have any input about who is chosen as the interim president? About who is chosen as the new president?  
   d. PFAC will meet on days the Senate meets. An informal poll revealed that the preference of the group is to meet before the Senate rather than after.  

IV.  Classified Staff sub-committee proposal. This proposal was introduced and discussed at the December Senate meeting. Senate Parliamentarian Patrick Dawes asked if the proposal could be discussed at the February meeting or moved to New Business. The rationale is that the proposal needs to be considered at Forum
Councils before a final vote in the Senate and that hasn’t had time to happen with the Senate meeting at the end of the Fall semester and the start of the Spring semester. There was no opposition to moving the discussion to New Business.

**NEW BUSINESS**

I. Dr. Ralls will join the meeting later. If Senators have any questions or concerns about the transition, they are encouraged to raise them. (see IV in New Business below)

II. Academic Calendar Proposals for Spring 2020 & Summer 2020. Proposal was distributed to Senators. Admin Council seeks feedback. A Google Form will be disseminated to Campus Forum Chairs for feedback. Feedback is due by 2/1/19.
   a. Any move to a 15 week schedule will not begin until Fall 2020, if approved.
   b. Discussion about commencement date which is listed as TBA in the proposal.
      i. Do we need time to verify graduation before commencement? No, we don’t do that – students who walk don’t get their actual diploma at the ceremony.
      ii. Why is the commencement date TBA? Chair Lisa Stelle said that it is due to the availability at the venue. Senator Hilbert said that there is an effort underway to get the commencement date and venue confirmed earlier than in the past. She encouraged people to submit feedback on possible commencement dates on the Google form. The later the college waits, the fewer options we have. Senator Mary Bramley noted that one conflict when using Jiffy Lube Live is that they have their (profitable) Summer Concert Series and that limits our options. She also encouraged Senators and forums to submit their suggestions but their desired date(s) may not be feasible. She also noted that a Commencement meeting was happening today (1/17)
      iii. Senator Kelly L. DeSenti noted that if one goal is to increase faculty attendance at commencement, it might be a good idea to have commencement while faculty are still on contract.
      iv. Helpful for international students to know the date as soon as possible so they can coordinate their family’s travel.
      v. Is there a live broadcast of graduation? Unclear but if there is, it isn’t advertised well on our website.
   c. Summer 2020 schedule is the same format as the Summer 2019 schedule (without the 5 week courses).
      i. Senate Parliamentarian Patrick Dawes asked if we are cannibalizing ourselves by having so many options. It was noted that 12 week courses can be developmental or non-developmental courses; 12 week option is important for lab courses. Senator Hilbert noted that the various options (6 week, 8 week, 12 week) are designed for different audiences. The first 6 week courses and 12 week courses are for lab courses, developmental courses, languages and students who need to retake a course. The 8 week and second 6 week courses are for high school graduates going off to college in the fall.
      ii. Senate Parliamentarian Patrick Dawes stated that the college should look at the offerings and sessions systematically to see what is working and what isn’t. Senator Alison Thimblin noted that not all campuses have to offer all courses or in all formats.
      iii. Senator Kelly L. DeSenti supported implementing a strategy based on data but asked how the Deans and Associate Deans get this information. Senator Thimblin noted that before the reorganization it was the Assistant Deans who made these decisions with knowledge about their discipline’s needs. Senator Kelly L. DeSenti suggested that perhaps the college should train the Deans and Associate Deans about how to use the data appropriately. Senator Joan Zanders suggested summer scheduling could be done centrally with more data. Senator Hilbert noted that the college is using Ad Astra now.
iv. Senate Chair Lisa Stelle said that the college keeps trying something different to get information. Since the Summer 2020 and Summer 2019 schedules are very similar, we will get at least 2 years of data under this proposal. It comes down to knowing your campus population.

III. Classified Staff and Administrative Faculty/Professional Faculty Reward and Recognition Program Committees
   a. Senate Chair Lisa Stelle stated that the Senate should form these committees today so they can get started on their work as soon as possible. The goal is to distribute the nomination forms in January with recipients announced in April. There are two committees: Classified Staff Reward and Recognition Committee & Administrative Faculty/Professional Faculty Reward and Recognition Committee.
      i. The Administrative Faculty/Professional Faculty Reward and Recognition Committee should be comprised of 5 Administrative Faculty/Professional Faculty, 1 Classified Staff member, and 1 Teaching Faculty.
      ii. The Classified Staff Reward and Recognition Committee should be comprised of 5 Classified Staff members, 1 Teaching Faculty, and 1 Administrative Faculty/Professional Faculty.
      iii. The committee members for both committees should come from Senate or Forum membership.
   iv. Senator Janet Giannotti noted that being on the committee means that one can’t receive an award from that committee but since winners can get rewards 2 years in a row, that won’t help find volunteers.
   v. Discussion about how we choose the committee members. It was decided by the Senate that since there are seven members on each committee and 6 campuses + College Staff, that each campus/College Staff would send one representative to each committee. Through choosing and taking turns, it was determined that:
      1. Classified Staff Reward and Recognition Committee:
         a. Annandale: Teaching Faculty
         b. Alexandria: Classified Staff
         c. Manassas: Administrative Faculty/Professional Faculty
         d. Woodbridge: Classified Staff
         e. Loudoun: Classified Staff
         f. MEC: Classified Staff
         g. College Staff: Classified Staff
      2. Administrative Faculty/Professional Faculty Reward and Recognition Committee:
         a. Annandale: Administrative Faculty/Professional Faculty
         b. Alexandria: Administrative Faculty/Professional Faculty
         c. Manassas: Administrative Faculty/Professional Faculty
         d. Woodbridge: Teaching Faculty
         e. Loudoun: Administrative Faculty/Professional Faculty
         f. MEC: Classified Staff
         g. College Staff: Administrative Faculty/Professional Faculty
      3. Names of the reps from each campus are due to Senate Chair Lisa Stelle by 1/25.
   vi. The goal is that the committee’s work will be done in February and wrap up in mid-March. Senate Chair Lisa Stelle noted that the restructured methodology of the committees should make the work easier to do.

b. Senate Parliamentarian Patrick Dawes asked if there was any objection to the January 25 report date. No objections from Senate.

IV. Dr. Ralls joined the Senate meeting. He told the Senate that he will be at NOVA through Spring Break. He has appreciated his time here. He understands that there is heightened anxiety during this transition for us. He explained that the transition occurs through the state system and the Chancellor. The NOVA Board meets on 1/28 and they are the only way for NOVA faculty and staff to have input. These decisions are chancellor-level and processes are proscribed. It is likely that the Chancellor will put forth the plan after the 1/28 meeting. Dr.
Ralls said that he had been involved in the process to hire other VCCS college presidents but that he would have no involvement in hiring his replacement.

a. Senator Jill Caporale noted that PFAC had met before the Senate and that faculty seeks input into these decisions. Dr. Ralls said that while he has no information on how this process will work, he can tell us how it has worked before. Those wishing to convey input should go through the Board. Dr. Ralls believes that “the more we are involved, the better the process.” In the past, the Chancellor would conduct a survey of the community (the college itself and the community interests outside of the college). An initial group is formed at the state level with 2 other college presidents and representatives from the board and faculty and staff from colleges other than NOVA. That groups vets the applicants and sends the names to the college. Candidates will be invited to the college for feedback and forums. NVCC college faculty and staff are not involved until the applicants are weeded down to 2-4 people. Dr. Ralls says that conversation about the applicants is between the Chancellor and the college community through the Board.

b. Senate Chair Lisa Stelle asked if there is a timeline for the process. Dr. Ralls said that he doesn’t know of one. The Board is likely to address the timeline at their 1/28 meeting. Dr. Ralls said that, in his experience, this process can take longer than people think it will. It is an iterative process that takes time.

c. Senate Chair Lisa Stelle asked, from a NOVA perspective, does the Chancellor name the interim president. Dr. Ralls said that the Chancellor makes this decision; Dr. Ralls has no role. But Dr. Ralls stated that he is “trying to ensure a smooth transition.”

d. Dr. Ralls also talked about the challenges facing NOVA. Namely budgeting. NVCC gets 0.3% from local governments while many (most?) community colleges around the country get around 1/3-1/2 of their funding from local governments. This is particularly troublesome given the resources available in some of the counties we serve. As state funding is shrinking, that leaves NOVA with tuition as our near-exclusive funding source. If NOVA was structured more like community colleges in Maryland, for example, we would have more resources and more options about what to do with them. He suggested we should “compare the differences” between NOVA and other colleges. And that “NOVA should be allowed to be NOVA” and to “run as fast as NOVA can.” But it is going to take a collective effort and he encouraged us to become empowered through information. Dr. Ralls said that he and others (in community) know that it is “remarkable what we do given how little we have.” Our greatest vulnerability is salaries and losing people to higher-paying jurisdictions.

e. Dr. Ralls said that there were two areas he was told to focus on when he took the job as President of NVCC: Workforce Development and Fundraising. Discussion with Senator Myrick about workforce development; she is seeing that high school counselors want to NOVA to help train students for jobs, not just to act as a transfer institution; focus on vocations. Dr. Ralls said that NOVA is scaling up workforce development, for example with IT. Some programs (Auto, HVAC) are location-bound. To expand these programs to what they should be, very expensive.

f. Senator Myrick also raised the question of how NOVA drops but doesn’t allow adds. Dr. Ralls said this is a reactive enrollment cancellation policy. We need to pull together a Student Services reorganization to get the pieces together to create a college-wide focus on enrollment management. He suggested that the Senate ask Dr. Francis Villagran-Glover (VP of Student Services) to talk to the Senate at one of our future meetings.

g. Senator Jill Caporale asked if the college is seeing registration changes due to the government shutdown. Dr. Ralls said that it was not as many as they had anticipated. They are asking questions of those who can’t pay. It was noted that one unexpected effect was that because IRS databases are down, students have to bring in their tax forms for FAFSA and other financial aid matters. Shutdown or not, students are paying later and later.

V. Senate Committees: Elections and Credentials Committee, Committee on Committees.
a. Senate Chair Lisa Stelle said that serving as the Senate Chair shouldn’t be a full-time job but it is. But if the Senate functioned as laid out in the Constitution and Bylaws, it wouldn’t be. But important Senate committees have stopped meeting. Specifically, today, she addressed 2 of those committees: Elections & Credentials Committee and the Committee on Committees. The Senate needs to be a working body of all its members. Information about the committees is in the Constitution and Bylaws of the College Forum accessible at https://www.nvcc.edu/about/_files/College-Forum-Bylaws.pdf.

b. Discussion.
   i. We moved to OIR to have secret ballots. Is the language in the constitution consistent with that?
   ii. The term of office is 1 year – is that a problem for continuity? We could encourage people to stay/hold over.
   iii. Senator Thimblin said it would be better to have elections earlier and have the committee in place as soon as possible.
   iv. Senator Caporale suggested that, by February, have one member from each campus to determine the election plan.
   v. The Committee on Committees gives charge to the Campus Forums for what positions their campus needs to fill. The Committee on Committees makes sure the positions on the committees are filled, chooses at-large, and makes sure that different campuses and constituencies, where applicable, are represented. Want everything set by April. It is the Councils that populate the committees, not administration.
   vi. Senate Chair Lisa Stelle asked what was the best way to form the committees? The Elections & Credentials Committee should start now and be done by the end of March. There are 7 forum council representatives on the committee (one from each campus + College Staff).
      1. College Staff: Mary Bramley
      2. Alexandria: Janet Giannotti
      3. Annandale: Kelly L. DeSenti
      4. Loudoun: Jenny Horton
      5. Manassas: Ashlie Warnick
      6. MEC: Imran Kukdawala
      7. Woodbridge: Kerry Cotter
   vii. Suggestion to discuss and form Committee on Committees at February Senate meeting. Senator Johnson suggested that Senate should form that committee earlier rather than later but that February was alright. MOTION to table Committee on Committees until February. Passed by Voice Vote. Forums should bring names for the Committee on Committees to the February meeting.

VI. Classified Staff Sub-Committee Proposal.
   a. Amendment to the Constitution which requires initial vote (done in December) which essentially auto-tables the amendment and starts a 30 day window for forums to consider the change. Since the December meeting, the forums have not met so no consideration has been able to take place. Senator Patrick Dawes made a MOTION to send the finalized language (from Dec. 2018, attached to Dec. 2018 minutes) to the Forum Councils to start the 30 day clock. Motion passed by voice vote.

VII. College Forum Constitution Amendment Proposals
   a. MOTION to table (without starting the 30-day clock) on other amendments included in the January 2019 agenda until the February Senate meeting. Motion passed by voice vote.
MOTION TO ADJOURN agreed to by Voice Vote with no opposition

NEXT MEETING: Thursday, February 21 12:30-3