

Northern Virginia Community College Senate
Meeting Minutes

4/16/2020

Meeting conducted on ZOOM

Attending: Teba Aljumali, Kristin Balbuena, Kathy Bohnstedt, Alexander Case, Julie Combs, Kerry Cotter, Patrick Dawes, Kathleen Deal, Stephanie Dupal, Judith Gomez, Pam Hilbert, Katherine Hitchcock, Robert Johnson, Imran Kukdawala, Nakul Kumar (for Elizabeth Lanthier), Jack Lechelt, Jessie Macko, Beatrice McKeithen, Mike McMillon, Donna Minnich, Mary Moseley, Diane Mucci, Tykesha Myrick, Maggie Emblom-Callahan (proxy for Marilyn Odaka), Mike Polcen, Regina Sanders, Beth Shewmaker, Christiane Silva, Stacy Slaten, Lisa Stelle, Maureen Townsend, Ashlie Warnick, Tamara Warren Chinyani, Christina Wells, Debbie Wyne, Jack Zegeer, Ed Zuniga

Absent: Breana Bayraktar, Ivy Beringer, Santwana Das, Abe Eftekhari, Ellen Fancher-Ruiz, Stephanie Harm, Amy McCarty, Negina Noorzada

GUESTS: Anne Kress, Mary Pat O'Brien, Mark Plaughter, Doug Rhoney, Rosa Sherrod, Alicia Tucker

Senate Chair Donna Minnich called the meeting to order at 1:00 PM. Motion to record meeting passed without objection. Roll called. This is the last meeting of the 2019-2020 Senate.

- I. Approval of minutes
 - a. Meeting minutes from 3/19/2020 were approved with no opposition or abstentions.
- II. Old Business
 - a. Reward and Recognition committees. Due to freeze of all pay actions due to COVID 19, classified staff cannot receive their rewards. Freeze does not affect teaching faculty or professional/administrative faculty awards.
 - i. MOTION for all faculty to hold off on receiving their awards until after the freeze is lifted. Motion was seconded.
 - ii. Discussion: Senate Chair Donna Minnich said that she talked with Charlotte Calobrisi and this is ok for budgets. President Kress would still announce the winners and everyone would get their awards after the freeze is lifted.
 - iii. Senator Kristin Balbuena said that this is a good idea as it promotes solidarity; that we are all in this together. Senate Vice Chair Mary Moseley asked that we be sure that everyone is notified that they won but that they won't get the money until after the freeze is lifted. Senator Stephanie Dupal asked when the freeze would be lifted. Senate Chair Donna Minnich said that the date is unknown. Senate Chair Donna Minnich said that we would be asking all recipients to wait. Senator

Judith Gomez asked what happens if the freeze goes on for more than a year.

- iv. Discussion about the Senate's role. Are we making a decision or a recommendation? To HR? To President Kress? Senate Parliamentarian Patrick Dawes said that the Senate recommends but does not have binding powers.
- v. To not do this will harm morale. Senate Chair Donna Minnich said that the money will be held in the budget so when the freeze is lifted, winners will get the money. Senator Tamara Warren Chinyani asked if the money available for faculty could be shared with classified staff. Senate Chair Donna Minnich said this couldn't be done. Senate Parliamentarian Patrick Dawes said the freeze means that classified staff can't get any money beyond their salaries. Senator Stephanie Dupal said, on chat, the faculty morale is already low due to change to summer pay; solidarity is good but hard to ask people who may need the money they've won not to take it – they aren't here in the Senate to vote.
- vi. Senator Beatrice McKeithen said that this is good for morale but what if someone has to leave the college or has a hardship, can they get the money? Motion to amend to allow individuals to be paid if exigent circumstances such as separation occur before freeze is lifted. Motion was seconded. Discussion: question about whether this provision would count for all employees or only faculty (not classified staff). Senate Parliamentarian Patrick Dawes said that that is an HR question. Senate Chair Donna Minnich said that if we can't say that classified staff can get their awards, how can we do this? On chat, Senator Pam Hilbert said that Ina Dimkova has said that there is money in the budget for paying all awards. Senate Chair Donna Minnich said that Dr. Kress would announce winner and inform them that money would be coming later. Question of whether awards could be paid in the fall to CS if freeze not lifted. VOTE on amendment on Chat. 1 abstention, 1 NAY. Motion to amend passes.
- vii. Continued debate about motion that award dispersal be delayed until Fall or freeze lifted. Mary Pat O'Brien said that the freeze could be in place indefinitely. Senator Tamara Warren Chinyani said that it was likely that this would go on. Maggie Emblom-Callahan said that VP Dimkova said the money could be paid in the fall. Senator Tamara Warren Chinyani asked for clarifying language. Senator Stephanie Dupal also sought clarifying language on the Chat. Senate Vice Chair Mary Moseley said that we need administration here to explain options. Mary Pat O'Brien asked if there was any way to get money to classified staff rather than holding it for others. Could we use COVID 19 \$? Senator Kathy

Bohnstedt said that it could not be used for this. VOTE on Chat. 2 Nays, 4 abstentions. Motion passes.

- b. Senator Kat Hitchcock ADC: student evaluation update: the ADC does not have any concerns about the terms Senate proposed, but we will not be prioritizing the evaluations at this time. We will take it up again when things have gotten a bit back to normal.

III. New Business

a. Recommendations to Senate from Personnel Services Committee

- i. Recommendation 1: The Personnel Services Committee recommends that a Task Force be created to work with the President and the Administrative Council as new policies concerning Continuity of Operation, Teleworking, and the delivery of Academic Services are developed during the summer due to Covid-19. Membership of the Task Force should include Faculty (Teaching, Professional and Administrative) and Classified Staff from the Senate, PSC, ISSC, and the OEM office.
 - 1. Concern is that many faculty are off-contract during the summer.
 - 2. Is this about policies or practices?
 - 3. Desire to draw from more areas than Senate, PSC, ISSC. Variety of functional areas affected
 - 4. Is this a recommendation for a Task Force/Committee to evaluate the college's Continuity of Operations Plan (COOP)?
 - 5. On Chat, Dr. Kress said, "it would be very helpful to have a group to reach out to over the summer."
 - 6. How does this differ from Policy Work Group?
 - 7. We aren't talking about policy, we are talking about emergency response.
 - 8. Motion to change to Ad-Hoc Advisory Group. Seconded.
 - a. How does this differ from COOP teams? How are they related? Do participants need training and background knowledge?
 - b. Not designed to be a COOP team. This is for when the President needs to make decisions, this committee is an advisory board she can go to. Up to President if she uses group or not.
 - c. Why have a standing group? Dr. Kress gathered a group for the summer pay decision. But that would be harder in the summer
 - d. VOTE: change to Ad-Hoc Committee. Passes.
 - 9. Discussion about make-up of group. Aimed at 9-month teaching faculty who would be harder to gather info from in the summer. Motion to amend to include only 9 month teaching faculty.

Seconded. Discussion to resume after consideration of PSC's other recommendations.

- ii. Recommendation 2: The Personnel Services Committee strongly recommends that the Keep/Cancel number of 20 and the use of Pro-rated formulas for non-NOL classes with less than 20 students not be continued after the 2020 summer semester.

While the Personnel Services Committee understands the current emergencies required the College to make unique decisions for the Summer Semester, the Committee is concerned that these policies should not be continued after the Summer Semester.

Although asynchronous and synchronous remote classes appear similar to NOL classes, the work required for remote classes is very different from that required of Faculty teaching NOL classes. NOL classes require no synchronous meetings and do not require exam or assignment preparations on the part of the teaching Faculty. It is for this reason that pro-rating the classes is not acceptable beyond the summer semester that had such a high keep/cancel ratio.

1. Discussion: This was written before Dr. Kress's statement on this topic. Motion to declare recommendation moot passes.

- iii. Recommendation 3: The Personnel Services Committee reviewed the effectiveness of the college's Continuity of Operation Plan and identified issues that need further evaluation. The Committee recommends that the Senate make additions as they see fit and forward the recommendations to the President and Administrative Council.

Many forms that are needed to carry out the work of the college are not available online. The college needs to ensure that these forms are available as soon as possible.

Grade Change Form

Pathways Progress Assessment Form (students need this signed in order to register for classes)

Multiple Student Services and Dual Enrollment forms. (* See attached list of forms identified by Student Services attached below)

There is a discrepancy to how different campuses and college offices are requiring classified staff to report their teleworking productivity. The PSC requests that the college develop a uniform method for teleworking productivity reports.

We applaud how understanding and supportive the administration has been as faculty and staff have transitioned to remote states, but it has been apparent that ongoing training will be needed to be more effective in the future. Not all offices and employees are operating on the same schedule. As we go forward, training should be implemented to inform current and future employees how to write and implement COOP policies and procedures.

We are very thankful to all the employees who have taken on new duties during the crisis, but we request that HR and Supervisors are assessing if new duties are within or above an employee's classification. If an employee is working above their classification HR should ensure they are being compensated at the higher level. There also needs to be an equitable structure for how reassigned work is implemented.

We appreciate that training was needed immediately to aid those employees who have volunteered to serve as RSS Advisors, however there have been concerns that the training is not adequate or specific enough to train individuals who have not participated in advising before. We recommend that the college re-evaluate and develop training specific to NVCC.

While there is a system in place for replacing Faculty who are too ill to continue teaching, this system has not been publicized and few academic departments have a written plan on who will assume those classes. As we go forward, we recommend that each department develop this plan. This is especially important for departments that have only one faculty member.

While the college has done much to meet the needs of students who do not have access to WIFI, there appears to be no system in place to assist Faculty and Staff who do not have access to reliable WIFI. The college should reimburse or provide a stipend for faculty and staff who are using personal devices and/or need access to WIFI.

1. Dr. Kress is creating a list and these are PSC's recommendations and thoughts. Asking to be added to college list.
2. If the college would be giving money to some for WiFi, why not all?
3. Would stipend cover supplies?
4. There are forms that are not fully online-capable

Vote on motion: Passes

- iv. The Personnel Services Committee recommends that the College devise a way to acknowledge and award P-14 employees for their exceptional contributions to the college, often above and beyond their written duties.

Currently, under VCCS policy, P-14 Employees are not eligible to be nominated for College-wide Awards.

1. There are a lot of P-14s who have gone above and beyond during the crisis.
 2. The VCCS policy precludes them from being nominated for awards.
 3. Could the college acknowledge P-14s? Non-monetary awards.
 4. Motion to Table to HR for further consideration and to report to the Senate at the September meeting. Motion passes.
- v. Continuation of discussion about the make-up of the Ad-Hoc Advisory group. Motion to amend to include only 9 month Teaching Faculty. Seconded.
 1. Should include classified staff.
 2. All needed groups should be represented.
 3. Motion to amend: Members on Ad-Hoc Advisory group should include teaching faculty, professional faculty, administrative faculty and classified staff.
 4. Dr. Kress said, on chat, It seems most important that this group is authorized/sanctioned by shared governance to provide input. In other words, that I'm not just picking a group, but that you [Senate] are picking the group." She added in the meeting that she wants Senate to authorize a group to speak for the Senate to get feedback on ideas and practices. This would be a structure and system to use when needed.
 5. Value of having something we worked out as a group in advance.
 6. Motion to create Ad Hoc Committee rather than just recommendation.
 - a. Populated by Forums? "Created by the College Forum Councils" or "Appointed by the College Forum Councils"?

- b. Motion is for the group to be “appointed from” the Forums.
 - c. Motion passes.
 - b. Report from Rosa Sherrod, ISSC Chair.
 - i. Trying to create a college-wide support repository. Working with WSDM. Student-friendly, not too wordy, easy to navigate.
 - ii. Employment pipeline – working with Workforce Development
 - iii. Integrate academic and workforce; stackable credentials.
 - iv. CLOs and SLOs – what info is used for and how to better leverage it
 - v. At the next ISSC meeting, they are trying to bring “enrollment cancellation” recommendation to the Senate to streamline the process.
 - c. Report from Alicia Tucker, PSC Chair
 - i. Presidential Sabbatical field was great. Forwarded 3; could have given 5-6.
 - ii. Faculty Evaluation process ad hoc committee – goals and chair over the summer.
 - iii. Enrollment ideas sent to Ina.
 - iv. Reorganization survey
 - v. Monitoring enrollment decline
 - vi. Monitoring COOP and COVID response
 - vii. Looking at committee representation by classified staff
 - viii. Ideas about banking credits for sabbaticals.
- IV. Senate Chair Donna Minnich wished the best to two Senators leaving NOVA: Beth Shewmaker and Patrick Dawes. She also thanked all the Senators for their hard work and dedication this year, particularly in the last month.
- V. Motion to adjourn at 2:50. Seconded Passes.