

Alexandria Campus Forum Council

Minutes

January 19, 2018

Members Present: Ivy Beringer, Nicole Cintas, Margaret Emblom-Callahan, Matthew Fox, Janet Giannotti, Pat Gordon, Annette Haggray, Lucy Holsonbake, Jack Lechelt, Kevin Pace, Kirstin Riddick, Matt Todd, Mike Waguespack.

I. Welcome, Sign In

A. Chair Matthew Fox called the meeting to order at 1:00.

B. Minutes of the November meeting were approved.

II. Recap of Previous Day's Senate Meeting

A. Kirstin Riddick reported that Dr. Ralls, Charlotte Calobrisi (Assoc. VP for Human Resources) and Donna Smiley (Assoc. Director for Employee Services, HR) attended the meeting for a Q and A session. She reported that some questions had been submitted in advance and others came from the floor. Dr. Ralls outlined the administrative reorganization plan that was announced via memo later that day. Ms. Calobrisi and Ms. Smiley addressed concerns about contacting HR, about adjunct duties, and about similar positions on different campuses having different pay.

B. Maggie Emblom-Callahan noted that three issues important to Senate were communicated to Dr. Ralls. They are development of the College calendar (ensuring that faculty and campuses have input), transparency in communication (with a request that Senate Chair or Vice Chair sit in on Admin Council meetings), and access to mental health services for our students.

III. Provost Update on Administrative Reorganization

A. Dr. Haggray summarized the new administrative structure outlined in Dr. Ralls's memo of the previous afternoon. She described how each campus will have a Provost, two Deans, and several Associate Deans depending on size. She also described the additional Provost/Dean/Associate Dean for IT as well as changes to ELI, which will be rebranded as NOVA Online. In addition, she described program councils and discipline groups, which replace meta-clusters and clusters. Dr. Haggray explained that the change in the administrative structure addresses concerns about consistency and meets the needs of local employers. She noted that more information would be given at the campus-wide meeting planned for the following Tuesday.

IV. Rewards and Recognition

- A. A committee is needed to screen applications for the Rewards and Recognition program for F-T Teaching Faculty. Volunteers: Maggie Emblom-Callahan (who will represent AL on the college-wide committee), Janet Giannotti, Kevin Pace, Nicole Cintas, and Jack Lechelt. Janet noted that it is essential to get the word out to faculty to nominate themselves or colleagues.

V. Netherton Awards and Event

- A. Discussion centered on the date for the presentation of awards. It was decided to keep the current timeline for nominations and voting, but to move the presentation to the Fall Convocation in August to take advantage of a time when the entire campus is gathered.
- B. The new plaque will be unveiled at that time.

VI. Old Business

- A. Matt Fox updated the Council on the matter of the cost of transcripts. He learned that the fees charged by Parchment come back to the college to be used for services like hiring more staff for registration.

Previously the Council had expressed concern that the fees seem exorbitant. It appears that NOVA's fee of \$10 for each electronic copy and \$15 for a paper hard copy is significantly greater than fees charged at other VCCS institutions and regional universities. Other VCCS colleges using Parchment charge \$3 for an electronic copy (see Blue Ridge, Germanna, John Tyler, Paul D Camp) and \$5 for a paper hard copy, and some of the other regional universities also charge significantly lower fees (GWU \$5, Howard University \$8, UDC \$5). \$10 and \$15 per transcript would seem to represent a significant burden on the student as well as representing a disparity with peer institutions. It was also noted that students have to send multiple transcripts (e.g. one when applying and a second when the final semester grades are entered).

The following motion was approved: The Alexandria Forum Council requests the Senate inquire as to the pricing model for transcripts and the distribution of these funds.

VII. New Business

- A. Protocols for using spaces for events on campus
 - a. There was a discussion of how to reserve space in the new Fine Arts Building, which evolved into a discussion of how to reserve space anywhere on campus and how to know what restrictions are in place (e.g. where tables can be set up) and who is responsible for set up.

b. It was determined that clarification of the above issues is needed.

VIII: Senator Update, Next Meeting, and Upcoming Elections

- A. Mike Waguespack, Senate alternate (Faculty) will replace John Sound as a senator for the remainder of the semester. Kelly Hebron is on leave; Janet Giannotti will fill in for her as senator while she is out.
- B. The third Friday of March is during Spring Break. Therefore we will move the March meeting until March 30.
- C. It was determined that a few members will be cycling off the Council after this academic year, after four years of continuous service. Elections will be held later this semester to fill those slots for next academic year. Those members whose terms end this year are Maggie Emblom-Calahan (TF), Kirstin Riddick (CS), and Kevin Pace (TF/Adjunct Faculty). One additional Teaching Faculty member will have to be elected to fill John Sound's position as well.

The meeting was adjourned at 3:00.

Janet Giannotti

Recording Secretary