

**NORTHERN VIRGINIA COMMUNITY COLLEGE
LOUDOUN CAMPUS
FORUM COUNCIL MEETING MINUTES
November 10, 2016**

Attendees: Julie Leidig (Provost), Lisa Stelle (Chair), Tim Eichers (Co-Chair), Mike Polcen (Co-Chair), Deborah Wyne, Nelson Kofie, Jenny Horton, Nate Arthur, Mary Frances Vito, Pablo Urioste (SGA)

Guest: William Straight

Absent: Miguel Corrigan, Ty McHellen, Nicholas Sborz

- Meeting called to order at 2:05 p.m.
- Old Business

Dr. Julie Leidig stopped in to provide updates to some issues brought up at the October 2016 Forum Council meeting:

- Parking: Dr. Leidig spoke to the other campus Provosts to see if they were experiencing the same issue of students getting ticketed prior to the start of 4 p.m. classes if they parked early enough to get to class without being late, and it appeared that the problem did exist at other campuses. The proposal that the Council wished to recommend was that ticketing stop at 3:45 p.m. Dr. Leidig spoke to Mitch Markon who said he would escalate the issue to the head of Parking. It was generally agreed among the campus provosts that the issue be brought up by Forum Council members at the next College Senate meeting and that the Provosts would bring up the matter at the Administrative Council meeting. Tim Eichers indicated he would attempt to get this on the College Senate meeting's next agenda.
- Scarcity of Student Tutors: Dr. Leidig spoke to both Martha Janowski and Randy Fournier regarding the need for additional student tutors. It appears that with the loss of the P-14 that Randy had to assist in the processing of the paperwork for the hiring of student tutors, the hiring process has fallen to Martha. With her work load she has had to limit how many applications she has been able to process and wants to process the applications in the summer. Dr. Leidig recommended that some of the faculty could lend a hand in the screening of applicants (Tim Eichers indicated this is already taking place for IT) to move along the hiring process. Randy also recommended peer tutoring.

While she was available, Dr. Leidig addressed one of the agenda items dealing with the reduction of classroom visits and workshops led by librarians. Until recently the library had two full time librarians but a position for a third librarian had been posted. One of the full time librarians left to take another job at the Library of Congress and a new librarian was hired, but with the budget as it is right now, the third position is on hold. Tim Eichers mentioned that he has in the past invited the librarians to his classroom to

introduce the students to the large variety of library websites that can be used by the students in their studies.

Dr. Leidig gave an update on the building renovations. They are to begin in the May-June 2017 timeframe. All faculty, deans and Provost will be moved to either the LHEC or Signal Hill buildings. All of the Student Services Division will be in “the village”. She suggested we invite Sally Wrenn to our next meeting for additional information.

- Meeting Minutes: The October 18, 2016 Council meeting minutes were reviewed and approved with minor corrections.
- October College Senate Updates: The meeting was attended by Debbie, Lisa, Nelson, Mike and Tim. Dr. Ralls attended the meeting and the majority of the meeting covered the same information he provided at the Loudoun Campus recently. He indicated that the budget of NOVA, like other state colleges in Virginia, was recently cut by the Commonwealth. Also discussed was the salaries, etc., of the positions filled at a campus come out of the campus’ budget instead of the central employee budget. The costs of faculty at the Loudoun Campus, in particular, those of the adjuncts, are being watched carefully to ensure that the classes have sufficient enrollment to be held. Low enrollment classes will not be held except in those rare instances where the class may be the remaining one needed for the completion of a degree. It is possible that classes not needed for transfer purposes will be limited or not offered at all in the future.
- “Who is the Loudoun Forum Council”: Lisa’s email of 10/24/16. Jenney was thanked for updating a prior Campus Council-type handout to send to Faculty/Staff to provide information on the new Loudoun Forum Council. The email was sent out in-part to obtain suggested items for upcoming meetings; so far none have been submitted in that manner. The idea of suggestion boxes was raised again at this time. Jenny was going to contact Jimmy Chung in the mailroom to see if he knows where the boxes might be. It was suggested that several boxes be set up; perhaps in the student lounge areas of the Reynolds and HEC buildings, as well as one at Signal Hill, Reston Center and on the third floor of Reynolds.
- New Business
 - Tutoring: See Scarcity of Tutors update from Dr. Leidig under old business.
 - Friday Evening and Weekend Support: It was brought up that there is a lack of IT Support at the Campus on Friday evenings and over the weekends. Jenny indicated that as of this meeting’s date the Loudoun Campus IT department had a full complement of personnel after hiring another tech. She would take the lack of Friday p.m. and weekend support to Chuck and Alie to see about getting additional technical support during these times.
 - Lack of IT Support at Signal Hill: Signal Hill has not had a designated IT technical support person since Jenny was pulled into the main Loudoun Campus; she indicated there will be more support starting Summer 2017.

- Reduction of Classroom Visits and Workshops Led by Librarians: See information provided by Dr. Leidig above regarding reduction of librarians.
- Printer and copier status is LR: Printers that are on a network can be hacked more easily than standalone printers so the college wants to take these copiers away. In addition to the hacking issue, the cost of printer cartridges is prohibitively expensive and with the college trying to cut back on costs, this too is another reason for the cutting back on printers. Discussion covered the facts that there should be printers on every floor on which faculty are located; the college should not prohibit faculty from purchasing and using their own printers and there should be color printers available for handouts that need to be in color.
- Curriculum Review of STEM and other Majors: William Straight expressed concern regarding the path the college is taking for revising curriculum elective courses for the STEM and other majors. Instead of there being elective options within the majors, for, example, science, communications, humanities, etc., there is going to be one designated required course for these categories of courses. Will believes, as do others, that specifying one a particular class and not providing the students with choices for these non-core courses, that it takes away the individuality of the student's interests.
- November Senate Meeting will be attended by Lisa Stelle, Tim Eichers, Mike Polcen, Nelson Kofie and Debbie Wyne.

Meeting Adjourned at 3:25 p.m.

Meeting minutes respectfully submitted by Mary Frances Vito.