Administrative Council Meeting  
June 15, 2010

Members Present: Executive Vice President Dever, Mr. Foley, Vice President Gabriel, Vice President Garcia, Dr. Hill, Dr. Hinton, Dr. Maphumulo, Vice President Sachs, Dr. Saperstone, and President Templin.

Mr. Ronald Beckwith represented Vice President Gary.

Guests:
Chief Dan Dusseau, College Police
Mr. Ben Pittman, Director, Budget Office

Vice President Garcia introduced Dan Dusseau, the new college police chief. Chief Dusseau stated that his focus will be on maintaining a professional team and increasing the situational awareness and higher visibility of the college police. Chief Dusseau is currently located at the Alexandria Campus but will relocate to 7630 Little River Turnpike (Pitney Bowes) in the near future.

Finalizing the Fiscal Year 2011 Budget:

- Mr. Pittman provided a revised draft FY 2011 budget based on the discussion at the last Administrative Council meeting. These revisions included transferring some routine expenses into the state M&O budget and renovation projects into deferred maintenance. It was noted that the first group of projects for campus safety and security have been identified and are expected to cost $690,000. The college has committed $1.5 million (non-personnel) for enhancing safety and security. Mr. Pittman noted that a significant increase in discretionary state M&O funding is expected. Several allocations of these funds will take place during the fiscal year using the same formula as in the past.
  - Dr. Saperstone requested that, in the absence of a final proposal on reassigned time, funds be allocated to each provost for unfunded reassigned time for assistant deans and program heads. The requested funds represent an approximate 10% increase.
    - Council members agreed that this special allocation would provide support to these positions while providing the college with time to comprehensively review this issue and develop a long-range strategy.
    - The Administrative Council approved this allocation of funds as presented.
  - The Administrative Council approved the FY 2011 budget as revised per today’s discussion.
  - The Administrative Council acknowledged Dr. Templin’s effective and forward-looking leadership during these challenging circumstances.

Allocation of One-Year Restricted Teaching Faculty Positions:
- Dr. Gabriel provided data on the allocation of twenty-two one-year restricted teaching positions for 2010-2011. Nineteen of these positions were put through the allocation model, and three positions were designated for presidential discretion.
• Council members requested guidance from Human Resources on the recruitment and hiring of these positions. Since the timeframe is short, processes need to be expedited to the extent possible. Special provisions should apply in those instances where the discipline has recently been recruited for and a pool of capable candidates already identified. At the same time, the recruitment and hiring should result in advancing the college in its two major goals of faculty excellence and diversity. Attention should be given to capabilities with instructional technology and academic advising. Dr. Dever and Vice President Garcia will confer with the Director of Human Resources on these guidelines and see that they are issued as soon as possible.

• Provosts should submit their list of positions to Dr. Dever.

Technology Plan:
• Vice President Sachs distributed the draft 2010-2011 Technology Plan Budget Summary. He noted that the process for the development of the plan was the same as in the past. Some funding amounts are set at the VCCS level, while additional input for technology needs is solicited from the college community.
• Because many college-wide technology needs are addressed in this plan, campuses and units should have to use less of their discretionary funds for these types of purchases.
• He noted that one change in this year’s allocation is the funding of the Smart Phones and data cards from the technology funds as opposed to the past practice of invoicing the campuses and units for these on-going annual costs.
• Although technology equipment for new buildings is not funded through the college technology plan, Dr. Sachs advised that this equipment should be coordinated through his office.
• The Administrative Council approved the Technology Plan as presented.

Report of the Presidential Commission on College Safety & Security:
• Dr. Templin stated that the safety of our students, faculty, and staff is the college’s most important consideration. It is critical that the college remain vigilant at all times and be proactive in its emergency planning and management.
• Dr. Dever, chair of the Presidential Commission on Safety and Security, presented the report on behalf of the Commission members.
  o The charge to the Commission included the following:
    ▪ Identifying the strengths and weaknesses of existing systems/infrastructure
    ▪ Recommending improvements and augmentation as warranted
    ▪ Looking forward in its review and recommendations
  o The membership of the Commission was representative of the college community and approached its work with a stakeholder perspective. Particular focus was put on the college community’s need to have a sense of security and to receive adequate information.
  o Presentations were given by various college units and offices with direct responsibility for safety and security issues. Feedback was received from the college community through the Campus Councils, Forum Committees, and College Senate. Although there are many types of emergencies to which the college might need to respond, the Commission concentrated on situations in which violence or disruption could occur through the actions of disturbed
students, employees, or visitors. The Commission reviewed The “Woodbridge Campus After Incident Report” as well as the earlier actions taken by NOVA following the tragic events at Virginia Tech.

- The general findings and specific observations and recommendations contained in the report represent a consensus view of all Commission members. While the report does not provide a detailed process for implementing the recommendations, it does identify the following major concerns:
  - The college should give priority attention to preventative measures, including providing the tools and training that faculty, staff, and students need to be proactive and protect themselves. During an emergency, as demonstrated at Woodbridge, the most important response is that taken by the people directly on the ground. Among the measures recommended were:
    - Monitoring and managing concerning/threatening behavior
    - Completing lock implementation
    - Completing electronic card security and door access control system
    - Systemizing and enhancing training and information
    - Providing clear and prominent guidance for those at off-campus sites
  - In the event that any emergency occurs, those units responsible for emergency response and management must be well prepared and adequately equipped to take rapid and effective action and to provide clear and helpful communication. Among the areas considered critical for effective emergency response, management, and communications are:
    - Establishing a 24/7 College-wide Dispatch Center
    - Continue with efforts to strengthen College Police
    - Strengthen the role of Emergency Planning and Management
    - Continuously improve Emergency Communications, including an audible Early Alert Warning System.
    - Regularly monitor and upgrade call boxes
    - Continue to review the most effective technology for panic buttons
    - Upgrade and improve maintenance for security camera system
  - The college needs to clarify organizational responsibilities and ensure that appropriate communication, consultation, coordination, and collaboration occur among all college units and positions concerned with safety and security. Any organizational barriers that adversely affect the college’s ability to provide a safe and secure environment must be identified and removed. Clarification is needed on the following:
    - Role of the Business Managers
    - Role of Provosts
    - Committees with responsibility for safety and security
    - Communication, consultation, coordination, and collaboration among all units.
  - Additional investments should be done with demonstrable outcomes and associated metrics identified.
An appropriate balance can and should be maintained between enhancing safety and security and maintaining an open access collegiate environment.

The report of the Presidential Commission on Safety and Security was accepted by the Administrative Council. Dr. Templin acknowledged the work of the Commission and noted that the report is important in restoring a sense of confidence in the college’s commitment to making NOVA a safe place to work and to attend classes. He stated that implementation of the recommendations will begin today and proposed the following schedule for moving forward:

- Immediate actions—Dr. Dever and Vice President Garcia will collaborate on:
  - developing an initial planning document containing specific actions for each recommendation. This will serve as a checklist for monitoring the implementation process.
  - providing a recommendation as to the deployment of the 13.5 positions that are currently being held for safety and security.
  - developing a proposal, to include the membership and charge, for a reconstituted Emergency Planning Committee.
  - defining the role of an Advisory Committee for Safety and Security.

- Actions to be completed by Fall 2010 include:
  - The installation of the interior locking systems in all classrooms. After all classrooms are completed, other instructional areas need to be addressed.
  - As needed, exterior doors will be retrofitted so that they cannot be chained.
  - Mr. Flagler will report to the Administrative Council on August 3 as to the status of these projects.
  - The provosts will report to their campuses on the college-wide efforts to enhance safety and security during the week prior to the beginning of the fall semester. Talking points will be provided. Provosts were requested to advise as to other resources needed.
  - Mr. Flagler will develop a fall semester schedule of events related to emergency planning and management.
  - Dr. Dever and Vice President Garcia will confer on the development of a training schedule relevant to college and campus operations.
  - Every NOVA off-campus site will be provided with clear instructions for responding to an emergency situation. These instructions will be displayed in prominent locations at all sites.

- Actions to be completed by Spring 2011:
  - The 24/7 College-wide Dispatch Center will become operational.
  - A solution is found for the integration of the new interior locks with the electronic card swipe system currently in place on several campuses.

- Attention will be given to clarifying the various roles, responsibilities, and relationships of the positions noted in the report in regard to Emergency Planning and Management. Dr. Templin will appoint workgroups to consider these issues.

- Drs. Gabriel and Sachs will report to the Administrative Council on communicating relevant information on safety and security to the students.
Council members agreed that the college community should receive periodic status reports on the various efforts underway in the area of safety and security. A report to the Administrative Council will be expected every four months.

The Report of the Presidential Committee on Safety and Security will be put on the college website today. The appendices will be available at a later date.

Communication Strategy Related to the College’s Fiscal Condition. Discussion deferred.

NCAT Redesign Initiative Approval Strategy. Discussion deferred.

Call Center Assessment. Discussion deferred.

AVP for Workforce Development-Greater PW Region. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, June 29, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Recommendations of the Task Force on Honors & Academic Challenge - June 29
- Faculty Handbook – June 29
- Ad Hoc Budget Crisis Committee Release Time Report – July 6
- Commencement – July 13
- Six-Year Capital Outlay Plan – July 13
- Ad Hoc Budget Crisis Committee Recommendations Follow Up
- Financial Aid Restructuring Proposal – July 13
- Next Generation Extended Learning Institute Proposal – July 13