

## **Campus Council**

**January 29, 2015**

**Members Present: Diane Mucci (Chair), Will Straight, Tim Eichers, Kyle Cervantes, Randy Fournier, Laura Siko (secretary), Radina Mileva**

**Members Absent: Scott Matthews (Vice Chair), Nathan Leslie, Bridget Pool, Jamila Vizcaino (SGA President)**

**Guests: Joe Agnich, Acting Dean Natural Sciences; Mike Polcen**

Meeting called to order: 1:05 PM

December 2014 meeting minutes approved with no changes.

### **Old Business**

#### Campus Safety

- Will reported that the light bulb has been replaced on the LR stairwell, but has created a notable shadow which causes a safety concern. Diane will contact Mitch Markon to investigate the possibility of adding another light fixture.

#### Faculty Office Assignments:

- HEC: Tim reports that faculty have expressed concerns to him about office allocations. Faculty are concerned about working in a cubicle environment. The exact configuration of cubicles is still being designed. Some are 'on a window' others are indirect.
- HEC: For moves into HEC, the current Tier system will not apply as there are no private offices. Those who choose to stay in LR, will take their chances as final designs have not yet been agree upon.
- LR: Will also expressed concern about renovations planned for LR and the elimination of single offices.
- LR: Dean Agnich suggested Campus Council become involved in architectural designs (or redesigns) from inception. As the LR building design is re-starting from scratch due to budget cuts, Campus Council should advocate for faculty needs. Dean

Agnich also suggested faculty express desires to the academic deans so they can advocate on their behalf.

- LR: Diane suggested those involved in the LR redesign be invited to Campus Council to hear faculty views prior to making final architectural decisions.
- The Council will draft a position on the faculty office situation and communicate to administration. Diane, Will, and Tim will work on a draft.

### **New Business**

#### Shredding Day:

- There have been multiple requests from faculty and the Green Team for a Spring Shredding Day. The Provost's Office has previously sponsored the event (funding). It was suggested the community be invited to partake, with donations (\$5/box?) benefitting the Loudoun Lifeline.

#### Advising Loads for Faculty:

- Students who have graduated or left NOVA, still appear on faculty advisee lists. Dean Agnich reports that Dr. Gabriel was able to develop a system for culling advising lists after a 3-year period of inactivity. This purge was supposed to occur three times a year. It did take place in the Fall, but it's unclear if the Spring list has been updated. Dean Agnich suggests following up with Dr. Gabriel and Dr. Leidig to inquire if the Spring list has been updated.
- Some faculty have disproportionately large advising load. It was discovered that faculty advisors were manually and arbitrarily assigned by Student Services professionals. As a result, a new process was devised. Student Services was provided with a list of all faculty advisors within a unit so that advisors can more equitably assign faculty. This has resulted in an improvement, but the assignments are still not equitable due to the culling process (discussed above).
- Tim suggested, for high enrollment disciplines, paying adjunct faculty to take on a number of student advisees. It has been requested in the past, but has been denied, we suspect due to hour limitations of part-time employees. Dean Agnich will bring the suggestion to the attention of administration.

- Will suggested a bulleted list for students (perhaps in the handbook) illustrating what a faculty advisor does, vs. a counselor, vs. a first year advisor, etc. This should also be communicated in SDV and orientation.

#### Loudoun Lifeline

- Tim reports a VIP parking spot has been designated for a monthly raffle amongst staff who have opted for monthly payroll deductions.
- Joe suggested sending monthly reports of how much money has been dispersed to students to encourage and inspire employee contributions. Transparency of fund use will help encourage donations.

#### Message Distribution System

- Tim receives requests from various people to “announce” things in class- i.e., programs, events, important deadlines, etc. He is asking for a more efficient way of communicating important messages to students without overwhelming them with information. Diane suggested creating professional Facebook pages for class and making important announcements via social media.

#### Faculty Evaluation Statement

- NOVA Administration is collecting feedback on the new faculty evaluation plan to provide to VCCS. The Campus Council is drafting a feedback statement for the consideration of the Loudoun Administration. Diane and Will will send the draft to Council members for input.

#### Environmental Club/Green Team

- The LO Green Team would like to extend the recycling program on campus. This would include additional recycling receptacles in all buildings and perhaps in classrooms. The Council is in favor of this initiative, and Diane suggests consulting Mitch Markon on the issue since it involves a college contract.
- Dean Agnich suggested the Green Team conduct a sustainability survey on campus to identify other areas that can be improved and that Environmental Science faculty incorporate this initiative into their classes. Diane suggests including Rob Johnson in the initiative.

### Committee on Committees Reps

- The College is hiring a PT administrative assistant to help manage committee membership college wide. Radina has volunteered to continue service on next year's Committee on Committees. Will Straight will assist Radina during her leave beginning in March.

### Campus Schedule

- Dean Agnich reports that there will likely be no change to the Loudoun academic schedule for Fall 2015 (i.e., MW, TTH vs. MTH TF).

### Senate Report

- Diane referred Council members to the new College job site- College Central for students seeking employment or employers seeking workers.
- Diane and Radina reported on salary increases for P-14s and Adjunct Faculty. Classified staff salaries are still under discussion.

Next meeting: Feb 25, 2015

Meeting adjourned