Administrative Council Meeting
October 19, 2010

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

Ms Ruth Stanton represented Mr. Foley.

Guests:
Dr. Sheri Robertson, Associate Vice President, Academic Services
Mr. Bill Chamberlain, Director, Facilities Planning and Support Services
Chief Daniel Dusseau, Chief of Police
Ms. Myrtho Blanchard, Director, Human Resources

Dr. Dever convened the meeting in the absence of Dr. Templin.

Dr. Dever thanked everyone for their participation in the previous day’s strategic planning work session. He noted the high level of engagement of the participants, especially the students. It was agreed that the forum had served its purpose of bringing the college community together to collaborate on updating the college’s Strategic Plan.

The Administrative Council will review the work groups’ recommendations during its October 27th meeting. The updated Strategic Plan will be presented to the College Board at its November meeting.

Student Access:

Fall Enrollment
- The Daily Enrollment Report for Fall 2010, as of October 19, shows an increase in FTES of 6.6% above the comparable date for Fall 2009. This is 1% above the fall target. Dr. Gabriel projects a 6.3% increase by the end of the fall semester.
- Dr. Gabriel advised that an increase in FTES of 3.5% is needed in Spring 2011 to reach the 2010-2011 annual target of 6%.
- The Administrative Council will consider the next round of funding allocations at its meeting on November 2.

Policy for key distribution:
- Mr. Chamberlain and Chief Dusseau presented a draft proposal for the distribution of keys.
  - The three areas of responsibility for this process are:
    - The College Police for the distribution of the keys and the daily operations of the process.
    - Members of the Administrative Council and their designees for designating the appropriate access for their faculty and staff and ensuring that all areas are appropriately secured.
    - Facilities for cutting keys and re-keying as needed.
  - Chief Dusseau advised that an administrative coordinator position at each campus will maintain the key database and handle the day-to-day requirements. It will not be the responsibility of a sworn officer.
  - The key assignment structure is a hierarchy based on the access needed by each college employee. Access to some areas, such as prep rooms, will be limited and tightly
controlled. As each campus may have different access needs, the Provosts will determine which classrooms are locked during the day and which are not.

- It was agreed that a consistent college-wide procedure is needed for certain aspects of this policy such as payment for replacement keys and communicating the responsibility and accountability inherent in having these keys.
- This new policy provides an opportunity to elevate awareness of this important safety and security matter.

- Dr. Saperstone requested that the college consider moving forward with a long-term plan for an electronic access system for rooms. Vice President Garcia will confer with the Emergency Management and Planning Committee and report back to the Administrative Council on this matter.

- The Administrative Council approved the draft Policy for Key Distribution Plan with the provision that two sections would be subject to further review: Section III. B: College Program Areas, and Section IV: Authorized Facilities Users.

  - Vice President Garcia will convene a work group to review these issues. Included in this group will be Dr. Maphumulo, Dr. Saperstone, Mr. Chamberlin, and Chief Dusseau. The workgroup will provide a statement of operational procedures along with any proposed policy revisions.

Faculty compensation for additional work:

- Ms. Blanchard reviewed the proposal, previously provided to the Administrative Council, outlining a process by which the college can compensate faculty for work beyond normal responsibilities. The proposal reflects what is allowable under VCCS policy and federal labor laws and includes a draft form for requesting this compensation.
- She noted the need to standardize this process and have all documentation in place and a monetary value assigned before the work begins. This is especially critical for summer compensation for assistant deans, program heads, and others involved in special projects.
- The proposed form applies to all categories of NOVA employees and would be used for stipends. It is not to be used for reassigned time or for non-NOVA employees.
- Ms. Blanchard will confer with the Personnel Services Committee regarding this proposal and with the Associate Vice President for Academic Services and the College Editor on the technical aspects of the form. Consideration should also be given as to how this process would be included in the Faculty Handbook.
- The Administrative Council approved in concept the proposed plan and the corresponding form. If any major issues arise during the consultations noted above, Ms. Blanchard will bring them to the attention of the Administrative Council. If not, implementation of this new process will begin once the consultations are completed, and it will be included in the next edition of the Faculty Handbook.

Wireless communication stipend:

- The decision has been made to stop providing wireless communication devices to state employees due to the complexity of the IRS rules governing this process and the difficulty in managing the proper use of the large number of devices currently in use.
- Instead of receiving a cell phone or other wireless device, eligible employees will receive a stipend for the use of their personal devices. These stipends are taxable and will be paid quarterly through regular payroll.
- Dr. Sachs discussed the revisions that had made to the original NVCC Wireless Communication Stipend Policy proposal previously provided to the Administrative Council for review.
Based on the special needs and responsibilities of specific college personnel, some exceptions to the policy are expected. Special requests will be reviewed by Dr. Sachs and Vice President Garcia.

Some general guidelines for implementing this policy are needed so that there is consistency across campuses. For example, for those employees who must be accessible after-hours, that requirement should be identified in their EWP or position description. Dr. Sachs will provide language for this purpose.

Dr. Sachs stated that any employee receiving this stipend will be required to have the pertinent contact information (i.e., phone number) published or distributed for College business purposes.

A list of Frequently Asked Questions has been developed to assist in clarifying the parameters of this new policy.

Dr. Sachs distributed the following Cell Phone Transition Plan:

- By November 3—Administrative Council members will receive a list of their employees who currently have state cell phones. An estimate of the actual minutes used as well as a list of cell phones to be eliminated due to low usage also will be provided.
- By December 3—Administrative Council members are to submit completed cell phone stipend forms for their eligible employees. This form will also indicate if the employee wants to purchase their current phone (fee of $10.00) and/or wants to keep their current phone number. Stipends will not begin until these requests are approved by Dr. Sachs and Vice President Garcia and the employee provides the required documentation for the new plan. Administrative Council will also submit completed forms for any departmental shared cell phones. These will include a description of how these phones will be used and the names of those sharing the phone.
- By December 17—Phones not recommended for a stipend will be cancelled and collected.
- By January 7—Dr. Sachs and Vice President Garcia will complete the approval process and notify Administrative Council and college employees as to these approvals.
- By March 1—Employees must have transitioned to a personal plan.
- By March 15—All remaining individual college cell phones not covered by special approval or part of the college’s continuity of operations plan will be cancelled and collected.

This policy will be included in the Administrative Service Policy Manual (ASPM).

The Administrative Council approved the new Wireless Communication Stipend Policy and the Cell Phone Transition Plan as presented.

Student Course Load Policy:

- VCCS policy specifies the normal course load for students and requires approval for students who wish to take more than 18 credits in a semester. The actual approval process is left to the discretion of individual colleges.
- NOVA’s current policy specifies only the GPA required for an overload. It does not specify the number of credits that must be considered in calculating the GPA or where the credits must be taken. In addition, there is no flexibility in the current policy for students with nontraditional educational experiences that demonstrate their ability to handle a higher than normal course load. Past experience has shown that students with significant professional training can often handle an overload successfully.
- Dr. Dever presented a proposed change to the Catalog statement regarding Academic Course Load Policy. This statement has been approved by the Deans Working Group and the Academic Deans Council.
The normal academic course load for students is 15-17 credits per semester. The minimum full-time academic load is 12 credits, and the normal maximum full-time load is 18 credits excluding College Success Skills (SDV 100). To enroll in more than 18 credits, you must have a 3.00 grade point average or higher on the last 12 credits or most recent semester of full-time enrollment completed at NOVA or another accredited college or university and the approval of the dean of students at your primary campus. In the case of students with considerable professional experience, successful completion of college-level training may substitute for the credit hour and GPA requirement. Approval for an overload based on professional training may be granted by the Dean of Students in consultation with the appropriate program head/assistant dean.

The Administrative Council approved the revisions to the Academic Course Load Policy as presented.

Curriculum Committee Items:

Dr. Robertson presented the following recommendations on behalf of the Curriculum Committee:

- **Revisions to EMS 111 and EMS 112**
  - The proposed revisions to EMS 111 Emergency Medical Technician – Basic and to EMS 112 Emergency Medical Technician – Basic I are in response to changes in the National Standard Curriculum for Emergency Medical Technicians (EMT), effective 2012. The credit for EMS 111 would be increased from 6 credits to 7 and EMS 112 from 3 credits to 4, adding one hour of lecture to each course. When the change to EMS 111 goes into effect, the total number of credits required for the Emergency Medical Services AAS and the Emergency Medical Technician – Basic career studies certificate will increase by one.
  - NOVA does not offer EMS 112. EMS 112 is the first half of the EMS 112-113 sequence, which is roughly equivalent to EMS 111.

The Administrative Council approved the revisions to EMS 111 and EMS 112 as presented. The proposed course revisions will be forwarded to the VCCS for approval by the Deans’ Course Review Committee.

- **Revisions to the Diagnostic Medical Sonography Program**
  - The following changes are recommended to the Diagnostic Medical Sonography AAS Degree and its Vascular and Echocardiography Specializations. Dr. Robertson noted that the current students in this new program already have degrees in this area. However, when the program receives its accreditation and students will not have this background, a rigorous admission standard will be needed to ensure greater student success.
    - Replace Physics Topics in Ultrasound Acoustical Physics (2 credits) with PHY 101 Introduction to Physics (4 credits). The following changes will be made to accommodate this increase in credits:
      - Remove DMS 222, 255, and 266.
      - Add a 1-credit DMS 299 Supervised Study.
      - Decrease the credit load for DMS 190 Coordinated Internship from 5 credits to 4.
      - Require that students have at least a “B” in all prerequisite courses
      - Require students to pass a computer competency test
The Administrative Council approved the revisions to the Diagnostic Medical Sonography Program as presented.

Violations of Computer Security Policy:
- Vice President Sachs provided a draft Policy on Disciplinary Actions for Violations of IT Security and Acceptable Use. This document outlined the disciplinary actions to be taken for various violations of the college policy on IT Security, which are arranged in order of increasing gravity, to include:
  - responding to a phishing email
  - sharing passwords or inappropriate use of accounts
  - fraud, compromising official records, or presenting a threat to the college or any member of the college community
- Because of some concerns raised about the implications in the wording of the draft, Dr. Sachs will confer further with the IT Committee and Human Resources and will report back to the Administrative Council.
- After the new policy is finalized, it will be published in the Administrative Services Procedures Manual (ASPM).
- It was agreed that this policy should also be put in the Intercom. Dr. Dever advised that this article should include the background for this policy and the serious consequences of phishing and other violations.

Outstanding Faculty Award Nominations:
- Dr. Dever reported that NOVA’s two nominees for the 2011 Virginia Outstanding Faculty Awards (OFA) are Dr. Kenneth Rasmussen, Professor of Geology at the Annandale Campus, and Dr. Johanna Weiss, Assistant Professor of Biology at the Manassas Campus. Dr. Weiss is being nominated in the Rising Star category.
  - In past years, NOVA has submitted up to four nominations for this distinguished award. Dr. Dever requested that Council members begin thinking about suitable candidates for future awards and ways to encourage their participation. Dr. Saperstone advised that the Annandale campus has a team who works with faculty members on award nominations.
  - Dr. Dever stated that this kind of recognition of excellence is a validation of the outstanding faculty at NOVA.
- Dr. Dever will provide additional information on the OFA awards as well as the Chancellor’s Faculty Fellowships and the Chancellor’s Professorship Award. The Office of the Executive Vice President will continue to send email announcements and provide information for the Intercom on these and other award opportunities.
- Nomination packets for the Chancellor’s Faculty Fellowship and the Chancellor’s Professorship Award are due to the Awards Committee by November 12.

The next Administrative Council meeting will be Wednesday, October 27, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Summer Session Compensation – Oct 27
- LRS/Educational Support Services structure – Oct 27
- Draft Strategic Plan Revision – Oct 27
- Budget Update – Nov 2
- Allocation of Teaching Faculty Positions for 2010-11 – Nov 2
- Allocation of Non-Teaching Positions Round #3 – Nov 2
- Review of Draft of 2011-12 General Information Working Calendar-Nov 2
- SACS Compliance Certification – Distance Education – Nov 9
- Final approval of 2011-2012 General Information Working Calendar-Nov 9
- Review of Questions regarding the Safety & Security Plan – Nov 9
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes
- Ad Hoc Budget Crisis Committee Release Time Report
- Ad Hoc Budget Crisis Committee Recommendations Follow Up