

Alexandria Campus Forum Council

Minutes

November 18, 2016

Called to order: 1:03 PM

Members in Attendance:

M. Annette Haggray (Provost), Janet Giannotti (Council Chair), Nicole Cintas, Maggie Emblom-Callahan, Matthew Fox, Alka Gandhi, Nathaniel Gorems, Kelly Hebron, Twyla Jones, John Lechelt (via phone), Kevin Pace, Kirstin Riddick, Niandra Sinclair, John Sound, and Ruth Takushi

II. Introduction of new student members

Niandra Sinclair is a 3rd semester science major who serves as Vice President of the Student Government Association. Niandra would like to transfer to Virginia Tech when she completes her time at NOVA.

III. Approval of October 21, 2016 Minutes

Minutes were approved with corrections (typos). September minutes posted on

<http://www.nvcc.edu/alexandria/files/AlexandriaCampusForumCouncilMinutes201609.pdf>.

IV. Old Business

A. Campus signs & bulletin boards

- **Update from Liberal Arts Division**— *Boards are now in place. A template was designed to make custom-sized posters that fit in the boards. Posters will be replaced once or twice a semester.*
- *Matt Fox reported that **the campus signage subcommittee** will present at the November 30th Provost Staff meeting. The focus will be on the directory and updating the information. Matt went to the Woodbridge Campus and observed their campus signage. He noted that there are directories in their elevators as well. These questions will be addressed during a signage subcommittee meeting: As it relates to floor locations, are we looking to create what will work in the new building as well? In terms of signage and boards, is uniformity a goal amongst the divisions? What are we moving towards? A bulletin board with key access?*
- **Leadership photo boards:** *Photo boards are updated.*
- **Free parking** – *Signs indicating free parking after 4:00 p.m.: TABLED. It was suggested that we place flyers on student windshields. These could inform about free parking and encourage students to register early. Club fliers cost \$30 for 20,000. It was suggested that perhaps the Student Government Associate can produce and distribute the flyer.*

- **Helping Hands Souper Bowl fundraiser** is scheduled for the week before 2/5/2017. The Helping Hands committee is soliciting support for chefs and participation.

C. Awards Committee (memo attached)

A proposal for a Campus standing committee to coordinate information about awards was shared. A memo to the Provost is attached to these minutes. The Committee would consist of representatives from each division, not from Forum Council since 2-year terms are not conducive to continuity. It was suggested that the committee could use a blog to post comprehensive information about the awards (criteria, due dates, etc.)

D. Keep and Cancel motion for Senate

The Keep and cancel motion (See minutes of October 21 meeting) was sent to College Senate. Senators reported that the motion was tabled until January. It was reported that Chad Knights will provide some data in the January session. Discussion focused on the procedures deans use to determine if a class will be canceled and the need to do so in a timely fashion, the percent of desired enrollment to determine cancellation, actual cost of running a class, exceptions to class cancellation policy, and the importance of focusing on increasing enrollment.

It was suggested that students can use a tool to poll peers to better understand the process of registration/payment, etc. Niandra was asked to look into this.

E. Printing Services - TABLED

F. Other old business – *Twyla Jones reported that International Education Week was well attended. The last event was today. Partnering with Lauren Puryear (For the Love of Others, LLC.), NOVA volunteers packed 1000 lunches for students and homeless in New York and New Jersey. Digital Media Contest and Baobab Café Winners were announced. The Open Your Eyes documentary and dialogue and Kiva University video conference was informative, providing insight to all who attended.*

V. New Business

A. Keeling and Associates. *Janet Giannotti reported on a meeting with the consulting firm leading the 5-year strategic plan that was attended by Forum Council chairs and other College committee chairs. She noted that JoAnn Short from AN has notes that we would like to review. Janet summarized some concerns that were shared at the meeting:*

- a. Every student succeeds is our mantra, but often students are not considered when decisions, including budget cuts, are made.*
- b. Faculty voices are not heard when decisions are made.*

- c. *While student success is our goal, often graduation is not the only measure of success for our diverse population.*
- d. *We are very big and don't function as one college.*
- e. *The line between Workforce Development and credit classes is a blurred one.*
- f. *The group expressed concern that Keeling and Associates have only worked with universities and wanted the consultants to understand that we are not a "university light."*

B. Pride NOVA concern about gender neutral restrooms

We have 3 gender-neutral bathrooms (2 Bisdorf, 1 Tyler). The restroom locations are posted on the campus video monitors. The restroom designation is an issue, they are not handicapped accessible, and users must walk through an office or other room to access them. Rain Dove, an advocate who visited the campus, met with students regarding this. Some of the concerns were accessibility and safety, tolerance, basic human respect and decency.

How do we address safety concerns? It is not a police issue. Legally, one can be in the bathroom where they are comfortable.

Dr. Haggray reported that she will meet with LGBTQIA students to assess needs, hear the issues. Discussion centered on how to make everyone feel safe on our campus.

C. January dates

- **PUP Conference January 3rd** *(There will be a social networking event. Maggie Emblom-Callahan was instrumental in organizing this event.)*
- **Cluster Meetings January 4th** *Woodbridge Campus will host the cluster meetings, Dr. Ralls's State of the College Presentation, and Learning Council Panel Discussion (with a question-and-answer session).*
- **Alexandria Campus Convocation January 5th** *Developing a campus strategic plan and goals. Focus will be on strategic goals centering on recruitment, retention, and completion. It was suggested that we focus on the following:*
 1. *Let the community know that we are here and open for business.*
 2. *Strengthen relations with public schools.*
 3. *Analyze what works and doesn't work here on campus; what is in place that works well and what do we need to better; how to foster a sense of ownership.*
- **MLK Day of Service January 16th**
- **Our next meeting January 20**

D. Alexandria Campus Scholarship Awareness Committee – *Tabled*

E. Other new business

A. *Day of Creation*, a pseudo-Hackathon will take place December 3rd. Sponsors are invited to come up with problems for participants to solve (i.e., parking, grow enrollment, job center, pathway, student profile, tracking). Does NOVA want to sponsor an incentivized challenge?

B. *November 30th Registration Bonanza*

VI. Senate Update/Report from 11/17 meeting

- *Advocacy to speak about budget cuts in Higher Education. Ad hoc committee established.*
- *Commencement at Jiffy Lube Live! May 13th 2:00 PM, no later than 6:30 possible.*
- *College calendar: Concerns about how it bypassed Senate.*
- *Student Mental Health Ad Hoc Committee established. VCCS policy. We need to figure out a way to bypass it.*
- *Parking Issues Committee established. Seeking campus and student representation. Hangtags vs. stickers. Twyla Jones expressed interest in participating in committee.*
- *Annandale invited Charlie Errico to their Forum Council meeting.*

Meeting was adjourned.

ATTACHMENT:

To: Dr. Annette Haggray, Provost, Alexandria Campus

From: Janet Giannotti, Chair, Alexandria Campus Forum Council

Re: Recommendation for a Campus-Wide Awards Committee

November 17, 2016

The Forum Council would like to bring the following issue to the attention of the Provost Staff.

After a long discussion at our Oct. 21, 2016 meeting, the following motion was carried:

The Forum Council recommends to Provost Staff that the campus establish an umbrella awards committee, with one member from each division, to encourage, promote, support and sustain the seeking of awards for Alexandria Campus faculty and staff.

At our meeting, Prof. Gloria (Lori) Ward described the awards committee that she chaired in the Liberal Arts Division, a duty she took over from Dr. Jean Braden. Lori shared a document that she created with a list of awards available to faculty and staff, with criteria and deadlines. The Council felt that this could be a campus-wide initiative, to promote and encourage the seeking of awards.

Lori also shared some history. She explained that when the Liberal Arts committee was led by Jean, Jean knew a lot about what various members of the division were doing and could bring names forward for nominations. It was suggested that another model of selecting names to put forward could be implemented by an umbrella committee.

The Council understands that the three academic divisions currently have committees. It is our hope that a coordinated effort with an umbrella committee could save some duplication of effort while still maintaining separate committees to promote some competition. We also wanted to be sure that Student Services and LTR have advocates for their people in applying for awards.

We then considered whether Forum Council should have a role in such a committee, and we felt that since we are already involved in Rewards and Recognition and give one of the most important awards on campus (the Netherton), perhaps we should not oversee this. In addition, since Forum Council terms are just two years, there would not be time to really build institutional knowledge of the awards cycle.

Thank you very much for considering this proposal.