

NOVA ALEXANDRIA CAMPUS COUNCIL

FRIDAY, SEPTEMBER 18, 2015 MINUTES

Meeting was called to order at 12:30 PM

ATTENDANCE:

Members:

- Margaret Emblom-Callahan, Chair, Matthew Todd, Co-Chair, Janet Giannotti, Katie Hoskins, John Lechelt, Kirsten Riddick, Coreda Clark, Matthew Fox, Alka Gandhi, Kelly Hebron, Ruth Takushi, Frances Villagran-Glover, Ronald Buchanan, Provost

Guest:

- Michelle Sullivan, Executive Director, Access Hope, Andrea Bilson, Executive Assistant to the Provost, Vincent Cordray, Honors Program – Student, Shonette Grant, LAD LA Division, John Sound, Honors Program

OPENING REMARKS AND WELCOME:

Giving by Dr. Margaret Emblom-Callahan, Chair

INTRODUCTIONS:

Members and guest went around the table and introduced themselves to the group.

APPROVAL OF APRIL 17, 2015 MINUTES:

Minutes were approved (all in favor)

OTHER OFFICERS – VOTE

- Coreda Clark was voted in as Secretary (all in favor)

FORMATION OF THE STEERING COMMITTEE:

- The Steering Committee provides more organization than the campus council
- Steering Committee Members: Jack, SPS, Matt Todd, Administrative Faculty, Kirstin Riddick, Classified, Ruth Takushi, LA, Margaret Emblom-Callahan, MSE
- Kirstin Riddick will develop a form for suggestions
- Ronald Buchanan suggested that if concerns or topics are presented, make sure to ask if there is a solution
- Vincent Cordray stated that if you have recommendations to please forward them to Margaret Emblom-Callahan

STUDENT REPRESENTATIVES – DISCUSSION

- Margaret Emblom-Callahan has asked the SGA for volunteers to join the Campus Council along with student representatives. SGA elections are next Friday, September 25, 2015
- Ronald Buchanan suggests that the SGA President be a member of the Campus Council

DISCUSSION OF OTHER COMMITTEES

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COLLEGE SENATE (ADVISORY COMMITTEE):

- Started yesterday, September 17, 2015. More representation is needed. They need 3 more faculty members and 1 classified member.
- College Senate meets on the 3rd Thursday of the month from 1:00 PM – 3:00 PM
- Campus Council meets Friday after Senate from 12:30 PM – 2:20 PM
- Volunteers approved to join the College Senate
 - Margaret Emblom-Callahan, Faculty - MSE, Alka Gandhi, Faculty – SPS, RuthTakushi, Faculty – LA, Kirstin Riddick, Classified
- Representation on the College Senate is for 2 years

CAMPUS REWARDS AND RECOGNITION

- If you are interested in being on the committee or have suggestions, email Margaret Emblom-Callahan

JOHN SOUND ON THE ALEXANDRIA HONORS PROGRAM

- Honors courses have been with NOVA for a long time; however just without structure
- John Sound has been talking with 4 university, Virginia Tech, JMU, _____, and _____
- Virginia Tech will take 6 credits of honors, JMU will take _____,
- John Sound is trying to get more Honors advertisement posted to get the word out about all of the Honors classes offered at NOVA
- John Sound would like to open an Honors Center on the AL Campus. Other NOVA campuses already have a center for honors students. The Provost is onboard with having a center here on the AL campus. The center will expose students to the honors program as well as get help and advice. AA 379 is a possible classroom for the center. ACE might be another possibility.
- Ronald Buchanan thinks there should be a dedicated honors classroom. Recommend students to speak to John Sound about the honors program. Ronald Buchanan states that Honors is not just more seek time in the classroom and the program should not be tied to the standard course in the classroom.
- All agreed that campus council goes on record to support the honors center.

Question Asked: What do you get out of taking honors courses? Research, academic enhancement, additional scholarship money along with other great things.

MICHELLE SULLIVAN ON ACCESS HOPE

- Michelle Sullivan, Executive Director, Access Hope
- Michelle Sullivan's goal is to provide better outreach services to our students. Currently Access Hope has individual sessions at the AN campus and the MEC campus. Group sessions are held at the AL campus. Up to 12 students in a group session. She hopes to start individual sessions on the AL campus soon. Students do have access to other sessions on other campuses.
- To receive services, students must be uninsured.
- Michelle Sullivan needs ideas from the Campus Council on how to get the info out to students.

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- Go to WTOP Click for a Case (like Access Hope on their website). Access Hope can receive up to \$12K if chosen.
- If students need an evaluation for accommodations, a referral can be made through the disabilities services. NOVA Cares, individuals are on the board of Access Hope
- Access Hope will advertise in the NOVA Intercom, at the new student orientation and at convocation

SHONETTE GRANT ON ASSISTANT DEAN SUMMER STIPENDS

- The Assistant Deans on the Alexandria Campus is bring the Assistant Dean Summer Stipends issue to the Campus Council. They hope to get the issue to the Admin Council.
- Summer stipends are not consistent across all 6 campuses
- Assistant Deans want the option to opt out of summer duties
- Assistant Deans believe that all stipend amounts should be the same college wide
- Assistant Deans would like recommendations from the campus council
- All Campus Councils should write a memo to go forward to College Senate.
- Assistant Dean Contracts should be out before the summer session starts to include the amount of the stipends and outlined duties of the AD for the summer.
- Ronald Buchanan suggest to change the Assistant Dean title to Department Chair

Question Asked: Is there a written recommendation for what the Assistant Deans are asking for?

- Yes, the Personal Services Committee is creating a memo.

Vote – Campus Council are all in favor to move the Assistant Deans memo outlining their concerns to the College Senate

OTHER BUSINESS

Alexandria Campus Provost Search

- Ronald Buchanan discussed the process the timeframe for hiring the next Alexandria Campus Provost
 - Storebeck is the firm conducting the search
 - Steve Leo is the contact person.
 - Meeting with the hiring committee will be October 23 – 29, 2015 (2 of the 5 dates will be chosen for the meeting)
 - The Campus Council will be the core group in the screening and recommendation process, then the Provost Staff, followed by the classified staff, students and then an open forum for those who are not a part of any of the other groups
 - Timeline – meet by the end of October to use the next several weeks to draft the ad and advertise the Provost position by the 1st of December
 - The position will open and be advertised from mid to the end of January 2016
 - Screening of applicants will be in February 2016
 - Interviews will be done in March 2016
 - An offer will be given in April 2016
 - The new Provost start date will hopefully be July 1, 2016
- The Annandale campus Provost search starts 1 month earlier with a different firm. The firm being used is RPA

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- Get feedback from individuals in your division on what they want in a provost
- Screening and steering committee for the AL Provost search
 - Matthew Todd – Co-Chair of campus council
 - Faculty – Emily Childs (LA), Margaret Emblom-Callahan (MSE), Steve Ward (SPS),
 - Deans – Jimmy McClellan, Chad Knights, Deloras Scott, Niki Neal (academic leader/staff), Ivy Beringer opted out, Anil Manchanda (DCO)
 - Classified Staff – Kirsten Riddick (TILT), Sam Rosado-Rodriguez (LA), Coreda Clark (MSE), Ronando_____
 - Provost staff)/College-wide – Roger Ramsammy, Sam Hill, Charlotte Calobrisi, George Gabriel, Cortez Henton

- There is no Student Services representations on the Campus Council.
 - No one ran – encourage someone to attend on behalf of Student Services

- Campus Council elections will be done again in May 2016

- Upcoming event to celebrate the 50th anniversary: a display will be in the library - Come Home to Create: Retrospective Art Show – Grand opening reception September 23rd

- Helping hands fundraisereverything is a \$1

- Honors book club will be held on Wednesday, September 23rd in AA158

Campus Council meeting was adjourned at 2:41 PM

NOVA ALEXANDRIA CAMPUS COUNCIL

FRIDAY, OCTOBER 16, 2015 MINUTES

Meeting was called to order at 12:36 PM

ATTENDANCE:

Members:

- Margaret Emblom-Callahan, Chair, Matthew Todd, Co-Chair, Katie Hoskins, Jack Lechelt, Kirsten Riddick, Coreda Clark, Matthew Fox, Alka Gandhi, Kelly Hebron, Ruth Takushi, Nicole Cintas, Kevin Pace, Momina DiBlasio, Vincent Cordrey, Janet Giannotti, Charles Pumpuni,

Guest:

Atoshen T. Ghebrehiwet, NOVA Student, Nahom Abraha, NOVA Student, Derrick Arthur Cudjor, NOVA Student

OPENING REMARKS AND WELCOME:

Giving by Dr. Margaret Emblom-Callahan, Chair

APPROVAL OF SEPTEMBER 18, 2015 MINUTES:

- The committee reviewed the minutes from the September 28th meeting. There are several changes that need to be made. Members of the committee will email their changes/suggestions to Maggie and/or Coreda for updating. Once the changes have been made, Maggie will email the September 18th meeting minutes out to the committee for approval.
- Going forward, minutes will be approved via email. Matt Todd made the motion and all other committee members approved.

Jack Lechelt Updates:

- Personal Service Committee (PSC) meets at Pender once a month
- Stephanie Sareeram is the chair of PSC. A subcommittee has been developed, which Jack is, a part of.
- March 1 is the target date for the summer contract due to Assistant Deans. The MA Campus has a job description in place for the AD Summer Stipends with “other duties as assigned” listed on it. Calculations should be the same as the 9-month faculty pay. The subcommittee is trying to come up with a formula for the summer pay.
- Question asked:
 - What is someone says no to summer AD duties? Having the option is good for families, etc.
 - Should a 12 month or 9 month contract be offered? A 9 month contract would mean that you have the 9 month contract with a separate 3 month contract for the summer or should it be combined in to a 12 month contract?
 - Maggie stated that if it is a 12 month contract, it all goes towards/affects your retirement.
- Evaluation Concerns:
 - lower rank evaluate higher ranked colleagues
 - 360 degree evaluations

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Matt Todd Updates:

- The chair of student services and personal services attends the Senate meetings
- PCS Proposals
 - Revise the cross campus day. The Senate has approved the request.
 - Amend the faculty handbook to address instruction at home
- Student Services Proposals
 - Lock door policy, to prevent tardiness – was rejected by the Senate.
- Dr. Ralls attend the Senate meeting. He shared a strategic vision Q & A discussion on
 - Too early for him to have an actual vision of NOVA
 - Budget, HR issues (statewide audit with 72 infractions)
 - Hiring freeze due to budget and noncompliance issues
 - Workforce Development
 - Structure & articulated pathways
- Dr. Ralls discussed redesigning Americas Community Colleges
- Budget
 - Power at the Dean's level – should the deans be responsible for the budget on their campus?
 - Certain amount of transparency
 - Request for transparency to acquire buy-in from NOVA community
 - Suggestions of resolution to support a transparent budget

Provost Search - Discussion:

The campus council will meet on Wednesday, October 28th from 10:30a to 11:15a in the Provost Conference room regarding with Provost Search with Steve Leo and Dr. Hortense Hinton. Maggie will contact Hortense and let her know that there is no adjunct representation and that it should be Emily Chiles and not Adam Chiles on the committee.

The question is: What are we looking for in a Provost? Morale building, not a micromanager.....A Leader! We need someone who is Alexandria and committed to Alexandria. Someone who is going to be here for the long run. We are all in this together. Demonstrated ability to do xyz.

Kristin will develop a survey to be sent to the faculty/staff/students to get their comments on what they would like in a Provost. The form will be sent to Marcus Henderson on Monday close of business. The form will be collected on Friday. We will meet on Friday to go over the received forms. The top 3 qualities/characteristics & the top 3 demonstrable abilities will be given to Mr. Leo and Dr. Hinton on Wednesday, October 28th. The council will request to look at references, resumes and recommendation letter of the final candidates.

The Campus Council has come up with the below qualities/abilities:

Transparency

Communication

Non-discouraging personality

Morale building

Appreciate the faculty

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Fiscal management w/o loss of academic focus
Consensus building
Problem solver – in crisis
In it for the long run
Committed to the community and wants to be here
Uniter
We are all in this together
Advisor/counselor
Listener
Vision/forward thinking
Organizational leadership
Management/systems knowledge
Fosters collaboration
Decide w/council
Demonstrate the ability to manage a budget

OTHER UPDATES:

- Maggie has not received any suggestions or volunteers for the campus rewards and recognitions committee. The committee suggests that each division should have a volunteer on the committee.
 - Alka Ghanda – SPS
 - Kevin Pace – LA
 - Maggie Emblom-Callahan – MSE
- Read the suggestion box issue from Beth Lanthier regarding Helping Hands. Invite a guest who can explain the Helping Hands and its operations and how funds are disbursed.
 - The council has moved to invite a guest who can explain what Helping Hands is and seek more transparency on how funds are disbursed. Kristin seconded & all in favor.
- NCSI – has funds to purchase STEM related items. NCSI believes we should have a STEM fest on all campuses and a summer STEM academy. The Perkins group approved the STEM academy but not the STEM festival. The STEM academy will be for rising high school seniors.
- Maggie suggest that we put together a subcommittee of campus council to handle the issues of the bylaws, constitutions, elections, etc.

Campus Council meeting was adjourned at 2:40 PM

NOVA ALEXANDRIA CAMPUS COUNCIL

Alexandria Campus Council

February 26, 2016

2015-2016 Council Season

Members:

Margaret Emblom-Callahan – Chair

Matthew Todd – Co-Chair

Katie Hoskins

John Lechelt

Kevin Pace

Kirsten Riddick

Nicole Cintas

Coreda Clark

Matthew Fox

Alka Gandhi

Janet Giannotti

Kelly Hebron

Charles Pumpuni

Ruth Takushi

Frances Villagran-Glover

Vincent Cordrey – student

Derrick Arthur-Cudjoe – student

Charlotte Helper - student

Ronald Buchanan - Provost

12:30 – Update on Campus Financial Situation 2015/16 and 2016/17

→ Dr. Buchanan gave an update on the campus financial situation

Report from Senate

→ Matt Todd (Senate Chair) and Ruth Takushi (Senate representative)

Discussed the proposed changes to forum constitution and bylaws – Motion to approve led to a vote which was unanimous in favor of.

→ Brief introduction Matt Todd (Senate Chair)

Provost Search was discussed. Role of campus council in the on campus interviews was discussed. Ad hoc committee to set questions for the on campus interview for campus council.

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Update on Rewards and Recognition given by Maggie. The campus committee is able to forward up to 20 individuals to the college committee. The R and R committee was going to meet to evaluate nominations.

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FRIDAY, MARCH 18, 2016 MINUTES

APPROVAL OF FEBRUARY MINUTES:

Rewards and Recognition Discussion. The committee met prior to Campus Council and was putting forward 19 names to the College Committee. Alka, Ruth, Kevin and Maggie served on this ad hoc committee.

Updates from Senate

Provost Search was discussed. How would Campus Council present the Council's evaluation of the candidates. A campus poll would be set up by Kirstin Riddick and Matt Fox. The results of the poll would be shared with the search committee. Campus council discussed the strengths and weaknesses of each candidate directly after each interview. Kirstin Riddick kept notes to summarize.

College restructuring was discussed. A statement to be sent to the other Forum Councils was made and would be further crafted by Jack Lechelt for how Forum Councils may help facilitate campus involvement in providing valuable insights into restructuring. Maggie sent the statement to the other councils, and would bring the Alexandria suggestion to the April College Senate meeting.

Elections for the new council were discussed.