College Senate Minutes
February 21, 2019

Senators present: Ivy Beringer, Sarah Bogdewicz, Mary Bramley, Barbara Canfield, Charlotte Calobrisi, Jill Caporale, Kerry Cotter, Patrick Dawes, Kelly L. DeSenti, Lisa Fitzpatrick, Michelle Gee (for Christiane Silva), Patricia Gordon, Chrystie Greges, Chris Hafen, Pamela Hilbert, Jenny Horton, Rob Johnson, Imran Kukdawala, Takesha McMiller, Donna Minnich, Mary Moseley, Lisbeth Shewmaker, Lisa Stelle, Maureen Townsend, Mary Vander Maten, Mike Waguespack, Ashlie Warnick, Tamara Warren Chinyani, Christina Wells, Debbie Wyne, Joan Zanders

Senators absent: Tyson Beale, Santwana Das, Janet Giannotti, Kelly Hebron, Diane Mucci, Tykesha Myrick, Mary Pat O'Brien, Rachel Overbey, Allison Thimblin

GUESTS: Judith Gomez, Dr. Mel Schiavelli, Dr. Jim McClellan, Dr. Charlie Errico

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

1/17/19 Minutes.

OLD BUSINESS

I. Update: Reward and Recognition Programs. A lot has been accomplished and all the Committees have been formed and are up and running. The chairs of those committees are: Donna Minnich (Administrative/Professional Faculty), Jose Rodriguez Solis (Classified Staff), each campus has a chair for its Teaching Faculty R&R Committee.
   a. The deadline for nominations is 3/18. An email was sent to all faculty and staff from Corinne Hurst on 2/15. Nominations are submitted online.
   b. Senate Chair Lisa Stelle recognized many of the people who have helped make the launch of the R&R process a success:
      i. Jenny Horton for her behind-the-scenes work to get the form online and looking right
      ii. Carlos Solano for putting the form online quickly
      iii. Charlotte Calobrisi for reviewing, editing and making revisions to the form
      iv. Mike Waguespack for editing and reviewing the form
   c. Senate Chair Lisa Stelle asked Senators to submit their nominations and to encourage their colleagues to do so, too.

II. Forum Elections
   a. Elections and Credentials Committee formed; Senator Kerry Cotter chairs the committee and provided the update.
   b. The committee met to craft the email to solicit nominations on each campus and from College Staff. Each committee member is the point-of-contact on their campus. Committee members will create the ballot and send to Dr. Gabriel so we can have a secure election. The email soliciting nominations will go out on February 25 with nomination accepted until 3/8. During Spring Break, the ballot will be created with the election occurring from 3/18-3/31.

III. Committee on Committees
   a. Forum Councils discussed and brought forward 1-2 names to staff the committee. Committee needs a chair, vice chair, and secretary.
   b. Membership:
      i. Alexandria: Nichole Cintas (TF), Vanessa Diaz (AF)
      ii. Annandale: Art Schuhart (TF)
      iii. College Staff: Michelle Gee (CS), Kristin Hagen (CS), Christine Silva (PF)
      iv. Loudoun: Chrystie Greges (PF)
      v. Manassas: Donna Minnich (PF), Diane Mucci (AF)
vi. MEC: Karen Patterson
vii. Woodbridge: Alison Thimblin and Breana Bayrakta

c. The committee will work on populating the forum committees

NEW BUSINESS

I. Dr. Mel Schiavelli spoke with the Senate about various issues:
   a. Enrollment Cancellation. Earlier, there were questions about when enrollment cancellations happened and why. The issue was “if it happens, does it have to happen late in the week which causes problems because dropped students lose access to Blackboard.” Senate Chair Lisa Stelle took this question to Dr. Schiavelli and he offered to speak to the Senate about it.
      i. Dr. Schiavelli said that the college projected a 3% decline in enrollment for Summer to Fall. Decline was actually 3.5%. To put into perspective, a 1% decline means $1.7 million less in revenue. Given that the decline was bigger than projected, the college needed to have Spring enrollments high to make up the shortfall. Historically, we see a 92% Fall to Spring return rate.
      ii. Given the concerns about spring enrollment, why do we cancel enrollments? In the past the answer was to free up seats for students who wanted them. We get back about 50% of dropped students.
      iii. Students need to know they need to pay but we should keep them in class as long as possible. A few days before the drop, students get an email that says they are about to be dropped.
      iv. This year, the college backed off on the frequency of enrollment cancellation and kept students in class longer. Kept 1.5% more than expected – more than enough to make up for the Fall drop off.
      v. Our system gives students 24 hours to pay and doesn’t send them a bill. This seemed foolish and set students up to miss the deadlines. Changed it this year. People questioning how the system worked got the attention of decision-makers.
      vi. We didn’t really have a payment plan but a non-payment plan. There is an opportunity to redesign the payment plan at the system level. All students who register will automatically be put into a payment plan (can pay early with no penalty) and have until the end of the term to pay. Fee for the payment plan will be paid by the college, not the student.
      vii. Need to look at who we protect in enrollment cancellation with respect to corporate contracts (employer will pay), veterans (tuition will be paid), and pending financial aid – look at where student is in the process and we urge them to finish their applications. Protect those who are moving toward payment.
      viii. Senator Joan Zanders said that there are additional issues with staff members telling students they will be dropped and then they aren’t. Need more education for faculty and staff about processes.
      ix. One problem in the beginning of the semester was due to the Federal government shutdown which impacted IRS databases and complicated the process. It all came out well, all considered.
      x. Dr. Schiavelli said that the college kept more students from Fall to Spring than we have before (93.5%)
      xi. Senator Mary Vander Maten asked what faculty and staff should say to students? Senator Joan Zanders suggested that we tell students that they are responsible for their own enrollment and that they shouldn’t wait or rely on the college to drop them. There is a limited window to run processes such as advising, FACA, etc.
      xii. Senator Kelly L. DeSenti asked how the payment plan will be communicated to students; not all students want a payment plan. Dr. Schiavelli said that there is no pre-payment penalty. If a student makes the first 2 payments, any non-payments are sent to a 3rd party and the college gets the money.
xiii. Senator Mary Moseley commended Dr. Schiavelli for instituting this student-centered change. Dr. Schiavelli said that we don’t want to make it harder for students who want to attend NOVA. He noted that reenrollments at the Deans offices were down this semester since there weren’t as many cancellations.

b. Questions about the Presidential Search. Dr. Schiavelli said that the process takes ~8 months from the announcement and that hasn’t gone out yet. There are several Presidential searches going on in the system right now and that is taxing the process.

c. ASIDE: Dr. Schiavelli asked, with respect to the Committee on Committees, where does the Review Committee fit in? It should meet once every four years to see what committees are needed.

II. The Constitution and Bylaws of the College Forum – Dr. Jimmie McClellan

a. Senate Chair Lisa Stelle asked Dr. McClellan to speak to the Senate after some questions about the role of the college forum came up in previous Senate meetings.

b. Dr. McClellan provided some history of the structure and suggested how it should be viewed. The structure is 52 years old but the college has changed and grown and the organizational structure has changed too. If it doesn’t work, we can change it.

c. The model is that the college didn’t want just a Faculty Senate. Wanted a way for all constituencies to have a voice to shape the President’s opinion. It was designed to be inclusive and to represent all constituencies (faculty, staff, administration, adjuncts added a few years ago).

d. College Forum is one voice of the represented groups and all constituencies are represented. It is an alternative channel for appeal and influence.

e. Dr. McClellan drew a diagram of the way the system was designed to operate. A rendering of his drawing is on the last page of these minutes as Exhibit A. This is different than the organizational-chart-like structure we have been using.

f. Senator Joan Zanders asked if it is possible that this hasn’t been explained well. Dr. McClellan said it isn’t just possible, it is probable. People don’t understand how the Forum Councils and Senate work and what they do. Communication is the cement that holds any organization together. Senator Zanders asked how we can best communicate this. Dr. McClellan suggested that Campus Convocation by the Senate Chair would be a good start. Senator Zanders said that it would also be helpful at Student Services Day. Senator Jenny Horton suggested that the solicitations for forum elections should include this information. Dr. McClellan said that a message from the President would be helpful. Dr. McClellan would be willing to do a video for distribution too.

g. Senate Chair Lisa Stelle suggested that the PFAC and proposed Classified Staff equivalent might be a response to the lack of communication between the Senate and the committees (PSC, ISSC). Dr. McClellan said these committees aren’t idle. He suggested that PFAC and the Classified Staff committees would be better placed as subcommittees to the Personnel Services Committee rather than as part of the Senate. PFAC bypasses the Senate but it doesn’t speak for the Senate. The structure was designed so no constituency exists separately.

h. Senator Jill Caporale said that PFAC was created in response to a request from Dr. Ralls for a CFAC-like committee. It was supposed to be about what was going on in the classroom and instructional issues but got muddled with concerns about the reorganization. Dr. McClellan said that CFAC exists because there is no state-wide community college Senate. The President can come to the Senate or the committees on issues of concern to him/her.

i. Dr. Charlie Errico added that PFAC dilutes the power of the Senate and it would sit better as a subcommittee of the PSC (This is where a subcommittee for classified staff could sit as well). Senate Parliamentarian Patrick Dawes stated that the Senate can make those changes today when we consider the pending proposal for a Classified Staff equivalent to PFAC. Senator Lisa Fitzpatrick said that both PFAC and the Classified Staff committee should be considered together. Motion to move Classified Staff committee to discussion of PFAC. Motion was seconded. No discussion. Voice Vote passes with no opposition or abstentions.
III. Proposed Amendments to the Constitution and Bylaws of the College Forum (Exhibit B)

a. Classification of Associate Deans on College Senate and Forum Councils.
   i. History: The Associate Dean position before the re-organization was classified as Administrative Faculty, but after the re-organization the position’s classification per the VCCS is Professional Faculty. In the Constitution, the Associate Dean position is classified as Administrative Faculty. This amendment is to officially classify Associate Deans as Administrative for purposes of the Senate, its committees, and representation on Forum Councils.
   ii. Senator Charlotte Calobrisi explained that while Classified Staff may have working titles that are listed in the Administrative Faculty definition, their role code is Classified Staff. It is the role code that determines classification.
   iii. Senator Barbara Canfield made a motion to amend the amendment to make clear that this amendment is for the purpose of College Forum. Discussion about the addition of “For the purposes of College Forum” to the beginning of the amendment. Motion passed by voice vote with no abstentions or opposition.
   iv. Discussion of amended amendment. Senator Charlotte Calobrisi said that every employee has a formal classification. This amendment is only about whether Associate Deans are considered Administrative Faculty or Professional Faculty for purposes of the College Forum. It will not change their formal classification.
   v. Senator Kelly L. DeSenti made a motion to remove the parenthetical information as it is confusing. Passed by voice vote.
   vi. Discussion about amending the amendment further to include “someone holding faculty rank” to be clear that this does not apply to Classified Staff. Senator Kelly L. DeSenti made a motion to add that language. Passed by voice vote.
   vii. Motion to send the amended language to Forum Councils to start the 30 day clock required for Constitutional changes. Motion passed by voice vote with no abstentions or opposition. For final approved language, see Exhibit C.
   viii. Senate can consider how to deal with the ramifications of this amendment if it passes.

b. Expansion of the Term of the Senate Chair (see Exhibit B)
   i. This amendment would extend the term of the Senate Chair from 1 year (with one additional term possible) to 2 years (with one additional 2-year term possible). Amendment’s idea was broached last year. This amendment is just about the Chair of the Senate, not about all chairs of Senate committees.
   ii. Senator Jill Caporale raised the issue of odd years vs. even years. Could someone be Chair of the Senate even though they are no longer a Senator or on a Forum Council? Yes, based on the proposed language.
   iii. Motion to add “Chair of College Senate” and “excluding the Chair” after “no person” to clarify the scope of the amendment. Motion approved by voice vote.
   iv. Motion to send amended language to Forum Councils for discussion to start 30 day clock. Passed by voice vote.

c. Defining executive positions on the Senate and clarifying the replacement of representation for campus representation on the Senate. (See Exhibit B)
   i. This amendment would remove Senate officers as representatives of their Forums at Senate meetings and allow the Forums to replace those Senators with other representatives at Senate meetings.
   ii. Senator Joan Zanders said that we all vote for our campuses but with an eye toward the whole college. How is there a conflict for Senate officers?
   iii. Question about whether the Chair can vote. The Chair does have a vote based on the Constitution. It is part of our working rules. Motion that there be a working rule of the Senate that officers can vote. Passed by voice vote.
iv. Discussion about institutional memory and how good it is. If we want something formally in the Constitution, we have to amend the Constitution. Senator Rob Johnson asked what other “working rules” are and how we’d know about them. This information should be in the Senate minutes when they were discussed.

v. Senator Joan Zanders asked if the Senate has a procedures manual. Senate Parliamentarian Patrick Dawes said that we don’t have one. Senator Zanders said we need one. Senate Parliamentarian Patrick Dawes said that the Senate could form a committee to create one at a future date.

vi. Motion to allow this proposed amendment to die in the Senate. Passed by Voice Vote.

d. Classified Staff Sub-Committee Proposal & PFAC College Forum Committee Proposal (see Exhibit B)

i. PFAC was created by the Senate. One proposal was to not allow active Senators to serve on PFAC (Senators cannot serve on other Senate Committees = PSC, ISSC).

ii. Senator Chris Hafen noted that if we do nothing, PFAC needs to be re-recognized each year and we could make the structure more like what Dr. McClellan outlined by failing to do that. Senator Jill Caporale asked if the same would be true of the Classified Staff Subcommittee if it was under the College Senate.

iii. How do we ensure that these committees get formed as subcommittees of PSC? The Senate can request that PSC form subcommittees for these constituencies.

iv. Discussion about whether it is appropriate for the Senate to kill the PFAC and Classified Staff equivalent since the Classified Staff proposal was formally sent to the Forums.

v. Senate Parliamentarian Patrick Dawes said that the Senate can require reports from the committees (PSC and ISSC) but we haven’t for a long time. Senate Chair Lisa Stelle said that we should ensure that we have the structures in place to meet needs and that we have that structure but we aren’t using it now.

vi. Senator Joan Zanders said that we need a clear picture of what we are asking the Forums to do. We don’t want these two committees to report to the President and bypass the Senate.

vii. Motion to Kill proposed amendments, including the Classified Staff committee proposal. Motion was seconded. A hand vote was taken. 17 in favor; 13 opposed. Paper balloting was offered but no one felt the need. Motion to Kill passes. Language of amendments will not be sent to Forum Councils for a vote.

viii. Senator Charlotte Calobrisi said that she understands the concern that voices won’t be heard but that the Senate has a structure in place to make sure that doesn’t happen in the ISSC and PSC Committees. They have the power to form subcommittees made up of elected representatives. We, as the Senate, need to make sure those committees are doing their work. Structure is in place and we should use it rather than trying to create new things.

ix. Question about whether we should look at the membership on these committees. Forum Councils need to strip people of their positions if they aren’t fulfilling their responsibilities.

x. Dr. Charlie Errico said that when he chaired PSC, Classified Staff weren’t being heard so the committee made a subcommittee. It doesn’t have to be enshrined in the Constitution. Proposals from PSC and ISSC are supposed to be sent to the Senate.

xi. Senator Rob Johnson reminded the Senate that PFAC was created at Dr. Ralls’ request. How do we keep that from happening again? We need to do a better job of explaining the structure to the new President. If he/she wants to discuss instructional issues, talk to ISSC. If he/she wants to discuss personnel issues, go to PSC. The next Senate governance committee should be prepared.

IV. Update on Spring 2020 & Summer 2020 Academic Calendars. All info sent to Dr. Robertson; minimal feedback.

MOTION TO ADJOURN passes by voice vote at 3:26 PM. Next meeting: March 21 at 12:30 pm.
EXHIBIT A: The College Forum Structure described by Dr. McClellan

College President

PSC ↔ Senate ↔ ISSC

6 Campus Forum
Councils + College Staff
Forum Council
The following motion is to amend the Senate of the Northern Virginia Community College Senate from the Current Language identified here in to the language designated amended language here in.

**Current Language**

Article III

MEMBERSHIPS

1) Definitions

a) Administrative faculty shall be defined as Executive Vice President, Vice Presidents, Associate Vice Presidents, Provosts, Deans, Associate Deans, Directors, Associate Directors, and Coordinators

**Amended Language:**

Article III

MEMBERSHIPS

1) Definitions

a) Administrative faculty shall be defined as Executive Vice President, Vice Presidents, Associate Vice Presidents, Provosts, Deans, Associate Deans (As revised as a permanent and uniformly recognized position beginning Academic year 2018-2019), Directors, Associate Directors, and Coordinators
Motion to Amend College Senate Constitution 2 of 5:

The following motion is to amend the Senate of the Northern Virginia Community College Senate from the Current Language identified here in to the language designated amended language here in. This amendment would take affect for the next election cycle (Beginning with the Senate conferring in Academic Year 2019-2020.)

**Current Language:**

Article IV

Officers

c) Tenure of Office All officers shall have terms of one organizational year. No person may serve more than two consecutive organizational years in the same office.

**Amended Language:**

Article IV

Officers

c) Tenure of Office All officers excluding the chair shall have terms of one organizational year. No person may serve more than two consecutive organizational years in the same office. The chair shall serve a term of two years with no individual serving more then two consecutive terms. If a chair is elected with only one year remaining on there second consecutive term in the college senate, they are eligible to fill their entire two-year term.
Motion to Amend College Senate Constitution 3 of 5:

The following motion is to amend the Senate of the Northern Virginia Community College Senate and insert the following new language.

Create new section (this is the insertion of a new section not an amendment of current language)

To Article IV Officers:

f) As officers of the college senate serve a college wide responsibility and are no longer acting primarily as representative to the senate of their original forum councils they will be considered ex-officio members of all forum councils (including their original forum council). The forum council that the officer was previously a member of shall be permitted to replace that individual on the senate with a corresponding alternate senator or dually elect a new senator a replacement forum council representative for the direction of the individual’s term as an officer of the college senate. If after fulfilling their duty as a college senate officer the individual still has time remaining in their original elected term as a senator or forum council representative they shall have the opportunity to resume this position in lieu of their replacement.
Motion to Amend College Senate Constitution 4 of 5:

The following motion is to amend the Senate of the Northern Virginia Community College Senate and insert the following new language.

**Current Language:**

College Forum Committees The College Forum Committees shall be (1) the Instructional and Student Services Committee and (2) the Personnel Services Committee. Subcommittees of these committees may be formed at the discretion of these committees and the membership of these subcommittees may be drawn by the committee from those eligible for membership on College Forum Committees. All administrative faculty, teaching and professional faculty, and classified staff not elected to the College Senate or holding presidential appointment to the College Senate are eligible for membership on College Forum committees. The president of the College shall be an ex-officio member of all College Forum Committees. A quorum for any College Forum Committee shall consist of a simple majority of its voting members. Selection procedures are covered in Article III, Section 4.c.

**Amended Language:**

College Forum Committees the College Forum Committees shall be (1) the Instructional and Student Services Committee, (2) the Personnel Services Committee, and (3) Presidents Faculty Advisory Council, of these committees may be formed at the discretion of these committees and the membership of these subcommittees may be drawn by the committee from those eligible for membership on College Forum Committees. All administrative faculty, teaching and professional faculty, and classified staff not elected to the College Senate or holding presidential appointment to the College Senate are eligible for membership on College Forum committees. The president of the College shall be an ex-officio member of all College Forum Committees. A quorum for any College Forum Committee shall consist of a simple majority of its voting members. Selection procedures are covered in Article III, Section 4.c.

Create new section (this is the insertion of a new section not an amendment of current language)

To Article VI Committees:

c) President’s Faculty Advisory Council

i) The President’s Faculty Advisory Council shall have the following duties:

(1) To receive proposals and feedback from the College Senate, Forum Councils, working groups, and the College community and to make recommendations to the College President concerning matters pertaining to College Faculty.

(2) To study, gather information, conduct discussions, and otherwise survey the college community to better serve the faculty and College President.

(3) To discharge such other advisory duties as may be assigned to it by the College President.

(4) Request regular meeting with the College President to create an open dialogue between faculty and the College President.
ii) An annual report of committee activity will be sent to the College Senate for consideration. Issues may be brought to the Senate in a timelier manner if necessary.

iii) The Presidents’ Faculty Advisory Council shall consist of the following:

1) 9 teaching and professional faculty -- one teaching faculty member from each campus, two professional faculty members (not to include Associate Deans) from any campus or college position, and 1 adjunct faculty member (if a voluntary representative can be found no additional compensation will be afforded for holding this position).

This Committee shall be populated in a campus and college wide election held during college senate and forum council elections with members eligible to also serve in forum councils and college senate as well.

iv) Elected faculty to this the committee shall hold office for a term of two years with members serving no more than 2 consecutive terms.

vi) The Presidents Faculty Advisory Council shall elect its own chair and vice chair with all elected members being eligible to hold these positions

1) The creation of PFAC as a real full time committee (with the establishment of an election or membership procedure
The following motion is to amend the Senate of the Northern Virginia Community College Senate and insert the following new language.

**Current Language:**

1) College Forum Committees The College Forum Committees shall be (1) the Instructional and Student Services Committee and (2) the Personnel Services Committee. Subcommittees of these committees may be formed at the discretion of these committees and the membership of these subcommittees may be drawn by the committee from those eligible for membership on College Forum Committees. All administrative faculty, teaching and professional faculty, and classified staff not elected to the College Senate or holding presidential appointment to the College Senate are eligible for membership on College Forum committees. The president of the College shall be an ex-officio member of all College Forum Committees. A quorum for any College Forum Committee shall consist of a simple majority of its voting members. Selection procedures are covered in Article III, Section 4.c.

**Amended Language:**

1) College Forum Committees The College Forum Committees shall be (1) the Instructional and Student Services Committee and (2) the Personnel Services Committee *(See Possible Additions for PFAC in motion 4 of 5).* Subcommittees of these committees may be formed at the discretion of these committees and the membership of these subcommittees may be drawn by the committee from those eligible for membership on College Forum Committees. All administrative faculty, teaching and professional faculty, and classified staff not elected to the College Senate or holding presidential appointment to the College Senate are eligible for membership on College Forum committees. The president of the College shall be an ex-officio member of all College Forum Committees. A quorum for any College Forum Committee shall consist of a simple majority of its voting members. Selection procedures are covered in Article III, Section 4.c.

2) Election of leadership positions (Chair and Vice Chair) for all College Forum Committees is open to any elected or non-ex officio member of the committee. Student members of committees will also be ineligible to serve as chair or vice chair of College Forum Committees when applicable.
Amendment 1:

Description: The following motion is to amend the Constitution to change the status of Associate Deans from Professional Faculty to Administrative Faculty for purposes of the College Forum (Senate, Forum Council, Forum Committees) only. It does not change their HR designation as Professional Faculty.

**Current Language**

Article III
MEMBERSHIPS
1) Definitions
a) Administrative faculty shall be defined as Executive Vice President, Vice Presidents, Associate Vice Presidents, Provosts, Deans, Associate Deans, Directors, Associate Directors, and Coordinators

**Amended Language:**

Article III
MEMBERSHIPS
1) Definitions
a) For the purposes of College Forum, administrative faculty shall be defined as someone holding faculty rank with the title Executive Vice President, Vice Presidents, Associate Vice Presidents, Provosts, Deans, Associate Deans, Directors, Associate Directors, and Coordinators

Amendment 2:

Description: This amendment would change the Senate Chair's term from a 1 year term with re-election for one additional 1-year term TO a 2 year term with re-election for one additional 2 year term (as long as the Chair is a member of the Senate at the time of each election). This amendment would take affect for the next election cycle (Beginning with the Senate conferring in Academic Year 2019-2020).

**Current Language:**

Article IV
Officers
c) Tenure of Office All officers shall have terms of one organizational year. No person may serve more than two consecutive organizational years in the same office.

**Amended Language:**

Article IV
Officers
c) Tenure of Office All officers excluding the chair of the College Senate shall have terms of one organizational year. No person, excluding the College Senate chair, may serve more than two consecutive organizational years in the same office. The chair shall serve a term of two years with no individual serving more than two consecutive terms. If a chair is elected with only one year remaining on their second consecutive term as a college Senator, they are eligible to complete their entire two-year term as chair.