Administrative Council Meeting
November 7, 2006

Members Present: Vice President Baker, Mr. Foley, Associate Vice President Gabriel, Vice President Gary, Ms. Graves, Dr. Hill, Vice President Sachs, Dr. Saperstone, President Templin, and Ms. Wilhelmi.

Dr. Sharon Robertson represented Executive Vice President Dever, Dr. Ron Buchanan represented Dr. Hinton, and Ms. Joyce Samuels represented Dr. Tardd.

November 13 College Board Meeting:
- RPK Curricular Proposals for the College Board.
  - Dr. Sharon Robertson, Associate Vice President for Academic Services, addressed the Recreation and Parks Program Review Action Plan that was approved in concept at the Administrative Council meeting on July 18, 2006.
  - She noted that the curriculum restructuring would not affect the one full-time faculty member’s ability to maintain a full teaching load and would enhance the advising process by helping students choose the appropriate curriculum.
  - The following recommendations were approved by the Administrative Council and will be presented to the College Board for consideration:
    - Approve new Recreation Programming and Administration career studies certificate, effective Spring 2007.
    - Approve the discontinuance of the RPK A.A.S. degree program, effective Spring 2007, or as soon thereafter that the discontinuance is approved by the State Board for Community Colleges.
- Report on Student Activities.
  - A report on the Alexandria Campus Student Activities Initiative will be presented by Dr. Pat Lunt, Dean of Students, and Ms. Pat Gordon, Student Activities Specialist.
- Report on Faculty & Staff Diversity Plans.
  - Dr. Gabriel will report on the diversity of NOVA’s teaching faculty and staff during the period of 2004-2006. He noted that from October 2004 to September 2006, the proportion of minority teaching faculty members increased from 17.37% to 18.47%. Of the teaching faculty hired for 2006-2007, 35% were minorities.
  - Dr. Gabriel advised that the guidelines for classifying race and ethnicity are being refined and should provide a more accurate picture of NOVA’s faculty diversity. Dr. Templin requested that the Administrative Council also be provided with comparable race/ethnicity data on students. He will convene a group during the spring semester to consider various options for
increasing the diversity of NOVA’s faculty and staff to reflect the diversity of the students being served.

- **Report on Disaster Planning**
  - Vice President Baker will address the topic of emergency planning and the creation of the college-wide committee that has oversight for all emergency planning efforts.
  - She reminded the Administrative Council of the criticality of keeping all emergency plans on the campus websites up to date.

- **Announcement of upcoming events.**
  - Annandale CN Building Grand Opening and CS Building Addition Groundbreaking—November 17 at 1:00 p.m. at the CM Plaza entrance.
  - Governor Kaine’s Cabinet Meeting—November 27 at 9:00-10:30 a.m. in the Waddell Theater on the Loudoun Campus. This is an open meeting.
  - Board Appreciation Dinner—December 1 at 6:00 p.m. at the Ernst Center.
  - Reston Center Open House—December 6 at 6:00-8:00 p.m.
  - Appropriation Committee Meeting—January 4 in the Waddell Theater on the Loudoun Campus.
  - A post-congressional election discussion is scheduled for December 12 on the Alexandria Campus. Participants include James Carville, Congressman Tom Davis (R-VA) and Charlie Cook of the *National Review*.

**Holiday Schedule:**
- Vice President Baker discussed several options for using the additional holiday time approved by the governor.
- The Administrative Council approved using this time as a “floating holiday” for administrative and professional faculty and classified staff. These employees may use this day as an additional vacation day to be scheduled with the approval of their supervisor. The holiday is to be used after November 22, 2006, and before July 1, 2007 or it will be lost.
- The college as a whole will not be closed because of this holiday.

**New Faculty Position Allocation:**
- Dr. Templin distributed a listing of the FY 2008 teaching faculty position requests received to date. The provosts were asked to review this listing for needed revisions or additions, and Drs. Gabriel and Dever were asked to review these requests in terms of the institution’s academic programs. Once these reviews are complete, Dr. Templin will provide, electronically, a tentative list of approved positions.
- Dr. Templin advised that all position should be considered, not only in terms of filling vacancies, but also as a means to better place the institution for the future. These positions should also be considered in terms of a focal point of excellence and the educational strategic plan.

**Congressional Earmark Proposals:**
- Dr. Templin noted that the congressional appropriations proposals for FY 07
continue to be pursued. Any additional proposals should be forwarded to Dr. Templin by November 10.

Policy on Reimbursing Travel Expenses for Administrative & Professional Faculty Candidates:
- Dr. Hill stated that NOVA presently does not reimburse travel expenses for candidates interviewing for administrative and professional faculty positions. He noted that this hinders the ability of the institution to be competitive in its recruiting.
- The Administrative Council approved extending the reimbursement of travel expenses to administrative and professional faculty candidates. Dr. Templin and Vice President Baker will develop a statement clarifying this policy change. These reimbursements will be funded for the immediate future through salary savings.
- There was consensus that travel reimbursements should be uniform at all campuses.
- The committee reviewing the new faculty hiring procedures will be requested to review the adequacy of the reimbursement process now in place for teaching faculty candidates.

Remote Access to Email:
- Dr. Sachs demonstrated various technologies available to NOVA employees for remotely accessing college email.
  - A Smart Phone provides regular cell phone capabilities, access to email and calendar, and can serve as a computer modem. The phones must be purchased through ITSS since the state has limits on what can be provided. The cost of the phone and the Internet and email access are department responsibilities. The cost of basic cell phone service is paid by the college.
  - The College’s virtual private network provides the user access to anything on their college server, including email just like on their desktop. The College’s virtual private network and the College’s website cannot be utilized at the same time.
  - Terminal services. This allows remote access to regular email but does not have printing capability.
  - Web-mail. This is a real time connection that can be used from any computer with Internet access.
- The college-wide Committee on Emergency Planning will provide recommendations on strategic contingency planning to the Administrative Council. It was agreed that the capability to use email, Blackboard, and Centra is critical to any contingency plan.
- Dr. Templin discussed the need to focus on the issue of continuity in emergency situations and the utilization of available technologies for remotely accessing college resources and conducting meetings.

Other items:
- Ms. Wilhelmi provided information on the 2007 Virginia General Assembly. This information included important dates for the 2007 session, tentative dates for the community colleges’ visits, and NOVA’s 2007 Legislative Plan.
- Dr. Templin distributed the State Council of Higher Education for
Virginia’s Preliminary Update on Actual and Projected Enrollment.

The next meeting of the Administrative Council will be Tuesday, November 28, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items

- Assessment of Faculty Hiring Procedures – November 28
- Proposal for a Center for Culture and Language
- Final review of the 2007-08 Working Calendar