

Alexandria Campus Forum Council
Minutes
January 20, 2017

Meeting was called to order at 1:05PM

I. In attendance: Matt Fox, Alka Gandhi, Janet Giannotti, Kelly Hebron, Katie Hoskins, Twyla Jones, Jack Lechelt, Kirstin Riddick, Ruth Takushi, John Sound, Nicole Cintas (phone), Maggie Emblom-Callahan (phone), Frances Villagran-Glover (phone)

II. Approval of November 18, 2016 Minutes

Minutes were approved with corrections (typos).

III. Old Business & Updates

A. Signage Committee and Directories in Bisdorf (Matt Fox)

Thanks were extended to the provost, facilities, and committees. Directories are in place as Bisdorf. Floors are color coded. Exploratory conversations will take place about what to do with the other buildings.

Anil Manchanda and Matt Fox applied for NVCC Foundation grants for signage. The committee is seeking a long-term solution for this campus with a maintenance protocol for updating. The types of signage solutions are tile, digital, silver frames similar to new Liberal Arts boards, paper/digital hybrid. Feedback is welcome.

B. Other Old Business

Janet Giannotti will follow up with the SGA regarding creating flyers about parking enforcement time (3:45PM).

IV. New Business & Reports

A. Highlights from Personnel Services Committee (Jack Lechelt)-

Meeting took place January 12, 2017. Kirsten Balbuena presented to committee and HR leadership a proposal about recognition leave for classified staff. Additional items discussed:

- Reduced or free NOVA tuition for family.*
- Salary compression; it was noted that it is important to keep dialogue on the table.*
- 360 Degree evaluations. PSC continues to ask how the College can implement this.*

Professional faculty concerns regarding leave policy and reduced contracts were brought up. Jack will share with Personnel Services Committee.

B. Report on Strategic Scheduling Meeting (ADs and LADs) (Jack)

January 17, 2017, Dr. Haggray met with ADs and LADs to strategically create a comprehensive schedule for student benefit, to get students to completion in a timely and efficient manner. It was reported that the meeting was positive and productive. It was noted that currently, ADs at

Alexandria have a more significant role in scheduling as compared to other campuses. Loudoun, Manassas and Woodbridge currently have professional schedulers in place. It was noted that there is a goal to have strategic scheduling across campuses.

C. Campus Diversity Committee: Need Member from Forum Council

Provost Haggray needs a member from the Forum Council to be a member and co-chair of the Diversity Committee. Kelly Hebron will serve.

D. Report on “Chat and Chew” with Classified Staff

Kirstin Riddick reported on an informal meeting with classified staff and shared a written report, which is appended at the end of these minutes.

It was noted that we would like to invite a classified staff member to serve as representative to a College Transportation and Parking committee which will make recommendations to the Senate. Kirstin will follow up.

E. Strategic Planning Efforts

During the campus strategic planning meetings, facilitators recorded feedback. Documents from facilitators were sent to Dr. Haggray and Frances Villagran-Glover for review. The Forum Council would like to request a summary of the group feedback and provost’s impressions of the information to see where Forum Council can offer targeted support. It was noted that the campus community was encouraged to reach out to Frances in order to participate on the strategic planning committee.

F. Report from College Senate

Senators reported on the previous day’s Senate meeting, and the agenda for that meeting was shared. It was reported that the Senate would like input from the campuses via Forum Councils on the construction of the 3-year academic calendar. A request for suggestions will be sent to the campus. Input will be summarized and forwarded to the Senate.

G. Other new business:

In response to some questions concerning installations and posters on campus, the Council discussed the following question: What is the chain of command/process of communication when someone wants to put things (e.g., posters, art installations) up on the campus?

- Do divisions give permission?*
- What is the role of facilities?*
- Student Life?*

H. Plans for Future Forum Council Meetings

- 1. Helping Hands / Food Pantry - February Meeting*

2. AtD - TBD

3. Strategic Planning (see request above)

4. Calendar input summary (February)

5. Netherton Awards- set timeline including April date for ceremony (February)

6. Rewards and Recognition Committee -- Kelly, Alka, Ruth, Maggie, Kevin will serve on the campus screening committee; Maggie serves on the College committee.

7. Plans for a Helping Hands fundraiser (like the Souperbowl from the past few years) are in progress.

Meeting was adjourned at 2:49

Chat and Chew for Classified Staff

Report

12/9/16

1:00 PM – 2:00PM

AA 343

Facilitators: Coreda Clark, Matt Fox, and Kirstin Riddick

What is the Forum Council?

The Forum Council is an elected advisory board that advocates and makes recommendations to the Provost on behalf of faculty, staff, and students. Membership represents the Alexandria Campus community and is comprised of faculty, staff, and students. Select faculty and staff members of the Council also represent the Alexandria Campus in the College Senate.

The purpose of the Forum Council is to provide a medium for the campus community to express their ideas and concerns. After discussion, the Council brings items to the Provost with recommendations when needed. The Council meets approximately eight times during the academic year.

Meetings are open to anyone who wishes to attend and are usually held in the Provost Conference Room from 1:00 p.m. to 2:30 p.m on the third Friday of each month. A list of Forum Council members appears below. Minutes are also posted below.

Your opinion counts! We would like to make the Alexandria Campus a better place to work, to teach, and to study. Please speak with a Forum Council member to share your ideas, comments and/or concerns. We want to hear from you. (source: www.nvcc.edu)

Concerns? Use our virtual suggestion box:

<https://goo.gl/forms/njRXNddilOHFraLy1>

To Find Forum Council Minutes:

<http://www.nvcc.edu/alexandria/about.html>

Strategic Planning

There is some classified staff representation in some of the Strategic Planning Learning councils (i.e., Student Life Learning Council, LTR Learning Council). There is a Classified Staff Focus Group established that will meet in the spring semester to gather reaction and feedback about some of the proposed strategic plans and guided pathways. The first meeting will take place in February. Details to follow.

Dates of Note:

January 3, 2017 PUP (Annandale)

January 4, 2017 Strategic Planning/State of the College (Woodbridge)

January 5, 2017 Campus Convocation

Here's a list of some of the suggestions/questions/concerns raised during our informal meeting:

- How does recycling work on our campus? How can we leverage recycling as a means to offset costs?
- Can we create a Kiss n Ride or Cell Phone designation in the parking lot?
- How can we increase classified representation for our campus/college committees?
- Let's consider beautifying Bisdorf with more student work and student art (refreshed every semester.)
- Can we get a full list of all college committees from John Sound?
- What is probability we can get New NOVA signage on Dawes Avenue (similar to the one on Beauregard.)
- Is it possible to decrease the number of Police parking spaces? How are the number of designated spaces determined?
- Cafeteria cleanliness- The upkeep of the cafeteria eating areas should be done throughout the day not just in the evenings.
- Leveraging day care on or near the campus for students, faculty, and staff
- Increased networking/chat and chew opportunities with classified staff (some with embedded PD).