

MEETING OF THE COLLEGE SENATE

September 16, 2021 at 1:00PM
Brault Building, Room 321
and via Zoom

Minutes

- I. Call to Order 1:00 PM, September 16th, 2021
1. Chair's welcome to new student Senators, Presidential Appointees, and guests
 2. Official membership of the Senate is 49, quorum requires majority, more than 25 members are present via Zoom or in person 9/16/21. Quorum is established.
 3. Move to move Chair's report to the end of the agenda.
 - Agenda is amended to move Chair's report later in the meeting, with the balance of committee/forum updates time granted to Chair McCrory
- II. Approval of the Agenda
1. Agenda is approved and seconded, no objections
- III. Roll Call
- Present:** Addison, Shawn; Adler, Brian; Baha, Najeeb; Bayraktar, Breana; Blackwell, Michael Blakeney, Felicia; Chabot, Melissa J.; Chazen, Caitlin; Cotter, Kerry J.; Doheney, Karen S.; Dupal, Stephanie E.; Emblom-Callahan, Maggie; Goldstein, Andrew S.; Gomez, Monica; Hagan, Kristin S.; Harm, Stephanie J.; Hopkins, Barbara; Jenkins Kush; Keller, David; Khursheed, Ammara; Ko, Susie; Lechelt, John (Jack); Majdi, Heidy; McCrory, Aldous D.; McCullough, Laurie; McGraw, Marina D.; Medina, Melanie; Mucci, Diane M.; Nadesalingam, Manori P.; Plaughner, Mark A.; Polcen, Michael E.; Powers, Shelly L.; Prakash, Rachna; Reyna, Lauren; Siko, Laura C.; Sukhbaatar, Khaliun; Terranova, Frederick; Thurston, Carole; Wilder, Amanda M.; Wilson, Chevella; Perry, Bethanie; Zadrán, Ghul
- Absent:** Abdi, Rahma; Carrier, Rebeccah; Jewell, Kimberly; Moseley, Mary C.; Nguyen, Trishvi; Nicely, Kimberly B.; Nyborg, Lesley M.
- Guests:** Warnick, Ashlie; Cogdill, Cathleen; Gossai, Hemchand; Myrick, Tykesha; DeSenti, Kelly
- IV. Reading and Approval of Minutes
1. August minutes approved, seconded, none opposed, approved by affirmation
- V. Officers and Standing Committees Reports
1. Parliamentarian Warnick
 - Constitution Committee
 - a. Committee will meet in the next two weeks to review a draft of constitutional changes. Parliamentarian Warnick will share a draft with members shortly.

Expected date for submitting constitutional amendments to the Senate for consideration is October.

2. ISSC – Chair Cogdill

- 1st meeting: September 17th at 2p-4 pm
 - a. Currently working on NOVA Online proration, authentic assessment, use of Schlesinger Center for college events
- Students needed from each Campus Forum Council

3. PSC – Chair Gossai

- PSC addressed proration issue and made six recommendations which were sent to the President for consideration. Consensus from PSC (with one abstention) was that proration for in-person classes should be allowable. The suggestion was rejected, with the caveat that low-enrolled classes can be evaluated on a case by case basis. Revision and acceptance of sabbatical description. Proposal was accepted. A Teams folder will be created with useful links and relevant documents. Charlotte Calobrisi will attend the next meeting to address committee questions related to COVID policy, specifically related to policy which permits supervisors to ask symptomatic employees to go home.

4. Alexandria Forum Council Chair Lechelt

- New Forum Council Chair: Senator Chevella Wilson will assume duties as AL campus chair, effective September 17th. Senator Lechelt will continue on as a Forum Council member.

5. Annandale Forum Council Chair DeSenti

- a. AN Forum has been working on their vacancies, and is having difficulty filling professional faculty positions, as Annandale has lost several professional faculty due to the reorganization. Clarification is needed on policy related to central-reporting staff housed on a campus.
- b. AN Forum is also meeting with Dr. Nathan Carter to understand expectations related to the DEI strategic plan/data tracking

6. College Staff Forum Council Chair Wilder

- Forum Council Brown Bag Series
 - a. Brown Bag lunch series will restart with Charlotte Calobrisi at next week's meeting. A notice will go out in the Daily Flyer advertising the public meeting.

7. Elections and Credentials Chair Siko

1. Special Elections Update

- Authentication log-ins will be added to the General Election in Spring. This will assure voters cannot vote twice, and that they are voting within their campus/classification.
- Discussion: Dr. Cogdill questioned whether interim positions will vote in that capacity, or within their permanent role. Senate leadership will follow up on this, and review Constitution for clarification. Voters will only be able to vote once.

8. Government and Community Relations Committee Organizer – Vice Chair Lechelt

1. Update on Committee formation

- Nominations/volunteers are due to Vice Chair Lechelt by September 17th. Forum Councils will select one senator and two additional members from the pool. GCRC officers will be selected at the first/organization meeting. Dana Kauffman will attend the organization meeting to discuss current projects, initiatives, and provide coordination between the committee and the Government Affairs office.
- Full Campus Forum can agree upon appointees to this committee.

VI. Chair's Report- Chair McCrory

1. It has been a busy month for the Senate. The Chair thanks the Forum Council Chairs and other groups within the college community for their support. Responses for volunteer calls and engagement have been robust this year.
2. The Chair has elected to turn off the chat function for Zoom attendees, as it is difficult to keep track of both oral and written discussion/conversation. The chat function serves as a side conversation, and only conversations recognized by the chair of the conversation are recorded in the minutes. Using chat is inconsistent with Robert's Rules of Order.
3. Administrative support- Dr. Kress extended an offer to the Senate for a part time administrative assistant to aid with the business of the Senate. The Chair is developing a position description, which will include duties related to recordkeeping, maintaining committee membership lists, etc. Continuity of recordkeeping and processes will also be improved.
4. Resource emails have been created: "Senate Chair," "Senate Secretary," "Senate Nominations," "Senate Concerns." Shared inboxes will improve continuity between leadership/terms and aid in organization of communications.
5. The Forum Newsletter of the Senate is now in production, with the first edition available now. Newsletters will go out monthly to the college community. Contact information and meeting dates will be included.
6. The Chair and Vice Chair met with Dr. Kress after the August Senate meeting. Discussion around the nomination process for collegewide committees and organization of committees was a primary topic. A task force led by the Senate Chair, Provost Leidig, and Chief of Staff Tykesha Myrick was established to look at how various groups are defined and what their scope of responsibility is. Next meeting with Dr. Kress is September 24th, with Secretary Siko as guest to discuss recruitment and inclusion of committee members.

7. College Forum Working Group- Dr. Kress requested the Senate respond to two reports 1) related to the current academic structure across the college 2) NOVA Online proration group report. This group also discussed the proposal for a Winter Session to be implemented in December-January of the current year. The Chair will collaborate with Academic Affairs to review data and develop a plan everyone can support. The Working Group was supportive of the concept, but needed additional data (i.e., target population, support services, etc.) before drawing a final recommendation. The Winter Session proposal has been tabled for now, but the Chair would like to have additional discussion and develop a thorough plan.

- Chair Bayraktar: The Working group asked for additional clarifying information to be able to adequately respond to the Winter Session proposal. She suggests we need to continue to push for additional data so that the group can make an informed decision and that it may not fall to the Senate to produce such data. She respectfully requests assistance from the College to produce, evaluate, and disseminate this data.
 - Discussion: Senator Blakeney is supportive of working with OIR to request additional data and provide direction to OIR (i.e. specific areas to investigate).
 - Dr. Cogdill: Suggests the Senate consider establishing a Data Analytics Working Group to support the mission of the Senate and conduct research around topics being evaluated.
- Discussion: Senator Blackwell, Chair of Committee on Committees (CoC), questioned how the presidential task force on committees overlaps with the work of the Committee on Committees. The task force is looking at committee structure from a high level and how it plays into the College's organizational structure, whereas the CoC is maintaining lists of current committees, membership, and assuring all seats are occupied.
- Discussion: Senator McCullough questioned what is the role of a Senator in these special or ad hoc working groups and how non-members can provide feedback/commentary.
 - Chair McCrory: Working groups can deep dive into topics, without bogging down the Senate meetings with long discussion. He would be amenable to Senators attending working group sessions, as non voting members.
 - Chair DeSenti: Questioned how Presidential appointees are notified of opportunities to attend Senate working group or Campus Forum meetings. Chair McCrory will consider this question and work on a communications strategy going forward.

VII. Special Committees Report – Senator Doheney

1. SCIO – committee will meet today (9/16) after Senate meeting
2. Discussion of mission and pressing action items is planned for this first meeting
 - Chair McCrory suggests inviting Parliamentarian Warnick as she is working on amendments to the Constitution and may have some insights

VIII. New Business

1. Policy Working Group- Chair McCrory will forward policies for review in a timely manner to provide additional time for Forum Councils to consider and provide feedback. There is an expected eight week turnaround time from policy draft, to Forum Councils, to Senate. The Chair asks Senators to be diligent about reviewing policy drafts and providing thoughtful feedback in a timely manner.
 - Chair Perry: Is there a way to organize submission of feedback from Campus constituents. A Google form is suggested. Secretary Siko and Parliamentarian Warnick will establish a standard approach for collecting feedback from all parties.

IX. Resolutions

1. **RESOLUTION:** Leave for Contagious Disease - WO Forum Council Chair Bayraktar
 - The core issue of PHEL is related to how Public Health Emergency Leave (PHEL) is available to employees. A positive COVID test is now required to utilize this category of leave. NOVA needs to support employees who need to stay home and quarantine will ill household members.
 - The core issue of Contagious Disease policy is that employees sent home at the discretion of their supervisor are being charged sick leave. The resolution supports no sick leave be debited in this case.
 - a. PHEL Resolution: Motion is moved and seconded.
 - b. All in favor, none opposed, motion passes by voice vote
 - The core issue with the contagious disease policy is
 - a. Contagious Disease Resolution: Motion is moved and seconded
 - b. All in favor, none opposed, motion passes by voice vote
2. **RESOLUTION:** Approval of Nominations for College Standing Committees: Sen. Blackwell
 - a. ISSC
 - b. Recognition and Rewards Committee
 - c. Curriculum Committee
 - d. PSC
 - a. Move to adopt the resolution, seconded
 - b. Discussion: Chair McCrory recognizes and thanks the Committee on Committees and Parliamentarian Warnick for their hard work on filling vacancies. Senator McCullough states for the record that the IET Division is not represented on any of the committees. Chair McCrory: Point of clarification, IET omission is not a function of the

reorganization, but rather the pool of volunteers. Senator Hopkins:
Clarification that the positions under discussion only represent
current vacancies.

- i. All in favor, none opposed, resolution passes

3. **RESOLUTION:** Students on Search Committees: Chair DeSenti

- The AN Forum as asked if there was student representation on the search committee for the VP of Enrollment Management & Student Services position. While there is opportunity for students to provide feedback during the finalists' forum, there is no seat on the search committee reserved.
 - a. Motion, seconded
 - b. Point of information: Dr. Cogdill asks if this resolution is specific to the VP position, or, if this would apply to hiring committees for faculty and staff on campuses. The statement of ethics/confidentiality would not bind them as it would an employee.
 - c. Point of clarification: Chair DeSenti relayed the verbiage in the resolution that indicates the student representation would be included on any position affecting the 'student experience.'
 - d. Roll call vote- 21 No, 13 Yes, 3 Abstentions
 - e. Motion fails

4. **RESOLUTION:** Constituent Caucuses - Chair McCrory

- a. Issues of interest to a particular constituent group are often most comprehensively discussed within a group of employees in similar job categories. Constituent groups would report only to the Senate and would function to inform the Senate, who can then act on items or communications from these groups. All members of a job classification would be members of their respective constituency group.
 - a. Approval of resolution, seconded
 - b. Discussion: Senator Hopkins: How do the Caucus groups differ from the special interest groups being established by the office of DEI
- i. Chair McCrory: These groups will be formed with the sole purpose of advising the Senate
- ii. Senator Mucci: How do caucuses work with the structure of the campus Forum Councils, which is already a mechanism for providing feedback to the senate.
- iii. Chair McCrory: There are issues that do not exactly fall to an Campus, but rather, affect an employee group collegewide. Issues that do not have a unique box to fit in can be captured through these groups.
- iv. Senator Medina: Point of Clarification: How are associate deans classified in the eyes of the Senate.
- v. By the Senate's Constitution, Associate Deans are Administrative Faculty. In HR terms, they are Professional Faculty
- vi. Senator Hopkins: Clarification on how Administrative Faculty are provided opportunity to provide feedback. Move to create an Administrative Faculty Caucus.

1. Chair McCrory, movement accepted with Senator Hopkins as organizer
2. Discussion:
 - a. Dr. Cogdill- Associate Deans should be part of the Administrative Faculty Caucus
 - b. Senator Emblom-Callahan- Agreed that Associate Deans are involved in both Professional and Administrative duties but may be better suited in the Professional Faculty Caucus as they may be reserved in expressing opinions when serving on a caucus with supervisors
 - c. Called to question, vote, all in favor, no opposition
 - d. Move to amend resolution to include Associate Deans are part of the Administrative Faculty Caucus, seconded
 - i. Vote, all in favor, none opposed, the amendment to the motion is approved.
 - ii. Resolution passes with two amendments, all in favor, none opposed

5. **RESOLUTION:** Staff Professional Day – Holiday - Sen Blakeney

- Dr. Kress has approved offices to close on ACE Conference Day to allow staff to attend the conference without placing undue burden on other office staff.
- Resolution is withdrawn by Senator Blakeney

X. Guests

1. NOVA Budget – Budget Director Diana Cline

- In preparation for Senator Hashmi’s visit on September 30th, Ms. Kline presented to the Senate on the development and allocation of the College budget.

2. Community College funding – Dr. Cathleen Cogdill

- In preparation for Senator Hashmi’s visit on September 30th, Dr. Cogdill presented her research on the funding of higher education in Virginia.
- Discussion: Tykesha Myrick: In conversation with Senator Hashmi, consider President Biden’s Build Back Better program for free community college tuition. It is an opt-in program, thus the State of Virginia would need to choose to participate. The BBB program is also based on a flat rate funding model, which would not take into consideration the cost of living differential for Northern Virginia. Also, Virginia Community Colleges are funded on a flat rate by program, not considering the costs of particular programs (i.e., Nursing vs. English). NOVA does not have an official position on free community college as a concept.

- Discussion: To encourage an intimate conversation, an invitation to Campus Forum members is not planned. However, inviting members as listeners (non-participatory) via Zoom is a possibility.

XI. Adjourn

1. Movement to adjourn, seconded, meeting adjourned 4:25 PM

SPECIAL MEETING: September 30th @ 1:00p in Brault 321

NEXT MEETING: October 21st @ 12:45p in Brault 321

