

**NORTHERN VIRGINIA COMMUNITY COLLEGE
LOUDOUN CAMPUS
FORUM COUNCIL MINUTES
February 2, 2018**

Attendees: Lisa Stelle (Chair), Hashem Anwari, Chrystie Greges, Mike Polcen, Lucy Weber, Jack Zegeer

Absent: Lisa Fitzpatrick, Jenny Horton, Will Straight, Laia Rovira Tarres, Debbie Wyne

- I. **Welcome** – Meeting called to order at 1:05 PM.

- II. **Review and approval of minutes from December meeting** – minutes approved. They will be uploaded to the Loudoun Campus Forum Council website.

- III. **Old Business**

a) Senate Updates:

Mike Polcen and Chrystie Greges reported information on the January College Senate meeting, which included a presentation by Dr. Ralls on the academic reorganization, and a question and answer period with representatives from HR. Mike encouraged interested Forum Council members to attend an upcoming Calendar Committee meeting.

Mike and Chrystie also presented information on a recent planning meeting for the President’s Faculty Advisory Committee (PFAC), which meets with Dr. Ralls Feb. 8. PFAC plans to share concerns about the academic reorganization. These concerns were discussed and echoed by LFC members including impacts on quality control and advocacy at the discipline level, complex reporting structures, management training, and uncertainty regarding responsibilities and job descriptions of Associate Deans. PFAC is interested in the idea of including in the reorganization 10-month (staggered) Academic Chair positions with 50/50 teaching and release time. PFAC plans to discuss morale issues, including the current faculty review process.

b) Parking and handicap access concerns:

Lisa Stelle reported she is still awaiting updates on the crosswalk from HEC to the parking lot.

Concerns about the evacuation of disabled persons from LS to the assembly point will be addressed by Facilities; they plan to install a new curb.

The van pool sign in the HEC parking lot is gone now.

- c) Designated tornado shelters and power doors in LS:

Concerns about tornado shelters in LS have been addressed with the faculty who are in that area. Power doors operate on backup power if there is an outage and can still be used to enter and exit the building.

IV. **New Business**

- a) Transcript fees for students:

AL's Forum Council plans to ask College Senate at the next meeting to inquire about the pricing model and distribution of funds from transcripts. NOVA transcript fees are significantly higher than other VCCS colleges and regional colleges and universities at \$10 per electronic copy, and \$15 for paper copies. Jack Zegeer recalled that NOVA received many duplicate or unnecessary requests when transcripts were provided for free. He believes fees for first transcript requests may be lower. Parchment is the new online transcript request system. LFC thinks NOVA fees should mirror other VCCS schools.

Other transaction fees and payment processes through the Business Office and NOVA Card were discussed and may be problematic; these may be issues to track.

"First Day" course fees were also discussed. Some students didn't know they were enrolling in these courses, which resulted in unexpected fees and students getting dropped. It wasn't advertised or explained well to students and faculty during the roll out, and had impacts on financial aid, etc.

- b) Shred Day:

April 6 was discussed as a possible date for LFC to organize Shred Day this spring.

V. **Meeting adjourned at 2:15 PM.**