

College Staff Forum Council Meeting

April 17, 2020

Minutes

Members Present: Alex Case, Rob Johnson, Julio Mondoñedo, Jack Zegeer, Kristin Balbuena, Jason Burton, Amanda Wilder, Joan Zanders, Nicole Evans, Shannon Nieves, Christiane Silva, Linda Barthelus, Dana Fallon, Ghul Zadran, Mike Blackwell, Jason Burton, Wende Ruffin-Lowry, Allison McElfresh, Joan Ehrlich, Emily Southers

Members Absent: Stephen Brunelle, Kristin Hagan, Shelli Jarvis

Agenda:

- Meeting Minutes
- Senate Updates
- New members
- Brown Bag Topics
- Business for the good of the order

The March meeting minutes were approved (with edits) unanimously. Previous meeting minutes are available on the “minutes” tab here - <https://www.nvcc.edu/about/leadership/collegeforum/college-staff-forum-council.html>.

Senate updates:

- Due to the Statewide hiring/pay freeze for classified staff and wage employees, any payments to Classified Staff as part of the Rewards and Recognition program are delayed until the freeze is lifted. (https://www.dhrm.virginia.gov/docs/default-source/covid-19/hiring-and-compensation-freeze-guidance.pdf?sfvrsn=110b7f57_2)
- The College Senate approved a solidarity action to delay payments for the Faculty Rewards and Recognition program until the Classified Staff freeze is lifted.
- The Personnel Services Committee (PSC) and Instructional and Student Services Committee (ISSC) provided updates from their committee year.
- The PSC recommended a review of the College’s Continuity of Operations Plan (COOP) based on lessons from the COVID-19 situation.
- The PSC recommended consideration of a P-14 recognition program.
- The PSC asked for feedback “regarding immediate needs for training and professional development to address the COVID crisis. We wanted to ask each group for just one or two of the most pressing needs (from the group’s perspective) for professional development.”
- The ISSC recommended a review of College forms, especially student related, to make a concerted effort to make all forms electronic / on-line forms.

Regarding the PSC discussion of COOP plan and the formation of an Advisory Group, the CSFC members commented that not all College departments have completed their COOP plan – not all have.

Regarding the PSC recommendation for COVID-19 training needs, the CSFC discussed the need to have this in an accessible format (“universal design”). Some ideas:

- Call Center – need for Tech training on tools – Zoom, Canvas, Respondus – re help requests,
- Work-life balance in crisis
- Grading policy
- CARES Act funding

Dr. Kress is the co-chair of the VCC COVID Response Task Force (<https://blogs.nvcc.edu/dailyflyer/2020/04/17/dr-anne-kress-to-co-chair-vccs-covid-response-task-force/>). They are working to provide operational updates and timelines for reopening.

There was a brief discussion of the emerging aid programs. Specifically, the Federal Aid / Stimulus package of \$20M which is divided as \$10M for students and \$10M for COVID-specific response efforts. There are different needs and requirements for each with some degree of flexibility. One question is if or how this applies to undocumented students.

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There are emerging changes to the College website which may impact individual departments. CSFC members discussed whether individual departments had been consulted to date (no) or whether there is a need to notify the College or individual departments that changes are coming. Some considerations discussed were:

- Who “owns” website areas?
- Website updates are need especially in Student Services areas (these recommendations with potential solutions should go to Jackie Artis and Vice President Villagran-Glover);
- There is a need for “How-to guides” for Student Services. This is being developed by NOVA Marketing now as an initiative from the Student Services Task Force;
- There is a continued need for “College-wide Registrar” – to be the “main Student Services point of contact”.

From an “effective communication” standpoint and with the now required use of Zoom, members recommended the Zoom training that’s being offered internally.

- There are sessions offered for Student Advising;
- It is recommended to have 2 facilitators for these Zoom sessions – one to speak and “present”; the other to monitor and respond to the chat sessions

Brown Bags

Some ideas for future Brown Bags for the CSFC: Jump Start, Marketing, Foundation, OER, ADVANCE, OEM & COOP.

Business for the good of the order

Previously, the Executive Vice President (EVP) was the CSFC’s representative to the Administrative Council. As that position no longer exists, Vice President Villagran-Glover will be the representative for the CSFC. Kristy will invite her to the next council meeting.

Members briefly discussed a “CSFC Orientation” to identify where this committee fits in the College governance structure and relative to the College Senate; also what is the role of the CSFC and its members. A general overview of how everything works together is available in the “Orientation” at the bottom of the College Senate webpage (<https://www.nvcc.edu/about/leadership/collegeforum/senate.html>).

For next year’s Council (or as part of a summer project), it may be worth considering a document or internal site regarding how to articulate what this Council does, especially in the context of the College decision-making process. Members discussed the need for an updated College Forum / Governance organizational chart and possibly policies and procedures for the Council to ensure consistency.

Based on Dr. Kress’ concerns, Linda is chairing a committee for student communications. This led to a discussion about the need for a “Director for Internal Communication,” which was one item that Dr. Kress mentioned during her hiring process.

Joan Zanders provided an update that the Diversity Officer position hiring process was delayed until the Fall to allow full participation by the College community (this was a decision even before the current COVID-19 state).

The meeting adjourned at 12:55 pm.

The next meeting is scheduled for May 28, 2019, from 1:00 – 3:00 pm, via Zoom.

Agenda items for next meeting:

- Approve April meeting minutes
- Senate updates
- CSFC Orientation
- Vote for Chair, Co/Vice Chair, Secretary.
- Brown bag ideas