Administrative Council Meeting
April 29, 2008

Members Present: Acting Vice President Courter, Executive Vice President Dever, Mr. Foley, Interim Vice President Gabriel, Vice President Gary, Dr. Guerverra, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, and Dr. Tardd.

Dr. Butch Herod, ACE Fellow, also attended.

Guests:
Ms. Myrtho Blanchard, Director, Human Resources
Ms. Janet Bush, College Editor
Ms. Gail Parrish, Associate Director for Compensation and Benefits, Human Resources

Dr. Dever convened the meeting in Dr. Templin’s absence.

Student Access & Success:
- **Summer/Fall Enrollment**
  - Dr. Gabriel reported that enrollment for Summer 2008 appears strong but more accurate data will be available after the May 1st tuition payment deadline and the subsequent enrollment cancellation. An automated message will be sent to students who are dropped for non-payment. A list of these students will be available to the provosts.
  - The enrollment data for Fall 2008 also reflect strong growth. This is the second semester for which the staggered “assigned day” priority registration process was used and it appears to be working well. The tuition payment deadline for Fall 2008 is August 1.

Action on Proposed Amendments to College Forum Constitution:
- The proposed amendments to the College Forum Constitution have been forwarded from the Chair of the College Senate to the President.
- The Administrative Council recommended approval of the proposed amendments to the College Forum Constitution.
- The Administrative Council noted that the director of College Government Affairs and Community Relations was removed as an ex officio member of the Constituency Committee (Article VI, 2, d, v). The group understood this change was made as result of this position currently being restructured and likely re-titled. It was the opinion of the group that, with the next revision to the constitution, consideration be given to reinstating the comparable position, which should be settled by that time, as an ex officio member of the Constituency Committee.

College E-Mail Policy:
- Dr. Sachs presented a draft proposal for NOVA’s electronic mail policy and procedures. He noted the extensive work done by the Information Technology Committee in merging various college email policies and procedures into a single
document. The purpose of this policy, which applies to all college employees, contractors, volunteers, and students, is to ensure that:

- The college community is informed about the applicability of policies and laws with regard to electronic mail and that electronic mail services are used in compliance with these policies and laws.
- Users of electronic mail are informed about confidentiality, privacy, and security applicable to electronic mail.
- Disruptions to College electronic mail and other services and activities are minimized.

- Included in this policy are the changes to the distribution list usage policies previously approved by the Administrative Council.
- Emails containing information protected under FERPA are to be sent only to a student’s NVCC or VCCS student email address. As students often correspond with college offices using personal email addresses, Dr. Sachs was asked to provide a guidance document addressing appropriate ways to handle responses for various circumstances.
- It was suggested that this policy include statements that all emails are subject to Freedom of Information Act (FOIA) requests, and that the email system is not to be used as an electronic storage file.
- Council members were requested to present this document for staff review prior to it being revisited at the Administrative Council meeting on May 20. Once a final document is approved, the complete policy will be put on the college website and in the college’s Administrative Services Procedural Manual (ASPM). Various sections of the policy will be included in the appropriate handbooks.

Review of Changes to 2008-09 Faculty Handbook:

- The proposed 2008-2009 Faculty Handbook was presented for consideration by the Administrative Council. Many of the proposed changes were recommended by the Ad Hoc Committee to Review the Committee Structure. All proposed changes have been reviewed by the College Senate.
- Dr. Gabriel recommended that the new position of Associate Vice President for Marketing and Communications would be the appropriate person to chair both the Convocation Committee and the Commencement Committee. The Administrative Council concurred with this recommendation.
- The Director of College Government Affairs and Community Relations and the Coordinator of Public Information and Publications were removed from membership on the Convocation Committee and the Commencement Committee. (The former position is being restructured and will likely be re-titled; the latter position has been eliminated as part of reorganization.)
- Dr. Dever noted that the statement regarding veterans in Section 3.1315 is still being reviewed as to its relevance. Once this is clarified, appropriate action will be taken.
- Ongoing efforts will continue to ensure consistency between the Blue Book and the Faculty Handbook.
- The Constitution and Bylaws of the College Forum is the authoritative document on College Forum and College Senate committees. The Faculty Handbook is the
authoritative document on College Standing committees.

- The Administrative Council approved the 2008-2009 *Faculty Handbook*.

**Local M&O Budget:**

- Vice President Courter reported that to date no expenditures have been recorded for the NOVA Work Study Program. He noted that for technical reasons, most expenditures for the local work study programs show in the fourth quarter accounting although they occur throughout the year.
- He also advised that no funds have been expended from the Emergency Student Assistance Account. This is a new account and provides discretionary funds for emergency student needs. It was agreed that campuses need to give more attention to using this funding.

**Campus & College Leadership for Learning Resources & IT:**

- This topic has been considered over a long period, with previous efforts to combine the LRS and IT into one position being unsuccessful. At the present time, only the Alexandria Campus has a permanent LRS Director.
- Dr. Sachs noted that one of the major issues in the previous review of this matter was the lack of an adequate range and types of IT position classifications. Among the issues identified were the wide variance of dissimilar job functions within the same classifications, the lack of both entry-level roles and supervisory/management positions, and a limited pay span for different job descriptions due to a limited number of Role codes and Class titles.
- Ms. Blanchard presented a recommendation for enhancing NOVA’s Information Technology classifications.
- The discussion focused on further clarifying this issue. It was suggested that another position title, such as Director or Dean for Educational Support Services, might more appropriately describe what has been the LRS Director position.
- Dr. Dever requested that council members review the recommendations and provide a written affirmation of this concept. These will be summarized by Dr. Sachs for further consideration by Administrative Council in the near future. In the meantime, Dr. Sachs will confer with Human Resources and the provosts on a further definition of the Dean/Director positions.

**May 5 College Board Meeting:**

- The Achieving the Dream implementation plan will be the featured presentation to the College Board at its meeting on May 5.

The next meeting of the Administrative Council is Tuesday, May 6, at 9:30 a.m. in the Large Board Room.

**Tracking & Upcoming Items:**

Student Activities – College-Wide Coordination – May 6
2008-09 Technology Plan – May 6
Center for Excellence in Teaching & Learning – May 6
Review of the 15-Week Semester Proposal – May 6
Budget Advisory Committee Recommendations – May 6
OIR reorganization – May 20
Police Department Reorganization – May 27
Long-Term Budget Review
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time