

Portsmouth Campus Faculty Senate Minutes

Friday, January 26 at 12:00 PM

Location: Virtual via Zoom

2023-2024 Senators

Chair, Tiffanye Sledge; Vice Chair, Staci Forgey; Secretary, Kimberly Lee

Stephanie [Missy] Comer (Library), Staci Forgey (SM), Katina Harris-Carter (SM), Bronson Haynes (SM), Harlan [Skip] Krepcik (EMST), Kimberly Lee (SS), Catherine Merritt (HP/Nursing), Jesse Newton (AH), Gabrielle Penington (Counseling), Darryl Perkinson (SM/Adjunct), Calvin Scheidt (BCSIT/Adjunct), Tiffanye Sledge (SS), Matthew Woods (MT)

Attendees **denotes senator*

Tiffanye Sledge*, Staci Forgey*, Kimberly Lee*, Calvin Scheidt*, Bronson Haynes*, Gabrielle Penington*, Darryl Perkinson*, Carmelita Williams (Student Development), Cindy Chester (MT), Rebecca Vonderhaar (SS)

Quorum: MET

- Call to Order – Meeting called to order at 12:05 PM
- Correction and Approval of Previous Minutes – December 1, 2023 minutes approved
- Guest Speakers – None
- Reports
 - Campus Chair Report – CFAC has created an FDEP committee; the committee only has three faculty members from VCCS at the moment - CWFS is collecting information about Building B leaks - TCC's Department of Public Safety (DPS) will conduct a lockdown training exercise on Tuesday, February 6, 2024, on the Portsmouth Campus, beginning at 10:00 a.m. - New advising help will be on board soon - Continued issues with DE scheduling, particularly First College - REMINDER Alexis Alarcon (Financial Aid) Changes to the next cycle (2024-25); window was October 1, but DOE has pushed back the start date to next month. FA is having a training next week; FACULTY NEED TO BE CONSCIENTIOUS ABOUT DELETIONS/WITHDRAWALS - Ongoing reminder about room reservations for activities: Chelsea Moore and Gia Lawrence will be handling room reservations now that Chuck has retired; pscevents@tcc.edu - **REMINDER: February 14 – Portsmouth campus celebrating 10th year** - We have over 600 cyber-attacks a week in the VCCS. OIS needs all faculty and staff to be more vigilant with regard to looking out for and reporting suspicious emails and even activity (people in the buildings who are going through trash or testing doors for entry, etc. Err on the side of caution. Report all emails to emailabuse@tcc.edu

- TCC's Department of Public Safety (DPS) will conduct a lockdown training exercise on Tuesday, February 6, 2024, on the Portsmouth Campus, beginning at 10:00 a.m.
- Overview of Lockdown Training Exercise
 - DPS will create a lockdown simulation, one building at a time, to prepare faculty, staff, and students for maximum safety in the event of internal and external threats to campuses. DPS and security staff will quickly walk through each building – checking doors, rooms, and hallways – and engaging with faculty, staff, and students to ensure they understand procedures and protocols.
- Campus Expectations for Lockdown Training Exercise
 - The lockdown training exercise will begin at 10:00 a.m. in the B Building.
 - TCC's phone and alert systems will provide the initial alert, sending audible and visible instructions for the lockdown training exercise.
 - Alerts will be sent for one building at a time.
 - Faculty, staff, and students should move to an interior office or classroom location and lock the door.
 - Stay away from windows.
 - Remain sheltered in place until an "all clear" message is issued.
 - Building Order for Lockdown Training Exercise
 - Note that the training will not be for the entire campus at once. The simulation will take place one building at a time. It is estimated the process will take no longer than 30 minutes for each building.
 - B Building
 - C Building
 - A Building
 - Student Center
- ****Please remember this is only a training exercise****
 - Pathway and Program Reports –
 - SM – two lab manager positions are now open
 - Student Services – Transfer events in the Student Services email - there will workshop soon on the common app, faculty advisors can attend sessions like this; new hire for Portsmouth enrollment - Beth Callahan has several recorded sessions on accessibility topics; these are accessible to faculty through the *CFTE Events & Learning Institute* section of the CFTE Canvas site
 - CFTE – there are links to videos from sessions in the *CFTE Events & Learning Institute* section of the CFTE Canvas site; if you watch a session by recording, make sure to complete the quick survey after to receive attendance/Badge credit - there are plans to have a social event towards the end of the semester
 - Suggestions from discussion: is there a possibility of “just in time” pop up reminders before events through Microsoft Outlook or Canvas; friendly badge competitions with faculty

- Library Services – no updates
- Open Business
 - Bylaws: updates are still in progress; K. Lee will follow up with task group this semester
 - Issue of parental leave is ongoing with Human Resources; we have not received a satisfactory answer as of yet
 - **MOTION:** The Faculty Senate moves that Human Resources clarifies, in writing, how the DHRM Parental Leave policy is implemented by Tidewater Community College for full-time teaching faculty.
 - *Unanimously approved*
 - Single point of entrance is still a problem for accessibility
 - Clothing Closet has been moved, why?
 - Awaiting more information
 - Discussion regarding issues with DE scheduling, particularly First College
 - Need an update from CWFS motion regarding a DE task force
- New Business
 - Security issues surrounding faculty being allowed to the buildings on the weekend and not having a common sense backup procedure that allows students who have forgotten identification
 - T. Sledge will forward concerns to CWFS
 - Discussion regarding Building B leaks
 - T. Sledge to set up Google Form to collect information for CWFS
 - Discussion re: classroom safety for active shooter
 - T. Sledge to inquire about shades for classroom doors
 - Discussion regarding issues with DE scheduling, particularly First College
 - Need an update from CWFS motion regarding a DE task force
 - Other Items – None
- Next PFS Meeting – Friday, February 23 @ 12:00 PM
- Adjournment – Meeting ended at 2:16 PM

Minutes recorded by Kimberly Lee, Secretary