College Senate Minutes  
December 13, 2018


Senators absent: Tyson Beale, Mary Bramley, Barbara Canfield, Takesha McMiller, Rachel Overbey, Lisbeth Shewmaker, Allison Thimblin, Joan Zanders

GUEST: Charles Errico

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

APPROVAL OF 10/18 MINUTES

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. Updates on Rewards & Recognition Program subcommittees
   a. Two subcommittees met in November (Teaching Faculty R&R subcommittee; Administrative & Professional Faculty/Classified Staff subcommittee)
   b. Chair Lisa Stelle thanked those who participated in the meetings
   c. Summary of proposed changes:
      i. Teaching Faculty Rewards & Recognition Program
         1. Self-nominations will no longer be accepted
         2. All campuses will use a common scoring rubric
         3. Nominations will come in electronically; no paper submissions. The electronic form will force nominators to adhere to the 500 word limit
         4. 4 categories for nominations will mirror the 4 domains of faculty evaluation
         5. Eligibility: All full-time teaching faculty who are on multi-year contracts and who met expectations on their last review; Associate Instructors with at least 3 years (need not be consecutive) of service
         6. Faculty can get both a reward and recognition but needs to be based on multiple nominations in different domains.
         7. Each nominator can only nominate someone for a reward/recognition based on one of the four criteria.
         8. Each campus has money for the recognition piece; campus can decide how to use it (e.g., plaques, breakfast, etc.)
         9. Rewards will be $2000.
         10. Selection committee can include Academic Deans and Associate Academic Deans
         11. Nominations received and selected need to be updated to reflect current Full Time Equivalent Faculty (FTEFs)
      ii. Classified Staff Rewards & Recognition Program
         1. Condense the number of evaluation criteria. There were 7 but they were repetitive, overlapped, and were confusing. Replace with 3 criteria to be clearer and easier
         2. For each criteria, 200 word limit for a 600 words maximum for all three
3. Use electronic form for nominations
4. Justifications should be examples that are no more than 2 years old.
5. No supporting documentation will be accepted.
6. 2 Award tiers: $2000; $1000

iii. Professional and Administrative Faculty Rewards & Recognition Program
1. Nominations based on the domains in their evaluations. Each nominator can only nominate someone for a reward/recognition based on one of the domains.
2. 500 word maximum
3. No supporting documents accepted
4. 2 tiers of awards: $2000; $1000
5. Nominations are not weighted by the number of nominations

d. Overall, the process is moving forward with the plan to have all 3 programs announced for nominations at the end of January/beginning of February

II. Updates on previously discussed policies where Senate feedback was requested

a. ID Card. There was substantial feedback from the Campus Forums. The consensus was that students shouldn’t be required to carry an ID card; policy would be hard on dual enrolled students who take classes in the high schools and online students. Current status: Mike Blackwell is getting more information about which services/facilities require an ID.

b. Energy Conservation. There was substantial feedback from the Campus Forums. There was pushback with respect to space heaters. Strong opposition to restricting refrigerators and microwaves. Faculty have limited time between classes. Also opposition to communal printers where private student information is involved. Current status: “policy was aspiration but not enforceable.” Recommendation is to rephrase from being a policy to “best practices.”

c. Minors on Campus. No feedback received. Policy had been vetted and is now going to Admin Council.

   i. Senator Kelly L. DeSenti raised a question about the implications of the policy for dual enrolled students. Senator Jill Caporale said that the policy should clarify that the policy does not apply to currently enrolled students. Some discussion about field trips ensued. Senator Charlotte Calobrisi stated that there is a field trip policy already in place. Senator Kelly L. DeSenti raised a concern about what the definition of “programs” is.

d. Academic Integrity. Lots of feedback received. This proposal is going back to the Academic Deans.

e. Dual Enrollment. Lots of feedback received. Dr. Robertson is meeting with the Academic Deans regarding the policy proposal.

III. PFAC update. Senator Jill Caporale reported that there will be a meeting on January 24 at 1 PM with Dr. Ralls.

a. Faculty Senate of Virginia. Senator Jill Caporale submitted a proposal to include a session at New Horizons
b. Trip to Richmond for Advocacy on 1/10. Van from Alexandria. One issue suggested to be brought up: mental health

c. PFAC – non teaching faculty are welcome.

   i. Faculty view of the reorganization. The reorganization is new and kinks are being worked out. PFAC will hold off for now.

   ii. Learning Ideas = Creating Citizens of the Future. Not in line with pathways

   iii. Faculty compensation is an issue that faculty would like addressed

   iv. Faculty development funding is low. Perhaps use a centralized system to “enforce” CETL to a higher level?

   v. Dr. Ralls is interested in textbook costs? Perhaps form a committee through the Senate in the future?

d. PFAC will meet on 1/17 in preparation for the 1/24 meeting with Dr. Ralls.

NEW BUSINESS

I. Campus Forum Council Reports
a. **Alexandria**
   i. Student availability of affordable and nutritious food on campus. Conversations are on-going. Grab-and-Go Ready-To-Eat food drive in January. Fundraising for Helping Hands.
   ii. 5 minutes was added to each class for classes that meet on Mondays. This is addressed later in these minutes.
   iii. Students dropped for financial aid lose access to Blackboard and professor’s contact information. Is there a way faculty could be notified? Students shouldn’t be dropped on Thursdays or Fridays since that gives them little/no time to fix the issue before they lose a weekend’s worth of access/due dates. Referred to ISSC.
   iv. Access to services on Saturday
   v. Discussion of how we deal with threats and bullying by students

b. **Annandale**
   i. New professional/teaching faculty member: Regina Sanders
   ii. Discussed free speech/demonstrations. Robyn Seabrook and Donna Patchett came to forum meeting. More opportunities for free speech information and college’s posting policies?
   iii. Considered proposing the creation of a President’s Classified Staff Advisory Committee.
   iv. Increasing the number of open forums scheduled and held
   v. Get more testing materials access on campus
   vi. Trying to increase involvement on forum.
   vii. Want organizational chart updates. They are in touch with Charlotte Calobrisi.

c. **Loudoun**
   i. Discussed changing their forum meeting date to get policies and feedback but have decided to use email instead.
   ii. Renovations at Loudoun – meeting with Campus Facilities
   iii. Looking at the shuttle schedule, parking lot markings

d. **Manassas**
   i. Tried to hold open forum (Coffee Talk) but conflicted with Provost’s open forum. Will try again in the spring
   ii. Organized a social outing to 2 Silos Brewing. College did not sponsor the event or buy any food or drink. Was well attended and a welcome opportunity for Manassas faculty and staff to socialize.
   iii. SGA investigating creating a new scholarship that would be open to all students, including international students
   iv. Brenda DeRamus came to forum meeting to discuss emergency management. Manassas Director of Campus Operations Essala Lowe also attended. Discussion revealed that reorganization had left the campus with a shortage of wardens.

e. **MEC**
   i. Discussed policy regarding minors with respect to the “Give Kids a Smile” program
   ii. Transcript evaluation can be done with “due notice”
   iii. Held a Holiday Tea Party
   iv. Issues with problems in common spaces (broken chairs, etc). Who moves what?
   v. Health Science and Nursing online application app
   vi. LTR vacancy with open forum
   vii. Concerns about snow days and teaching didactic, “preceptorship,” definition, and credit load

f. **WO**
   i. Sick leave policies discussed
   ii. Accessibility on campus – issues with ingress and egress in new building; bathrooms accessible?
   iii. Bird strikes on glass buildings.
   iv. Discussing creating a social committee.

g. **College Staff**
i. Membership vacancies have been filled
ii. The College Staff group meets on the Thursday after the Senate’s meeting.

II. **Classified Staff Senate subcommittee proposal**

   a. Senator Sarah Bogdewicz proposed the creation of a new Senate subcommittee to focus on issues important to Classified Staff. She said that it is hard to get issues important to Classified Staff considered through other committees/campus groups. Classified Staff cannot head committees. Classified Staff are the largest group of employees at NVCC and a diverse group.

   i. Subcommittee would be composed of at least 1 Classified Staff person from each campus plus 2 from College Staff.

   ii. Recommend a direct line to the college President and make reports to the Senate’s chair. The group would meet once per month.

   b. Parliamentarian Patrick Dawes made a motion to amend the proposal to clarify that the Senate can only “recommend” that the College President meet with a group. Motion to approve the document as amended was seconded. Debate ensued.

   i. Does it matter if P3 is part-time or full-time?

      1. Suggestion was to amend the original language to only “full time”

   ii. Are Classified Staff already represented “enough” through the College Staff forum and seats on campus forums?

      1. Senator Janet Giannotti said she supports the group because it gives Classified Staff an opportunity for cross-campus communication. Faculty have that through discipline groups, PFAC, etc.

   iii. Senator Charlotte Calobrisi asked for a clarification: will the group address campus and college governance concerns. Yes. One suggestion was that the Senate should discuss leadership on committees since committees report to the Senate. Perhaps the existing bodies aren’t doing what they are supposed to do with respect to address issues of Classified Staff. Maybe better to fix those problems rather than creating a new committee?

   c. No further debate on the amendments. Motion to approve the amendments was made. Passed by voice vote with no opposition.

   d. Debate on amended proposal.

      i. If issue is not getting voices heard, perhaps the Senate should reassess the number of classified staff on each forum.

      ii. Voice vote on the creation of the body with the amended parameters. Passed with no opposition. Since this changes the Senate’s bylaws, approval requires that the Senate vote again at the next meeting (1/17/19).

   e. The approved language is attached to the end of these minutes.

   f. Senator Santwana Das raised the issue of whether IT staff need their own committee given that their structure changed with the reorganization. Senator Patrick Dawes stated that IT staff can serve on their campus’s forum and Senator Rob Johnson said that they can serve on the College Staff forum for those who do not have a campus.

III. **Spring Schedule 2019 and Matrix**

   a. Request was made to explain why some campuses had longer class meeting times than others. Before Summer 2019, scheduling is done independently on each campus. Some campuses included a break-time in long classes in the schedule, some didn’t; some campuses included extra time for classes where days were missed due to college holidays, some didn’t. There was inconsistency across campuses.

   b. President Lisa Stelle spoke with Heidi Adamson. Now there is a group of the Schedulers of Classes (SOC). Each campus has a representative so that all schedules across the campuses will sync.

   c. New one college schedule will roll out in Summer 2019. Seat time is the issue; need to have exact same amount of seat time per credit across the campuses. This proposal was approved by the Academic Deans Council and Admin Council (10/3/18) for Spring 2019 but some campuses had already submitted their
schedules in SIS. So, for Spring 2019 only, campuses got to choose whether to use their own method or to use the new matrix. Annandale, Manassas, and Woodbridge choose to use their own schedules while Loudoun and Alexandria opted to use the matrix. All campuses will be using the matrix in Summer 2019.

d. It is VCCS policy that there is 750 minutes of seat time for each credit hour (not including the final exam). Schedule has to be adjusted for holidays. Every 90 minutes of seat time requires a 10 minute break. So, Monday/Wednesday classes will have longer classes.

e. Senator Jennifer Horton raised the issue that the college’s calendar on the website shows through Summer 2019.

f. Senator Janet Giannotti raised a concern that faculty weren’t informed about the matrix issue and it has created confusion for students (why is a class on one campus longer than a class on another?). Raised the issue of how we deal with snow days. Senator Patrick Dawes said that snow days are an emergency exception.

g. Question about who are the SOCs at the campuses?

IV. Chancellor’s Faculty Advisory Council (CFAC)

a. Dr. Charlie Errico presented information to the Senate about CFAC. CFAC is comprised of 23 teaching faculty – one from each VCCS college. They met for 2 days with the Chancellor to discuss system-wide issues.

b. Parental Leave. Classified Staff get parental leave. CFAC has been fighting for this change for teaching and professional faculty. He said they hope to have it completed soon. It will mirror what the Classified Staff benefit is: 8 weeks of paid leave; includes adoptions, foster care, births. There was some pushback about the amount of money it would cost but Dr. Errico reminded us that there isn’t a “baby boom” going on across the VCCS colleges. And, budgets establish priorities. The proposal has been approved and will be brought before the State Board on 1/15 and 1/16. One problem is how to deal with 9 month faculty. What about July and August babies??

c. Emergency Aid programs. Some of the VCCS colleges have food pantries, some don’t. Some students are too proud to ask for help. Faculty should be more vigilant. At one college, the bookstore donated bookstore bags so food looked like books to an observer.

d. Office hours. Current policy: 5 hours fixed and 5 flex hours. At the Chancellor’s retreat, he said he wants to “blow up” office hours. Maybe faculty should go to students in the writing centers, advising, etc. MEC produced a white paper about clinical hours – the proposal was for 1 workload credit/clinical hour. The proposal was passed and supported by CFAC. It will be new policy.

e. Summer Pay/Overload. Vital to most faculty. Some colleges can afford it better than others. Left to each college to determine their own policy.

f. Several of the colleges are looking for new presidents. CFAC has a representative on the committees. Eastern Shore may be folded into Tidewater to leave 22 colleges.

g. A reorganization at the system level if ongoing.

h. Senator Kelly L. DeSenti asked if there was any discussion of self-directed placement for students. Dr. Errico said there had not been such a discussion. Senator DeSenti voiced concern about this.

i. Senator Santwana Das supported the idea of faculty finding the students

ej. Dr. Errico is happy to meet with any forum if they would like more discussion of these or other CFAC-related issues.

k. Senator Patricia Gordon asked if CFAC had discussed mental health policy. Dr. Errico said that they had and some of the colleges have “wonderful referral programs” but there is not money for counselors on campuses. It is against VCCS policy to provide mental health services.

l. Senators should forward any additional comments to Dr. Errico directly at cerrico AT nvcc.edu

V. Academic Calendar Proposals. Senator Christiane Silva submitted the proposals of the Calendar subcommittee.

a. Fall 2019 – Wednesday 8/21/19 start. Not popular but consensus in the Calendar committee was that it was better than the two other options:

1. Start on Monday 8/19. But faculty contracts start on Friday 8/16/19 and there would be little time for campus and college activities before classes started.
   ii. Faculty was promised that there would be no more Wednesday starts after Fall 2018. Faculty are professionals and can deal with not having much time before classes start.

b. Spring 2020 – 15 week sessions. AVP Sheri Robertson and EVP Mel Schiavelli support the move to 15 weeks.
   i. May be an issue for 8 week classes? Would they still be 8 weeks and overlap? Would there be 8 week courses and 7 week courses?
   ii. Is this to align with GMU?

c. Moving forward, the plan is to have Monday starts and 15 week semesters.

d. Senator Janet Giannotti asked if the faculty can vote on this issue.

e. Senator Ashlie Warnick raised that a Wednesday start means no weekend study time for students between the end of the class and the final exam.

f. Question was raised about whether courses could be taught effectively in 7 weeks. Shorter sessions could impact Veteran’s benefits.

g. Grades need to be in for reports and Monday 8/26 start in Fall 2019 does not leave enough time.

h. The Calendar proposal will be presented at Admin Council.

VI. Chair Lisa Stelle asked for Campus Forums to solicit feedback for the following by 1/9:
   a. Free Speech & Expression policy proposal
   b. Volunteer Inter-Campus Faculty Transfer policy proposal
   c. AND Academic Calendar proposals

MOTION TO ADJOURN agreed to by Voice Vote with no opposition

NEXT MEETING: Thursday, January 17 12:30-3
To: College Senate  
Prepared by: Sarah Bogdewiecz, College Senate Member  
April 26, 2018

**Background and Purpose:**

Classified staff (CS) are a large, diverse group of employees spanning many different job titles and roles at the College. There are 866 full time classified staff members at the College contrasted to 871 full time faculty members, of which 654 are full time teaching faculty*.

While classified staff members have the ability to participate in College governance, their leadership capacity is limited (for example, CS cannot serve as chairperson on Personnel Services Committee). In addition, CS issues tend to be overlooked when brought forth on major committees in favor of tackling those pertaining to faculty (Kezar, 2011; Kezar, et al, 2011).

This proposal outlines a sub-committee of the Senate comprised of CS members to address issues pertaining to staff.

Other comparable committees for faculty exist at the College, for example the President’s Faculty Advisory Council and the Professional Faculty Sub-Committee.

*654 full time teaching faculty; 103 full time Administrative Faculty; 114 full time Professional Faculty [http://www.nvcc.edu/oir/_files/factbooks2012-2017.pdf]

**Parameters:**

Regular membership will include at least one full-time CS delegate from each campus and up to two allowable delegates from classified College Staff*. The sub-committee will appoint a Chair and Vice-Chair from its members. The Chair and Vice-Chair are responsible for maintaining membership, calling meetings and working toward solutions on issues that arise from meetings.

The Senate recommends that the CS Sub-Committee will report to the Senate Chair and recommends that the CS sub-committee be able to take issues and proposals directly to the President of the College.

*based on the number of CS staff at the College [http://www.nvcc.edu/oir/_files/factbooks2012-2017.pdf]

**References:**
