

**Alexandria Campus Forum Council**  
**Minutes**  
**September 16, 2016**  
**Alexandria Campus Provost Conference Room**  
**Janet Giannotti, Chairman presiding**  
**Approved October 21, 2016**

**Meeting was called to order at 1:06 PM**

**I. Attendance**

*A sign-in was passed around for initials. **Present:** Janet Giannotti, Maggie Emblom-Callahan, Matthew Fox, Alka Gandhi, Annette Haggray, Twyla Jones, Jack Lechelt, Kevin Pace, Kirstin Riddick, John Sound, Ruth Takushi, Matt Todd, Frances Villagran-Glover*

*A motion was made and carried to hold Katie Hoskins' position as Professional Faculty representative until she returns from maternity leave.*

**II. Introductions**

*Council members introduced themselves.*

**III. Brief Discussion: How the Forum Council works**

*The Forum Council works via agenda. College community brings issues to the forum's attention. Forum council members are selected via election. There is a college-wide process in place for elections through George Gabriel's staff. Provost calls the first meeting upon the election results. Council serves to advise provost. Forum Council may send issues to the College Senate for consideration and vice versa. Forum Council members serve 2-year terms and can serve 2 consecutive terms. After 2 consecutive terms, one must take a pause but can seek re-election after the pause.*

**A. Student members needed (update: Janet)**

*The forum is seeking student representation. We are supposed to have 4 student representatives. The president of SGA is unable to attend. SGA officers were contacted but have not responded. Tutors and Student Ambassadors, Student Hires, Student Club leaders were suggested as potential representatives. John Sound will check with the Honors Students. It was suggested that Jackie Coker, Student Life Advisor, send out a solicitation. Janet will contact the Dean of Students to select student representation.*

**B. Overview of 2016-2017 plans and issues**

- 1. Update/move "perpetual" plaque of recipients of the Netherton Award.  
(Later)**

*Anne Anderson and Janet would like to consider a new location of the Perpetual plaque. This decision is on hold until the new building is completed.*

**2. Discuss of the creation of a campus-wide awards committee. Currently the Liberal Arts Division has such a committee. (October)**

*The forum is interested in establishing a campus-wide awards committee. Currently there are awards committees in place in the 3 academic divisions. The LA awards committee chair has recently stepped down.*

*Provost suggestion: Compile a list of awards, who's eligible, due date, and process (example awards - NVCC Educational Foundation Service to the College Award, Netherton Awards, VCCS Chancellor's Award, Adjunct Faculty, etc.). A detailed discussion will take place in October. The committee would like to invite Lori Ward, former LA Awards Committee Chair, to speak about her processes.*

**3. Discuss of the creation of a campus-wide scholarship committee to coordinate with the NVCC Educational Foundation and work on fund-raising, awareness, and selection of scholarship awardees. The Liberal Arts Division has such a committee. (October)**

*The council is seeking the creation of a campus-wide scholarship committee. The committee will discuss details in October. Items to consider: Is this going to be one committee or will we continue to have division-based scholarship committees? What is the protocol for establishing a campus-wide committees?*

**4. Discuss a proposal for an honors center. (Later)**

*John and Janet will discuss later.*

**5. Other topics from the floor for this academic year.**

*Creation of committees.*

*Are there other items up for discussion for the upcoming year? Should we conduct an audit of what we worked on over the past two years and determine what issues the committee should move forward? Forum Council can make specific or broad strategic suggestions.*

**IV: New Business**

**B. Bulletin Boards / Hallways Signage Committee (Matt Fox)**

*Dr. Haggray met with Kathy Clement to discuss poor and inaccurate signage. She would like to establish a work group with Kathy Clement to id issues and figure out next steps.*

*Matt Fox spoke regarding the "pretty committee" and the bulletin boards, noting some improvements. Matt suggested a temporary solution to the signage issue. Create 36"x24" posters to print signage and determine new locations to place posters. Create smaller takeaways for students.*

*Overall question: Whose job is it to address concerns? Is it the Forum Council's job to do it or simply make suggestions? Should we identify and fix at the same time?*

*The Forum has brought the issue forward. Twyla Jones, Kevin Pace and Matt Fox are willing to work with the Provost on the signage working group. Abid Mahmood is also interested in participating in the group. Some action items may include: Exploring what are other campuses using. Determining what's in place at the new building. Matt Todd suggested thinking about the way people seek information when designing signage.*

*In general, Kevin Pace suggested that a council member "adopt" an issue.*

### **C. Liberal Arts Division – Request for clarification of process for boards in classrooms (Janet)**

*On behalf of a faculty member, Janet Giannotti inquired about who participates in the planning and implementation of classroom set-up, white boards, equipment and furniture.*

*Frances Villagran-Glover replied faculty as a whole decide. Some equipment and technology is mandated by college and state to change every 5 years. Information goes out from the IT management to the Deans. It is expected that the Deans forward the information to their faculty and staff. Faculty members are welcome to communicate issues and concerns to the point person (Dave Babel, IT). Chalkboards can cause issues with the technology because of dust. Moving forward, if the Deans don't have time, LTR is seeking permission to communicate changes to faculty directly. Some boards belong to faculty purchased via grants. If issues arise, please contact LTR.*

*Council spoke to individual concerns with the classroom set-up. Additional concerns were discussed:*

*Desk conditions were poor on 4th floor. New desks were purchased and utilized in other rooms. ADA desks are misused and are located in inappropriate places.*

*Scheduling impacts classroom set-up (i.e., Kevin Pace's music room situation). Affects room plans.*

*Frances Villagran-Glover encouraged members to become a part of the technology planning committee.*

### **A. Helping Hands Advisory Committee – Proposal (Guest: Beth Lanthier, with Alka and Frances)**

*Beth Lanthier spoke to history of the establishment of Helping Hands and how it morphed into a "book" voucher when instead a student needed money as a stop gap. The committee was opaque, process was not clear.*

*Beth submitted and spoke to a proposal regarding Helping Hands.*

*Frances Villagran-Glover, Alka Gandhi and she met with Rachelle Thompson (WSSN), who has \$60k College-wide student emergency grant to look at best practices and collaboration opportunities on ways to assist students who are facing non-academic barriers to success.*

*Suggestion: Helping Hands can be used in a similar manner as an emergency, one-time, non-tuition related distribution (anything financial aid won't cover.) The WSSN application portal can be used as a shared resource.*

*Dr. Haggray stated Helping Hands currently has approximately \$1700. How are we sustaining this? How do we make a distinction to determine the neediest students? Is it first-come first-served? Specificity and parameters are required.*

*Criterion issues- GPA requirement- ESL doesn't have a GPA. What is the workaround to this?*

*Decision and distribution timeline: 1 week for a decision, 2-3 days for distribution.*

*WSSN Student Emergency grant is new and still in progress. Not rolled out yet.*

*Can we be more transparent and expand how the moneys can be used? Should we consider a giving campaign? It was noted that money donated to the NVCC Educational Foundation can be earmarked for Helping Hands at Alexandria.*

*Dr. Haggray suggested that we establish an ad-hoc committee to refine criteria and circumstances and further explore the approach towards using the WSSN model. Identify ways to fundraise and publicize. Frances, Alka, and Beth are willing to remain on the committee. It was also agreed that we should run language by in-house attorney for compliance and tax implications through Rachelle (WSSN).*

*The campus has a food pantry. Should we consider a grocery store gift card drive? Invite Sherry Anna Brown to discuss this issue in a future meeting.*

#### **V: Updates and/or Issues from the Senate**

*Maggie submitted a written report to Janet.*

*Suggestion: One senator should provide a quick verbal report with discussion points based on the agenda. Maggie will forward the Senate agenda to Janet to be attached to the Forum Council agenda.*

*There were concerns regarding Achieving the American Dream. It was reported that a motion was moved and carried to ask Dr. Ralls to reconsider opening the Learning Councils to include representation from all campuses.*

*Provost inquired about how we open the lines of communication to our campus regarding the Achieving the American Dream process? Email, Town halls? Seeking suggestion from the Council.*

*Misc. Jack Lechelt, as member of the Personnel Services Committee, will keep council abreast of items presented at this committee.*

#### **VI. Plan for Minutes and Adjourn**

*10/21 - next meeting at 1:00 PM*

*A draft of the minutes will be shared for review and approval.*

*Dr. Haggray thanked the council for serving.*

**Meeting was adjourned at 2:56 PM**