College Senate Minutes
October 18, 2018

Senators present: Tyson Beale, Ivy Beringer, Judy Gomez (alternate for Sarah Bogdewiecz), Mary Bramley, Charlotte Calobrisi, Barbara Canfield, Jill Caporale, Kerry Cotter, Patrick Dawes, Kelly L. DeSenti, Lisa Fitzpatrick, Janet Giannotti, Patricia Gordon, Chrystie Greges, Kelly Hebron, Pamela Hilbert, Jenny Horton, Rob Johnson, Imran Kukdawala, Noelle Moreland (alternate for Takesha McMiller), Donna Minnich, Mary Moseley, Tykesha Myrick, Mary Pat O’Brien, Debra Loff-Like (alternate for Lisbeth Shewmaker), Christiane Silva, Lisa Stelle, Maureen Townsend, Mary Vander Maten, Mike Waguespack, Ashlie Warnick, Tamara Warren Chinyani, Christina Wells, Debbie Wynes

Senators absent: Santwana Das, Chris Hafen, Diane Mucci, Allison Thimblin, Rachel Overbey, Joan Zanders

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

APPROVAL OF 9/20 MINUTES

I. Clarified information about the frequency and place of meetings for Virginia Faculty Senate
II. Correction of a Senator’s title

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.

COLLEGE SENATE WEBSITE has been updated with current membership, correct by-laws, and minutes. If anyone finds an error, they should send that information to the College Senate Secretary, Ashlie Warnick.

OLD BUSINESS

I. Senator Christiane Silva presented information about the Rewards & Recognition Program for Administrative and Professional Faculty.
   a. Faced similar obstacles as Classified Staff Rewards & Recognition Program (see 9/20/18 Senate minutes)
   b. Committee created a rubric to judge whether nominees met the categories; each member tallied their rubrics to determine the winners
   c. One problem was the volume of nominations. One recommendation was to limit the number of nominees. Another recommendation: Allow nominations in only one category rather than all 3 or all 4.
   d. There were 48 nominations. 6 rewards of $2000 each were given; 8 rewards of $1000 each were given. Committee did not award gift certificates (as the Classified Staff Reward & Recognition Program had). Not seen as a “reward.” The goal was to spend the entire budget of $22,000. [Classified Staff R&R program had 110 nominees and 4 tiers of rewards/recognition]
   e. Rubric had 5 categories; the number of times someone had been nominated increased their chances of winning a reward.
   f. Discussion:
      i. Senator Vander Maten noted that it would be hard to stop nominations from being made. Senator Silva noted that some of the nominees were ineligible and the group had to be vetted through HR. Senator Kelly L. DeSenti asked if 48 nominees was a sizable portion of the Administrative and Professional Faculty classification. Senator Calobrisi stated that it was approximately 25% of professional and administrative faculty.
      ii. How could we limit the number of nominations to vet?
          1. Senator Christiane Silva suggested a deadline for submissions before HR validates eligibility
          2. Senator Pat Gordon said that it isn’t fair to use the number of nominations someone got since some nominees work with many other people but some don’t. Senator Janet
Giannotti noted that the Classified Staff Rewards & Recognition Committee did not give additional weight to nominees with multiple nominations but, rather, took the highest score the nominee got on the rubric (used the nominee’s best nomination).

3. Senator Christiane Silva suggested that there should be a word limit for the Letter of Support. 500 words maximum.

4. Senator Mary Pat O’Brien stated that she was also on the committee and supports setting a deadline. There was consensus among the group about who the winners were.

5. Senator Jenny Horton suggested a campus-level filter (which is how the Teaching Faculty Rewards & Recognition Program works). Concern from Senator Charlotte Calobrisi was that not all nominees work on a campus. Senator Janet Giannotti suggested using the forums as a filter. Senator Tykesha Myrick disagreed because if a campus knows a nominee, the process can be jaded; blind review is fairer.

iii. Senator Jenny Horton stated that the writing skill of the nominator ends up being very important. Senator Kelly L. DeSenti was on the committee too and she pointed out that we work at a college — nominators are professional people. They should know that they should write to the prompt and do it well.

iv. Senator Christiane Silva suggested that the categories be on the form with a place to write about the nominee to encourage nominators to write to the prompt.

v. Senator Janet Giannotti noted that the Teaching Faculty program is anonymous, and nominees can self-nominate, and nominees don’t know who nominated them.
   1. Senator Christiane Silva notes that the programs have different deadlines which creates some confusion.
   2. Senate Chair Lisa Stelle reminded Senate that the Senate has more flexibility with the AF/PF program and the Classified Staff program than with the Teaching Faculty program. The Teaching Faculty program can only be changed through a vote of the Teaching Faculty.

vi. The process started last year in March. Senator Calobrisi stated that the goal was to start all the programs at the beginning of the Spring 2019 term at the same time.

vii. Senator Kelly L. DeSenti said that the onus is on the nominator to send the nomination to the correct committee. If sent to the wrong committee, may miss the correct committee’s discussions. Senator Calobrisi said that there is no list of employees based on classification.

viii. Senator Janet Giannotti noted that there is a significant amount of clerical work involved. Senator Lisa Fitzpatrick noted that online submission is easier from her experience. Create a database of scores. Senator Tykesha Myrick notes that the college uses a software program for financial aid, Academic Works, that basically does this and asked if the R&R committees could piggy-back on that software. Senator Mary Bramley noted that that program would only allow for one nomination. Senator Myrick suggested we ask Academic Works to change that limitation for the R&R programs (but not for financial aid). Chair Lisa Stelle said that we should look at all avenues to make the process easier for the committees. Senator Bramley said that IT has built similar programs in the past.

ix. Senator Jenny Horton suggested forming the committees now to get ready for Spring 2019. Senator Janet Giannotti noted that those on the committee cannot receive rewards and that might limit the ability for the new committees to get feedback from others.

x. Senator Mary Vander Maten made a MOTION to form a subcommittee to review and, if necessary, make recommendations about the Administrative & Professional Faculty and Classified Staff Reward & Recognition Programs. Motion was seconded. Discussion:
   1. Senator Janet Giannotti suggested a time frame for the subcommittee to report back to Senate. MOTION to Amend to set report date of the January Senate meeting (1/17/19).
      a. MOTION was amended by voice vote with no abstentions and no opposition.
II. Chair Lisa Stelle noted that the Teaching Faculty Rewards & Recognition Program is overdue for review. It is supposed to be reviewed every 2 years but it is going on 5 years since the program was implemented. Any changes to the program would require a college-wide vote by the Teaching Faculty.

a. Who can be on the TF R&R Committee? According to Senator Calobrisi, the majority of the committee is Teaching Faculty (with some Administrative Faculty and Classified Staff input).
   i. What about the academic deans? No.
   ii. Parliamentarian Patrick Dawes asked who has the final say about any recommended changes to the TF program? Who does the recommendation go to? Senator Calobrisi said that it is part of the Faculty Evaluation Plan governed by VCCS policy but local colleges can make changes but they must be voted on by the Teaching Faculty in a college-wide vote.
   iii. Senator Mary Vander Maten asked if there have been problems with the TF R&R Program.
      1. Senator Calobrisi stated that there are similar concerns as with the AF/PR & CS programs. Should it remain anonymous? Should academic deans have input?
   iv. Discussion moved off topic to a discussion about Dr. Ralls’s recent announcement about bonuses and whether those who had won rewards would be eligible. There were differing opinions about Dr. Ralls’s intent but Senator Calobrisi said that the parameters for the compensation bump would be put into writing. Determination was made to move this discussion to New Business (Senate meeting ran out of time before the matter was brought up again).
   v. Parliamentarian Patrick Dawes made a MOTION to form a subcommittee to review the Teaching Faculty Reward and Recognition Program and make recommendations, if warranted. The subcommittee would report back to the Senate by the January Senate meeting on 1/17/2019. Suggested membership includes past members of the Teaching Faculty Rewards and Recognition Program with one Teaching Faculty representative from each campus. Motion was seconded by Senator Jenny Horton. Discussion:
      1. Senator Mary Vander Maten suggested that the subcommittee address issues about self-nominating and those who win awards in multiple years. Parliamentarian Dawes stated that the Senate can ask the subcommittee to consider those issues.
      2. MOTION passed by voice vote with no abstentions and no opposition.
      3. If interested in serving on the subcommittee, contact Senate Chair Lisa Stelle.

III. Faculty Senate of Virginia

a. Senator Jill Caporale said that the Faculty Senate of Virginia is comprised of Teaching Faculty from the VCCS institutions and public 4-year schools. The Faculty Senate of Virginia discusses policy changes and seeks better ways for the schools to work together. The Faculty Senate also meets concurrently and with the American Association of University Professors Virginia Chapter, which includes private schools in Virginia, too.

b. This year, the Faculty Senate of Virginia wants to address VCCS and transfer/advising issues. One problem from the VCCS side is that we don’t know which 4-year school a student will eventually attend and they have different requirements.

c. At the Faculty Senate of Virginia’s next meeting (10/20/18), they are going to report on what faculty are concerned about, determine their agenda for the Faculty Senate for the year, and discuss Advocacy Day in January at the state legislature.
i. With respect to Higher Education Advocacy Day, the Faculty Senate of Virginia wants to present a common agenda in Richmond.

ii. Student day is not the same as Higher Ed Day. Jill Caporale said the Higher Ed Day is for all higher ed, including students. Want as much participation as we can get.

d. Senator Jill Caporale offered to continue to serve on the Faculty Senate but she would like others to assist. She stated that she is happy to step off but NVCC should be represented. There were no volunteers. Campus forums are to seek volunteers.

e. Senator Lisa Fitzpatrick asked if Jill Caporale could provide a 1-page overview of the Faculty Senate of Virginia. Senator Caporale stated that she sent that information to Chair Lisa Stelle and that it would be forwarded to Forums.

f. Parliamentarian Patrick Dawes made a MOTION that Campus Forums encourage and organize more participation in Advocacy Day and seek volunteer(s) to serve on the Faculty Senate of Virginia. Motion was seconded; passed by Voice Vote with no abstentions and no opposition.

g. Senator Jill Caporale stated that she will add a VCCS panel to New Horizons.

NEW BUSINESS


a. Senator Lisa Fitzpatrick asked that the college do a better job of informing campuses about why decisions are made related to environmental concerns.

b. Senator Kelly L. DeSenti raised concerns about using networked printers for confidential information. Senator Jenny Horton noted that print jobs can be sent that require a code before they are printed. Senator DeSenti said that that isn’t feasible or efficient in practice. Will personal printers be allowed?

c. Senator Rob Johnson, the Director of Sustainability, said that he helped write/author the policy and would be willing to speak to Forums about it.

d. Senator Kelly L. DeSenti raised concerns about prohibiting mini-fridges. There are areas with no break rooms or kitchens. Are Keurig machines and coffee makers exempt? Not clear. Senator Rob Johnson noted that the older buildings in Manassas (Howsmon & Colgan) can’t handle the load for mini-fridges but they will be able to after renovations. Senator DeSenti stated that policies shouldn’t be set for one campus with bad wiring that is in the plans to be fixed.

e. Vice Chair Donna Minnich raised concerns about the temperature ranges. 74 degrees is too hot and thermostats aren’t really adjustable.

f. Judy Gomez (alternate for Senator Sarah Bogdewiecz) suggested that the college shouldn’t tell people how to dress.

g. Senator Tykesha Myrick raised questions about heaters. If Facilities allows them, are they permitted? Senator Johnson stated that there are fire code concerns with heaters.

h. Senator Barbara Canfield stated that we aren’t going to find the “right” temperature.

i. A concern was raised about refrigerating breast milk for lactating mothers in communal refrigerators, if they exist. Parliamentarian Patrick Dawes said that the medical waiver would cover that.

j. The policy is to be distributed to campuses with comments to Chair Lisa Stelle by 11/4 for the Policy Working Group meeting on 11/5. A google doc will be distributed to collect feedback.

II. ID Card Policy

a. Also to be discussed at the 11/5 Policy Working Group meeting.

b. Senator Kelly L. DeSenti noted that dual enrollment students who attend classes on a campus, rather than in a high school, get their IDs through the same process as other students. There is no Dual Enrollment Coordinator to get those students an ID.

c. Senator Mary Pat O’Brien asked if the policy had been reviewed by legal as the provisions regarding religious objections to the photo requirement raised concerns. Senator Tykesha Myrick asked what happens if a student refuses the accommodation but an ID is still required. Parliamentarian Patrick Dawes said it would
be referred back to the Legal department to ensure that the college does not violate federal and local statutes.

d. Judy Gomez (alternate for Senator Sarah Bogdewicz) raised a question about non-students, such as those in off-campus groups, on campus. If they are permitted to be there, do they need an ID? Senator Kelly L. DeSenti noted that this proposed policy does not apply to visitors. Parliamentarian Patrick Dawes suggested contacting Campus Security or Student Life but it is beyond this policy.

e. Senate Chair Lisa Stelle raised an issue with enforcement of the policy provision that students “must carry [ID] at all times.” How will this be enforced? How do night students get IDs if the Business Office is closed? Senator Kelly L. DeSenti stated that the Business Office has late hours in the start of the semester.

f. Senator Maureen Townsend said that at the Manassas Testing Center only about 25% of students present a NOVA ID. Most use a driver’s license for ID. NOVA Online students may be unaware of the ID requirement. Senator Jenny Horton asked how long students would have to comply once they enroll? Noelle Moreland (alternate for Senator Takesha McMiller) suggested that one solution would be to allow students to upload information to order an ID and have it mailed to them. Senator Jenny Horton noted that there would be no verification that the student was who they claimed they were if they were mailed their IDs after applying online.

g. Senator Tykesha Myrick noted that we don’t have a way to see if a student is actively enrolled beyond SIS. She pointed out that this policy will have a budget impact. We don’t currently charge for IDs. Students must have an ID if they are enrolled under this policy but having an ID doesn’t mean a student is enrolled.

h. A google doc will be circulated to get comments on this policy to Chair Lisa Stelle. Comments will be due by 11/4.

III. President’s Faculty Advisory Council (PFAC)

a. Dr. Ralls wants to get together with PFAC again. The first Thursday available on Dr. Ralls’s schedule isn’t until January but if members’ days/times are flexible, a meeting may be able to be arranged in December.

b. Membership on PFAC: 2 teaching faculty representatives from each campus and 2 professional faculty representatives.

c. Senator Jill Caporale suggested that the PFAC meet before meeting with Dr. Ralls. She suggested meeting in early November. Membership is open to all Teaching Faculty serving on Senate. Parliamentarian Patrick Dawes suggested having one member from each campus and a couple professional faculty members to make it a smaller group. Senator Jill Caporale said it should be open to all Teaching Faculty. Parliamentarian Patrick Dawes suggested setting up the January meeting with Dr. Ralls now and making decisions about membership at the Senate’s November meeting. Senator Lisa Fitzpatrick asked if the PFAC membership opens every year. Parliamentarian Patrick Dawes suggested that a Teaching Faculty Senator be chosen as the chair of PFAC to organize now or to take no action until November.

d. Conversation began about whether Associate Deans (who are Professional Faculty) could serve on the committee. Parliamentarian Patrick Dawes suggested that the Senate may want to set the terms of election to PFAC now. Some professional faculty do teach and Associate Deans oversee adjuncts.

e. Senator Jill Caporale volunteered to chair the PFAC. MOTION to appoint Jill Caporale as Chair of PFAC and allow her the power and ability to convene that group as she sees fit. Motion was seconded. Discussion:

   i. What does “as she sees fit” mean? Parliamentarian Patrick Dawes said this is standard language and it means that Senator Caporale can decide who represents the teaching faculty and professional faculty. Senator Caporale stated that Teaching Faculty need a voice and she intends to be inclusive.

   ii. Senator Mary Vander Maten stated that the committee should meet before the end of the semester.

   iii. Vice Chair Donna Minnich asked if Senator Caporale would limit membership to faculty who teach (i.e., Teaching Faculty and Professional Faculty who teach; no Associate Academic Deans). Senator Caporale said that Dr. Ralls wants to discuss topics relevant to teaching faculty.

   iv. Senator Kelly L. DeSenti made a MOTION to amend to have Associate Academic Deans eligible to serve on PFAC. Motion seconded. Discussion:
1. Associate Dean roles are difficult to categorize and will be an ongoing issue.
2. Senator Janet Giannotti said that an issue for PFAC is making the new administrative structure work on a granular level; Associate Deans see how it’s working and where there are holes.
3. Motion to Amend passes by Voice Vote with no abstentions and no opposition.
   v. Motion to appoint Jill Caporale as PFAC Chair passes by Voice Vote with no abstentions and no opposition.
IV. **Forum Reports.** Senate Chair Lisa Stelle asks each Forum to produce a Forum report and send to her.

MOTION TO ADJOURN at 3:04 PM

NEXT MEETING: Thursday, November 15 12:30-3