

**MINUTES**  
**PVCC College Senate Meeting**  
**November 18, 2005**  
**Room 249**

**Attendees:** Tracy Cersley, Ann Connolly, Leslie Durr, Cliff Haury, Jon Hexter, Jessica Kingsley, Ed Kingston, Sharrah Lane, David Lerman, Andrew Modic, John Nelson, Pat O'Rourke, Jan Reed, Erica Tyssen, Bettye Walsh

**Absent:** Cos Defazio, Mark Fitzgerald, John Hancock, Mary Lavery-Fisher, Martha McKenna, Marie Melton, Kaki Mitchell, David Moyer, Jose Torres

Ms. Cersley called the meeting to order at 2:30 p.m. She asked the Senate if there was a motion to approve the minutes of the meeting of October 21. Upon motion duly made and seconded, the Senate unanimously approved the minutes.

Ms. Cersley reported that the Personnel and Benefits Committee had responded to our request that they review the new VCCS Educational Assistance Policy and how it would change our current PVCC policy and to respond to the Adjunct Faculty Council's request to alter their pay step schedule.

### **Educational Assistance Policy**

The Personnel and Benefits made the following recommendations:

1. **Should PVCC require that those receiving educational assistance be required to repay the amount in full if they do not remain in their current position for six months?**

The committee unanimously feels that PVCC should require that receiving educational assistance be required to repay the amount in full if they do not remain in active employment at PVCC for six months.

2. **Under what circumstances should PVCC agree to pay for the courses enabling an employee to earn a degree?**

The committee unanimously feels that PVCC should pay for courses enabling an employee to earn a degree under the circumstances given in 3.10.1.2 Section 2 parts (a) and (b) of the Revised VCCS Educational Assistance Policy. This VCCS policy is dated August 10, 2005.

3. **Should a maximum amount be established that PVCC will pay for a course, a degree, or for an individual?**

The committee unanimously feels that NO maximum should be established. It feels that PVCC should be guided by the individual's goals and the institution's fiscal ability to meet such goals.

4. **Currently, PVCC will only commit one semester at a time to an individual. Should multi-semester or multi-year commitments be made if it would take that long for an employee to earn a degree or achieve a specific goal?**

Yes, the committee feels that PVCC should be guided by the individual's goals and the institution's fiscal ability to meet such goals.

5. **If there are more requests for educational assistance than there is money budgeted, what guidelines should be used in making decisions?**

The committee unanimously feels that preference should be given to

1. job-related courses;
2. required courses for completion of a degree and
3. appropriate professional development.

6. **Please address any other issues germane to this policy and procedure.-**

The committee strongly recommends all PVCC supervisors make every effort possible to facilitate the educational and professional needs of all eligible employees at PVCC. The committee recommends that all requests be reviewed by supervisor's supervisor.

John Fogelgren of the Personnel and Benefits Committee joined the Senate for discussion. The recommendations were reviewed and a lengthy discussion ensued as to whether it was appropriate for employees to have to follow these guidelines if their supervisor had requested that they take job-related courses. If they were required to take the course, then left PVCC, would they still have to pay back the college?

The Senate asked if this policy applied to all employees, faculty and staff, full-time and part-time. Mr. Fogelgren clarified that the policy applied to all full-time employees, faculty and staff.

The Senate asked for clarification as to when the six-month period of employment requirement would begin. Ms. Cersley will ask Personnel and Benefits for clarification of above issues and will ask that their recommendations be put in policy format.

### **Adjunct Pay Scale Policy**

The Personnel and Benefits Committee recommended that the Adjunct Faculty council prepare a proposal that would reduce the number of steps and a reduction in the number of credit hours required for a step increase.

### **Recommendation from Instruction and Student Services Council regarding 2006-2007 Academic Calendar**

The ISS Council had recommended a change in the 2006-2007 academic calendar, canceling the two-day fall break and adding those two days to the Thanksgiving holiday allowing students to have off the entire week of Thanksgiving. The Senate discussed the results of the surveys that had been given to the students and understood that the students voted 2 to 1 in favor of this change. Representatives expressed some concern that a fall break can be a needed break for students, but felt that we should support the student's vote. The three student Senate representatives echoed the survey results with two in support and one opposed.

After discussion, a vote was taken and it was decided that the Senate would support the ISS Council's recommendation to cancel fall break and take off the week at Thanksgiving.

A representative suggested that administrators consider putting in reading days in October to give students a break. Dr. Haury explained the issues involved with adding reading days—either semester has to begin on a Thursday or final exams run too close to holidays. It was decided that this discussion was best brought up in the Curriculum and Instruction Committee.

### **Last Month's Recommendations to President Friedman**

Ms. Cersley reported that the President's staff had acted on last month's Senate recommendations and approved all with some amendments. The Student Code of Conduct was approved with changes allowing children to be brought to class with prior permission and alcohol to be served with college approval.

### **FPA Meeting Discussion**

Ms. Cersley reported that she and Mr. Lerman had attended an FPA meeting at their request. FPA expressed concern that there were too many committees and the decision process is unclear. Ms. Cersley stated that she will seek Dr. Atkins-Brady's assistance in developing a survey to evaluate the Senate's effectiveness.

The Senate discussed how we could better communicate with the PVCC community. A suggestion was made that we could send out an email with highlights of items being discussed. It was also stated that representatives should be reporting senate proceedings to their respective groups.

The group agreed that our governing process needs to be more efficient, we need to avoid duplication of effort, and committees need to tap into subject matter experts at the college.

It was suggested that a guide to our governing process be developed.

### **Next meeting**

The next meeting of the Senate will be December 9.

The meeting was adjourned at 4 p.m.