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

Dr. Hinton participated by telephone.

Mr. Foley was represented by Ms. Ruth Stanton

Guests:
Dr. Athos Brewer, Dean of Students, Annandale Campus  
Mr. Bill Browning, Director, Workforce Development  
Mr. Bill Chamberlain, Director, Facilities Planning and Support Services  
Ms. Laraine Booker, Financial Analyst  
Chief Daniel Dusseau, Chief of Police  
Dr. Randall Edwards, Special Assistant to the President  
Mr. William Flagler, Director, Emergency Planning and Management  
Dr. Beth Harper, Associate Vice President for Student Services and Enrollment Management  
Dr. Jennifer Lerner, Director, ELI  
Ms. Pat Lunt, Special Assistant for Student Mental Health and Behavior  
Ms. Esther Perantoni, Program Developer  
Mr. Ben Pittman, Budget Director

**Student Access**
- **Spring Enrollment**
  - The Daily Enrollment Report for Spring 2011, as of February 22, shows an increase of 5.6% above the comparable date for Spring 2010.
  - Dr. Gabriel noted that by mid-June he should have a strong sense of the projected enrollment for the summer and the fall semesters.
- **High School Recruitment Targets**
  - Northern Virginia public high school graduate enrollment is projected to increase 5.5% from the Fall 2010 to Fall 2011.
  - The largest projected increase is 6.4% in the Loudoun Campus area.
  - Dr. Gabriel noted that high school students may enroll at any NOVA campus, but for reporting purposes the campus to which the high school is assigned will receive the recruitment credit.
  - The Alexandria, Annandale and Manassas Campuses are in the process of recruiting for their high school recruiter positions.
  - Annandale has completed the search, submitted the required documentation, and is waiting for the hire action to be completed.
  - Alexandria is in the recruitment process.
  - Manassas is preparing to publish the job advertisement.
  - Dr. Hill offered to assist Dr. Hinton in covering her high schools until the position is filled at Manassas.
SACS Reaffirmation of Accreditation

- Faculty Credentials.
  - At the February 15th Administrative Council meeting, Dr. Dever and the reaffirmation team provided Council members with lists of missing Justification Requests.
  - All completed Justification Requests were due Monday, February 21.
  - Ms. Jarvis distributed updated reports to Administrative Council members on Monday February 21.
  - Mr. Jarvis noted that several problem files have been identified of individuals lacking sufficient justification. We will be reporting these situations to SACS as out of compliance.
  - In all instances where the college has determined that there is insufficient justification for a faculty member to teach a particular course(s), the person will not be assigned to teach the course(s) again unless there is a subsequent determination based on new evidence that sufficient justification exists.
  - All the outstanding Justification Requests must be submitted by Friday, February 25.
  - After all the Justification Requests have been received, the reaffirmation team will write the summary and upload all the information to the roster database.
  - Daily updates will be provided to the Administrative Council members until the February 25th deadline.

- Evaluations
  - All evaluations for faculty who taught or worked in Fall 2010 must be completed by Monday, February 28.
  - A report is being run today to consolidate and identify any missing evaluations.
  - The updated lists will be distributed to the provosts for review and action.
  - Full-time faculty evaluations must be in the files in Human Resources.
  - Provosts are asked to certify that adjunct evaluations are on file, but retain those records at the campus for the time being.
  - Human Resources will begin collecting and centralizing the adjunct files over the next few months.

Student Mental Health and Behavior

- The Presidential Commission on Safety and Security made the following recommendation:
  - The CARE team structure and responsibilities should receive full administrative endorsement and support. Members of the college community (faculty, staff, and students) who report concerning/threatening behavior and CARE team members who assess the information should be assured that their actions will be fully supported and defended as needed.

- To this end, Drs. Harper and Lunt provided an update on what is occurring with the office of Student Mental Health and Behavior and requested formal approval of two documents: the statement on the NOVA Cares Program, which will appear in the Student Handbook, Faculty Handbook, and NOVA Cares website; and the policy document Campus Assessment, Response and Evaluation (CARE) Team and Central Assessment, Response and Evaluation (CARE) Team. The documents have been reviewed and approved by the
Advisory Committee on Student Mental Health and Behavior and by the Deans Working Group.

- The statement on the NOVA Cares Programs reads as follows:
  - Northern Virginia Community College is committed to providing a stable and safe environment that supports student learning and success. To that end, NOVA has developed a campus assessment, response and evaluation (CARE) team on each campus and at the Extended Learning Institute (ELI) to address instances of student behavior that may detract from such an environment. The teams are committed to helping all students learn and succeed.

  - The CARE teams are made up of faculty and staff headed by the campus Deans of Students or the Associate Vice President of E-Learning. Their mission is to prevent violence and provide a systematic and professional response in instances where students’ behavior is concerning or disruptive to themselves, to others, or to the community. While NOVA does not provide mental health services (per the policy of the Virginia Community College System), it does provide faculty, staff and students with appropriate resources and referrals. As warranted, the college may take appropriate disciplinary actions for violations of the Student Code of Conduct. For further information, visit the website at www.nvcc.edu/faculty-and-staff/NOVAcares

- Dr. Lunt reviewed the organization of the office, to include the director and the new positions of case manager and program specialist. She explained how the office’s functions included various activities related to prevention, intervention, and postvention. She outlined the two-part CARE structure as described in the policy document:
  - The central team:
    - Recommends policies and protocols.
    - Provides guidance and intervention when the threat level is elevated.
    - Facilitates college-wide communication and coordination.
    - Oversees the database.
  - The campus team:
    - Responds to faculty, staff and student concerns.
    - Using the NaBITA model, assesses threat levels.
    - Develops and oversees implementation of individual student response plans.

- She further explained how the structure and functions comply with requirements of various state laws.

- Next steps:
  - Campus CARE teams need to meet weekly – if there is no current case to review, then they will work with case studies to refine skills and processes.
  - The feedback loop to the person reporting an issue needs to be strengthened and used more consistently. A new case manager is being hired, and this person will help with this.
  - The program specialist will be working with campus CARE teams to ensure optimal use of the concerning behavior database.
  - The central team will work with HR, the Deans Working Group and the Office of Public Safety to establish series of violence prevention workshops.

- Dr. Leidig noted that the need for training for faculty and staff is growing. The number of incidents is rising, and response to the trainings that have been provided so far has been overwhelming.
• Dr. Harper requested that when campus-level trainings are held, they are coordinated with the central team.
• The Administrative Council approved the two documents. Dr. Templin requested that the documents receive additional review by system council and by the National Center for Higher Education Risk Management, which serves in a consulting capacity to the college. Once the reviews are completed, statements to that effect should be included in the documents.

Adult Career Pathway Proposal
• Mr. Bill Browning, Director, Workforce Development and Ms. Esther Perantoni, Program Developer, presented a proposal for a new Adult Career Pathway Initiative at NOVA.
• The initiative will address NOVA’s gaps and goals with adult audiences.
• The initiative is modeled after Pathway to the Baccalaureate.
• The target audience is low-income working adults.
• The initiative partners will include CBOs, local government, and employers.
• Benefits to the participants will include:
  o Individualized, ongoing college and career counseling relationship and guidance.
  o Access to full range of NOVA programs.
  o Assistance in getting funding for tuition.
  o Cohort-based learning communities.
  o Transitional services in familiar community locations.
• Benefits to NOVA Campuses:
  o Access to underserved student population.
  o FTE and WD/CE tuition revenues.
  o Less intense need for campus classrooms.
  o ACP counselor staffing of virtual advising reduces burden on campus student services.
• Scaling and sustainability plans:
  o Focus first in Fairfax County.
  o 5-year scaling plan to serve 1,600 by Year 5.
  o 300+ FTEs and $500,000 noncredit funds by Year 5.
  o Cost-sharing goal is 60% NOVA and 40% external.
  o Co-contributors will be local governments and employers.
• Service overlaps to manage:
  o CBO Co-Enrollment: plans underway to coordinate outreach, ESL bridge programs, counseling services.
  o Pathway to the Baccalaureate.
  o Dual Enrollment/Career Coaching.
  o Campus Career Development Counselors.
• Dr. Leidig and Vice President Gary are the project co-sponsors at the Administrative Council level.
• Dr. Templin noted that this is a pilot program and a lot of integration is still down the road. Two critical issues will be scale and sustainability. He encouraged project management and process mapping be used during the implementation.
• This pilot program is funded by the Innovation Fund. The commitment is for a three-year period. The program will need to meet the milestones they have set, and then in one year
the Administrative Council may need to discuss long-term funding. Eventually, the program will need to be self-sustaining.

- Dr. Gabriel’s office will work with Mr. Browning and Ms. Perantoni to help create program materials to be shared inside and outside of the college community.
- Dr. Gabriel will also help them identify measurable outcomes for the program.
- Dr. Templin asked that an update be provided to the Administrative Council in six months.

Priorities for FY 2012 Positions

- Dr. Templin proposed a plan to move forward with identifying and hiring non-teaching personnel needed by the college. Combining unallocated positions from FY 2011 with half of the non-teaching positions anticipated for funding in FY 2012 gives 50 classified staff positions and 6 administrative/professional faculty positions available for immediate allocation. He further proposed that half of these positions (25 classified staff and 3 administrative/professional faculty) be designated for campus and unit needs; and the other half (25 classified staff and 3 administrative/professional faculty) be designated for college-wide priorities.
- Also currently available are 7 positions previously designated for campus and ELI interface with Financial and Administrative Services. The functional description for these positions still needs to be reviewed and approved. Positions previously designated for taking ELI to the next level were also previously allocated.
- For FY 2012, 20 additional positions (17 classified staff and 3 administrative/professional faculty) are anticipated to be funded and be available for later allocation.
- Council members were requested to send Dr. Templin their campus/unit requests with justifications by February 28.
- Dr. Templin will make decisions on these by March 8, and recruiting for these positions can begin immediately.
- Urgent priorities and positions that will create needed capacity for the fall are most important.
- By February 28, Dr. Templin asked the Administrative Council to send him a short paragraph about any college priorities that need to be considered and include an estimate of the number of positions.
- Discussions on college priorities will begin on March 8.

Lease Space for FY2012

- Dr. Templin asked Council members to submit to him by February 28 a brief description of any leased space needs for their campus/unit to meet capacity for next fall.

Revision of 6-Year Capital Plan

- Dr. Templin, Mr. Kauffman, and Mr. Chamberlain visited with the VCCS to discuss NOVA’s capital plan. As a result of this meeting, some revision are being recommended to the 6-year Capital Plan.
- The VCCS has said that in order for our revised plan to be accepted, it must be submitted by Monday, February 28.
- Mr. Chamberlain distributed to Council members the suggested plan revisions.
- The Council reviewed and approved the revised plan.
• Dr. Templin and Mr. Chamberlain added that we need to review our overall approach to use of space.
• Dr. Sachs requested that all Administrative Council members remember to involve his technology staff when planning space.

Internal Controls/Risk Management Committee - Discussion deferred

2nd Quarter WDCE Results
• Vice President Gary and Ms. Booker distributed an update on the 2nd quarter Workforce Development financial results.
  o The revenue for the second quarter was 0.1% higher than the target.
  o Expenses were 5.1% higher, due primarily to changes in personnel status from part-time to full-time.
  o Year-to-date revenues are slightly lower (1.4%) than anticipated.
  o Year-to-date expenditures are $135,661 below anticipated cost.
• The Administrative Council was also provided with a status update of current Workforce Development Programs.

Student Activities Fee & Program
• At the February 15th meeting, a proposal was presented to the Administrative Council to increase the student activity fee.
• The provosts have been asked to work with student leaders on their campuses to see if there is support for an increase.
• It will be necessary to demonstrate student support for the proposed increase when it is put before the College Board on March 21.
• Dr. Dever advised that Mr. Anweiler, NOVA’s Student Activities Coordinator, and students representatives will need to address the Board at their March meeting regarding support for student activities and increased funding.
• Drs. Maphumulo and Saperstone will identify student representatives to speak on behalf of the proposed increase.

Tracking
• Institutional Memberships – March 8
• Catalog – March 8
• Faculty Handbook Review – March 8
• Faculty Evaluations – March 8
• Allocation of non-teaching positions – March 8
• Student Performance in Gatekeeper Courses – March 8
• HR Business Processes & Improvements – March 8 (10:30)
• Report of the Honors Committee – March 15
• Parking Policies and Procedures – March 22
• Adjunct Faculty Transcripts – April 5
• Analysis of Potential Students Who Did Not Complete Registration
• Campus Interface Position with Finance & Administration
• Update on Keys and Card Swipes