Administrative Council Meeting
April 30, 2009

Members: President: Executive Vice President Dever, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Hill, Dr. Saperstone, Dr. Tardd, and President Templin.

Guests: Dr. Ron Buchanan represented Dr. Hortense Hinton. Mr. Will Flagler was also present for the Pandemic Flu update.

Pandemic Flu Plans:

- Mr. Flagler, College Director of Emergency Planning, provided the Council with a current update on the H1N1 virus. He explained that this is now at level 4 based on the rating from the world health organization. As of this writing, the Centers for Disease Control (CDC) confirm 91 cases, and 1 death.
- Mr. Flagler stated that the framework for such college-wide issues is handled as part of the college’s Continuity of Operations Plan (COOP) which is updated on a regular basis. This issue is currently at alert status 1 with no current actions required. The most important takeaway is the message to all college employees that if you feel that you may have the H1N1 virus then you should remain at home until a doctor can confirm the diagnosis.
- An email communication from the president will go out to all faculty, staff and students regarding precautions to take and preparation for closing out of the academic year.
- Mr. Flagler was asked to resend a copy of the COOP to all Council members and they are to come back to the May 5 Administrative Council meeting with any follow-up.
- The president requested that a designated individual on each campus be in charge of checking that a sufficient supply of hand sanitizers and supplies are in place on every campus.
- The president requested that Vice President Garcia appoint a person for all the non-campus facilities.
- Dr. Dever will prepare for the possible impact for Commencement and the summer schedule. He will work with Dr. Sachs and a provost.
- Dr. Templin asked the Administrative Council to review and update their telephone tree numbers and verify their accuracy. It is critical that a designee be identified as a back-up in the event that a Council member is away or out sick.
- All Administrative Council should bring their laptops on Tuesday, May 5 to check connectivity capabilities especially when working from a remote location.

Student Access and Success

- Summer Semester Enrollment
  - Dr. Gabriel reported that as of April 30, 2009 summer session enrollment is stabilizing around 7%. The first enrollment cancellation will be on May 2.
  - The estimated enrollment for summer is 6-7% higher than summer 2008.
• Achieving the Dream Update
  o Dr. Tardd reported that the annual report is due today. The college has implemented most of the plans that were to be accomplished by this point.
  o The new college AtD director for next year will be Dr. Kathleen Lloyd, of the Annandale campus.

• New Student Orientation
  o A proposal was presented by the Dean’s Working Group at the April 14 Administrative Council meeting to standardize the New Student Orientation (NSO). Dr. Dever explained that one of the costs with this NSO proposal is the anticipated expenditure for food to support these events. He was able to provide the Council with a more defined breakdown on the number of student and guest attendees for each of these sessions.
  o The proposal is for $8.00/person which is approximately $9,000/campus. Dr. Dever stated that after the data is in and compiled the college will reevaluate the formula. He noted that this is a non-student activity fund.
  o The Deans need to coordinate through Dr. Gabriel for consistency in marketing items such as the use of: banners, giveaways, programs etc.
  o In summary this proposal is estimating 5,700 attendees at $8.00 per/person for a total cost of $45,000 using either State or Local funds, but not student activity monies.

Budget Crisis Planning:
• Summer Session salaries/non-teaching employees
  o Vice President Garcia will present at the May 5 Administrative Council meeting the method that the college can use to permit non-instructional employees to go on a leave of absence and the impact on their benefits if this occurs.

• Institutional Memberships:
  o A proposal was distributed to reduce the cost of the college’s Institutional Memberships by 20%. This would reduce the cost from $125,000 to $100,000. Dr. Dever asked each requester to review and evaluate the Institutional Membership list and the number assigned to each membership by level of importance. Dr. Dever explained that he is open to any adjustments that the Council wishes to make. The final page of the proposal is a listing of those memberships that are slated to be eliminated.
  o Dr. Dever requested that he receive feedback by May 8 on preferences form membership retention.

• Schedules of Classes and Catalogs:
  o A proposal was presented to print 200,000 fewer class schedules over last year. Dr. Gabriel stated that there will not be any changes to what is distributed to the campuses. He explained that approximately 500,000 postcards were mailed this year in lieu of actual schedules. He reported a 1-2% decline in registration for some of the areas that only received post cards over schedules. This will be a test semester to evaluate the data. The
estimated total reduction in cost for the 2009-10 academic year will be $80,000.
  o The printing amounts for the College Catalog will remain the same as last year. It was stated that there is especially need for College Catalogs for the New Student Orientations.
  o Dr. Templin would like Dr. Gabriel to create a contingency plan with the cost savings that will be created by the reduction in printing of the schedule of classes.

• Postage:
  o Vice President Garcia reported that the reduction in the mailing of the schedule of classes resulted in a $60,000 savings in postage. This coupled with reducing the pre-paid postage item netted the college goal of $78,000 in postage saving.

• Advertising:
  o Human Resources are now working with a different job posting company and this has reduced expenses by $7,900.

• Custodial:
  o Vice President Garcia reported that there will be a reduction in the amounts of custodial services throughout the college. He will send if requested, to all campuses a more detailed report of how these services will be reduced.

• Buildings and Grounds:
  o There was a $10,000 savings by eliminating the parking lot vacuuming on a regular basis and eliminating the contract for gum removal.

• Library Purchases:
  o There have already been reductions in this area for this year, with the greatest impact on book purchases. Dr. Templin recommended for the librarians to coordinate for year-end library purchases.

BlackBoard Minimum Competencies:
  • Dr. Sachs explained that BlackBoard has become a critical element of instruction throughout the college. It is also a key component to the college’s Continuity of Operations Plan for providing instruction in the event of a major disruption to normal college operations.
  • The proposed minimum competencies were developed in coordination with TAC, ELI and the faculty members of the Information Technology Committee. Approval of these minimum standards does not limit anyone from using BlackBoard, it simply establishes a clear expectation and consistency for faculty throughout the college.
  • This proposal will be reviewed by the Instructional and Student Services committee and is provisionally adopted by the Administrative Council.

Email Legal Disclaimer:
  • Vice President Sachs explained that there has been a great deal of discussion about if there should be a requirement for a email disclaimer at the bottom of all faculty and staff email. He stated that this issue was finally clarified at the January
VCCS Technology Council meeting. There is no Virginia Information Technology Agency (VITA) requirement that we use a disclaimer.

- The conclusion of the VCCS Technology Council that a disclaimer is not required; its use is up to the individual colleges. However, if a college or individual does choose to use one, it must be approved wording that has been reviewed and approved by legal counsel. Use of other disclaimers is not permitted. NOVA’s Information Technology Committee recommends that we not require the use of an email disclaimer, but that the approved VCCS text is posted on the IT Help Desk website for any individual that feels the need to use one.
- The Administrative Council concurred with this recommendation.

Military Outreach Services:

- Dr. Dever provided additional follow-up on this topic from the April 14 Administrative Council meeting. He reconvened the workgroup based on the discussion from that meeting. He was asked to further explore the expected outcomes, staffing, and the relationship with Workforce Development.
- He explained the need for an Office of Military Outreach and Support Services to provide enhanced service to the ever-growing military community. This office would be staffed by a Director of Military Outreach and Support Services, a Military Education Support Specialist, and an Administrative Assistant.
- As part of a linkage between this office and Workforce Development and Continuing Education (WDCE) there is a request to create a position of Director/Coordinator of Department of Defense (DOD) programs. This position would report directly to the Vice President of Workforce Development.
- An estimated cost proposal was presented to the Council for review. Dr. Templin requested that the Administrative Council review the additional details of this proposal and it will be discussed with final questions at the May 5 meeting.

The next Administrative Council meeting will be held on Tuesday, May 5 at 9:30 a.m., in Brault.

Tracking:

University of Virginia BIS celebration, Schlesinger Center – May 4
Voluntary request guidelines for temporary workforce reductions – May 5
Professional Development Committee report – May 5
2009-2010 Technology Plan – May 5
Contract Training Imitative – May 5
Status Report on Administrative Benchmarking and Efficiency Studies – May 5
Reducing Credit Card Expenses – May 5
Instructional efficiency productivity – May 5
WDCE 3rd Quarter Report – May 19
Review of existing policies relating to reduction in force – May 19
Analysis of reassigned & restricted positions – May 19