

**MINUTES
SENATE MEETING
February 16, 2007**

Tracy Cersley opened the meeting at 2:30 p.m. A motion to approve the minutes from the January 2007 meeting was made, seconded, and unanimously approved.

Strategic Plan

Drs. Atkins-Brady and Hudson were guests of the Senate representing the Planning and Budget Committee. Their goal was to encourage input into the college's next strategic plan. Dr. Atkins-Brady passed out a handout on strategic planning, which explained the process and that we are talking about the big picture. The group completed a survey of PVCC strengths, weaknesses, opportunities, and threats. She then handed out a summary of trends in our region, and opened the floor to comments. The student senators expressed a desire for more space that is just for the students – areas where they can relax together, play video games, hold meetings, etc. PVCC weaknesses expressed were in the marketing area, in lack of support staff, and teacher preparation for teaching students for whom English is a second language.

Academic Calendar 2008-2009

Ms. Cersley told the group that C&I passed a motion for the 2008-2009 calendar that we have a shorter than whole week for Thanksgiving break and have a fall break. They also suggested that the fall semester start date need not be a Monday and that we need not have Labor Day off.

Other suggestions were made including having both a fall break and a whole week at Thanksgiving, having two days assigned as Reading Days (like fall break). A student senator expressed a need to have a break between the end of classes and the first day of exams. It was mentioned that UVA has one Reading Day for a break, the whole week at Thanksgiving, and start classes the Wednesday before PVCC.

It was asked if we hold classes on Labor Day, will classified staff also lose that holiday. It was hoped that would not be the case.

A motion was made to move C&I's proposal forward to have a shortened Thanksgiving week, a two-day fall break, and the Senate's suggestion is to also have a day's break between the last day of classes and the first day of exams. This can be accomplished by starting earlier or having classes on Labor Day. The motion was seconded and unanimously approved.

Student Government Association

The Student Government Association proposal was presented by Ben Sergeant. They have attempted to propose a practical arrangement that can be carried forward considering leadership changes so frequently. He asked that any comments be addressed to him bsargeant8440@email.vccs.edu.

Smoking Shelter Update

Ms. Cersley checked with Dr. Jackameit on the Senate's recommendation that we only move forward with the smoking shelters if there would be enforcement of the smoking policy, including a fine. Dr. Jackameit said reinforcement could be written into the policy. The College Board will meet the beginning of March. Ms. Cersley asked if she should move forward and make a proposal to the Board. The group agreed that she should.

Textbook Returns

It was explained that Follett bookstore has a policy that for books and bundled books that are shrink wrapped, if the shrink wrap is removed, students cannot get a full refund. This seems unfair to students who drop a class and want a full refund for their books.

Because this is Follett's policy, we do not have as much control. It was suggested that faculty be made aware of this policy as they may try to avoid purchasing bundles that are shrink wrapped. One of the student senators did state that the bookstore does notify students when purchasing books that if the book is shrink wrapped, once opened they cannot get a full refund. Ms. Cersley will talk to the bookstore and pass that info on to the Administrative Services committee.

Classes Being Scheduled During College Hour

Concern was expressed that classes are being scheduled during college hour. This can hurt our goal of student engagement. It was mentioned that nursing students can never participate on Wednesdays during college hour and suggested that some of the larger activities be moved to Mondays or Fridays. Senate recommends that C&I discuss this problem.

Committee Reports

Information Technology. The group was reminded that ETF requests need to be turned in to Simeon Ananou.

Administrative Services. No report.

C&I. No report.

Personnel & Benefits. The Committee met last week, submitted a recommended retired staff policy (updated regarding technology changes), will meet next week to start looking at continuous learning policy.

Planning & Budget. Strategic initiatives proposals are underway and are due March 2.

Student Services. The Student Government Association was discussed.

The meeting was adjourned at 4:30 p.m.