

Alexandria Campus Forum Council

Minutes

February 15, 2019

Members Present: Ivy Beringer, Nicole Cintas, Janet Giannotti, Pat Gordon, Kelly Hebron, Twyla Jones, Jack Lechelt, Siem Goitom, Mike Waguespack.

The meeting was called to order at 12:30 p.m.

I. Minutes of the January 18 meeting were approved with one edit.

II. Old Business

Teaching Faculty Rewards Screening Committee. At the Forum Council organizing meeting in September, 5 members volunteered to screen nominations for Teaching Faculty Rewards and to forward their selections to the College-wide committee. They were Mike Waguespack (chair), Nicole Cintas, Kelly Hebron and Jack Lechelt representing Teaching Faculty, and Pat Gordon representing Classified Staff. It came to our attention that we need additional members to comply with the guidelines:

At the beginning of the academic year, each of the six campuses will appoint a Campus Reward and Recognition Committee. The campus councils will make the appointments and include a minimum of two teaching faculty representatives from each of the academic divisions. The committee will also include one classified staff member, one student services representative, and one academic dean or one academic associate dean. Full-time teaching faculty members shall constitute a majority of the membership of the committee.

Twyla Jones volunteered, and she will represent student services. Ivy Beringer volunteered to fulfill the academic dean requirement. The committee will receive further information from HR soon.

Helping Hands. Janet Giannotti reported that the balance in the Helping Hands account is \$2229.19. Our fundraising appeal seems to have generated some funds, and we will send out one more appeal later this semester. Student Services had been told to hold off on awarding grants, but now they will be told that we have enough to award up to 10 emergency grants.

Netherton Awards: The nomination process and the wording of the call for nominations were discussed. The Council came to agreement that the best procedure to nominate someone for a Netherton Award is to have one person coordinate and solicit letters of support from a variety of individuals across a spectrum to ensure that the nominee's contributions to the Campus have been significant. The call for nominations will be sent out on February 25. The timeline for the process was published in the January meeting minutes.

III. New Business

The Committee on Committees. The College Senate has asked for member(s) for the Committee on Committees. According to the Forum Bylaws, the committee is to be made up of “9 members, at least one from each Forum Council and at least one from each constituency.” Two names will be sent forward: Vanessa Diaz, representing Administrative Faculty, and Nicole Cintas, representing Teaching Faculty. Mike Waguespack served last year, and he reported that the commitment last time consisted of doing some background work individually and then attending one meeting. The purpose of the committee is to ensure the proper representation on College-wide committees.

Elections for 2019-2020 Forum Council. Janet Giannotti has volunteered for the Elections and Credentials Committee of the College Senate and will be in charge of the 2019-2020 election for the Forum Council on our campus. The first step is to determine vacancies. The following was determined:

Name	Status
Azza Ahmed	In year one of a 2-year term and will serve in 2019-2020.
Ivy Beringer	In year 2 of 1 st 2-year term and will run for re-election.
Nicole Cintas	In year 2 of second 2-year term and cannot run for re-election.
Vanessa Diaz	In year one of a 2-year term and will serve in 2019-2020.
Janet Giannotti	In year 2 of second 2-year term and cannot run for re-election.
Pat Gordon	In year 2 of first 2-year term and has asked not to run for re-election.
M. Annette Haggray	Ex-officio.
Kelly Hebron	In year 2 of second 2-year term and cannot run for re-election.
Twyla Jones	In year 1 of second 2-year term and will serve in 2019-2020.
Jack Lechelt	In year 2 of second 2-year term and cannot run for re-election.
Mike Waguespack	In year 2 of first 2-year term and may run for re-election.

Students (up to four) are invited to serve, and student members will be determined later in 2019.

Given the above tally, we have the following slots to be filled at this spring's election. A call for self-nominations will be sent out very soon.

- Administrative Faculty: Need to fill one seat; Ivy Beringer will nominate herself.
- Classified Staff: Need to fill one seat; nominations open.
- Teaching and Professional Faculty: Need to fill five seats. Mike Waguespack is considering nominating himself. We will need an aggressive campaign to find at least four more nominees.

Per our bylaws, elections must be completed by March 31 with results reported by April 8. Janet will update the Council frequently on progress.

Concerns about fire alarms, various drills, and wardens. The evacuation of Bisdorf after a local alarm sounded prompted a discussion of various issues. The Council is asking Provost Staff to consider our concerns, which include the following.

1. How can we ensure that we are not evacuated unnecessarily? Last Tuesday's (February 12) incident seemed to be in response to an alarm that was triggered by the jostling of the plastic cover over a fire alarm pull box.
2. How can we ensure that an evacuation that is indeed necessary but is not accompanied by the traditional alarm is completed in a safe and timely manner? On Tuesday, at least 10 minutes passed between the first evacuations and evacuations in other parts of Bisdorf. In addition, people who were evacuated in the first round were called back into the building twice before the final all-clear.
3. Our statewide drills are usually around 10 in the morning. Then, our locally-controlled fire drills are also often around the same time. How can we ensure that students who take classes in the afternoon and evening know how to evacuate the building?
4. Our wardens seem to consist of office staff. How can we ensure that our students and faculty who have classes from 5:00 p.m. until 10:45 p.m. have wardens available to help them in the case of an evacuation?
5. In addition, who, in the evening, can make the call to evacuate the building in the absence of an automatically-triggered alarm such as a pulled box or smoke detector? A recent example is the chemical spill in a science lab.

Next meeting date. Our next meeting is scheduled for March 15, which falls during Spring Break. Due to several conflicts on March 22, the Council decided to hold the March meeting on March 29.

The Council will also meet the following Friday, April 5, to vote on Netherton Awards.

It was noted that the Senate Chair has requested that Councils meet shortly after the Senate meets, which is the third Thursday of the month. This could mean a slight change in the meeting dates for 2019-2020.

The meeting was adjourned at 2:30 p.m.