Members Present: Dr. Dever, Dr. Edwards, Mr. Foley, Dr. Gabriel, Dr. Hill, Dr. Hinton, Dr. Leidig, Dr. Maphumulo, Dr. Saperstone, and Dr. Templin.

Dr. Sachs was represented by Dr. Lerner.

Ms. Shelli Jarvis participated by phone.

Guests:
Mr. Robert Brown, Digital Media Production
Ms. Kimberly Evering, Web Communications Manager
Mr. Damon Green, Web Design/Development
Ms. Kathy Simpson, Director, Web Services & Digital Media
Mr. Steve Suh, Acting Web Manager
Ms. Judy Zhou, Applications Production

Dr. Templin convened the meeting and noted the passing of former Alexandria provost, Dr. Jean Netherton. Dr. Netherton served as provost of the Alexandria Campus from 1976-1992. Dr. Netherton was the first woman to serve as a NOVA campus provost. In 1993, The Alexandria Campus Award for Excellence for faculty and staff was named the Jean Netherton Awards. To date, 95 faculty and staff have received the award. The Administrative Council observed a moment of silence in honor of Dr. Netherton.

Access

- Summer Enrollment
  - The Daily Enrollment Report for Summer 2011, as of May 24, 2011, shows an increase of 5.7% above the comparable date for Summer 2010.
  - Automated calls are being made to students who have registered but not paid.
  - Some campuses are also calling students. If the provosts would like a list of the students who have registered but not yet paid for classes, they should contact Dr. Gabriel.

Student Success

- Graduates
  - Dr. Gabriel distributed the preliminary graduation numbers for 2010-2011.
    - Graduates are projected to increase 23% compared to 2009-2010. This does not include the General Education Certificate, which is being awarded for the first time in the 2010-11 year.
    - If the General Education Certificate awards are included, graduates are projected to increase.
  - At NOVA, the awarding of the General Education Certificate is meant to serve as a prompt to encourage students to complete an A.S. or A.A. degree.
  - Any feedback Council members receive regarding the General Education Certificate should be sent to Dr. Dever.
  - Dr. Dever will ask the Central Records Office to send the provosts lists of students from their campus who received the General Education Certificate so that the
campuses that wish to do so can follow up with the students and encourage them to continue working toward completion of their A.S. or A.A. degree.

Recommendations of the Task Force on Student Athletics

- Dr. Dever distributed the minutes from the April 5th Administrative Council meeting, summarizing the task force recommendations as follows:
  - Create an Athletic & Recreation Coordinator position.
  - Create two Recreation Service Specialist positions to organize, promote, and supervise intramural athletic activities at the campuses.
  - Form a college-wide Student Athletics Advisory Council.
  - Develop a detailed policy manual for intercollegiate and intramural sports.
  - Change primary intercollegiate sports affiliation, now with the VCCS Intercollegiate Athletic Board, to the National Junior College Athletic Association (NJCAA).
  - Create a college-wide intramural sport program with activities at each campus and, whenever possible, foster inter-campus events.
  - Provide Personal Development/PED activity credit (one credit) for participation in intercollegiate sports at NOVA.
  - Ensure dedicated funding for the annual athletics budget, including intramurals, using student activity fee funds.
  - Create a Sports Management Specialization (General Studies A.S.) track in Recreation, Parks & Leisure Studies program at Annandale by hiring a full-time faculty member in the field.
  - Find alternative facilities for intercollegiate teams and intramural activities in the community, given limited facilities on NOVA campuses.
  - When student unions are built for each campus, include facilities for athletics.
  - Explore collaborating with George Mason University on development of recreational space and on possible internship opportunities for George Mason students with NOVA’s athletic program.
  - In terms of Title IX compliance, add at least one women’s sports team, probably women’s soccer, in the near future.

- The Administrative Council is generally supportive of the proposed recommendations. However, the Council requested development of a timeline for funding the positions, differentiating the roles of the specialists and student activities coordinator, and further clarification regarding governance of the athletic program and the implications of joining NJCAA.

- Dr. Dever and Dr. Maphumulo will work to address these issues and bring the results back to the Administrative Council at a future meeting.

Cooperative Education Initiative – Discussion deferred

Web Services & Digital Media

- Ms. Simpson, Director of Web Services & Digital Media (WSDM) of Marketing and Communications, provided an update of the ongoing efforts of NOVA’s WSDM:
  - NOVA’s current web site was established in March 2008 and development and design is ongoing based on the needs of the College.
  - Mobile web site:
Takes web site information and simplifies it for accessing quickly on mobile devices – mobile.nvcc.edu.

Online web applications:
- NOVA iPhone app went live last week, and the Android app is almost finished.
  - These apps can be downloaded from the web site main page under the section Connect with NOVA.
- The Virtual Tour is complete and provides a description of every building on every campus.
- The GPA calculator application is now active on the web site.
- Work continues on NSO/SOAR/CETL online student registration.
- E-brochures are in the works that will allow students to collect the information they want and then format it into a printable, savable brochure.

Internal communications:
- The NOVA Events Calendar in now active on the web site.
- There is a section on the web site for NOVA News where press releases and current stories can be accessed.
- RSS feeds are available to receive news and events on individuals’ mobile devices.
- Damon Green has used Wordpress to create a new more dynamic online version of Intercom. This should be live by mid-July.
- Office blogs are being created. Currently there are nine office blogs, and Ms. Simpson believes that there will be many more.

Digital media:
- NOVA on iTunes U.
  - YouTube.
    - NOVA has established its own YouTube channel.
    - More than 175,000 views have been uploaded, there have been 29,900 channel views and 377 subscribers.

Social media:
- NOVA has established a presence on:
  - Facebook – NOVA currently has approximately 4,500 fans on NOVAaccess.
  - Twitter – NOVA’s NOVAaccess Twitter is current following is approximately 1,000.
  - MySpace – use of this site is waning, but we will maintain a presence until we are certain it is no longer practical.
  - LinkedIn – we plan to work more on increasing our use of this resource.
- Web Services is about to embark on student blogs. Ms. Simpson asked the provosts to identify six students who would be willing to blog about their experiences at NOVA, and to send their names to Kimberly Evering.
- Ms. Simpson noted that all of NOVA’s social media sites are monitored. An employee has been assigned to monitor posts and to provide answers in response to questions received.

An Assessment plan is being developed for all of these communications mediums.

Feedback data are currently collected from:
- Internal sources:
  - Quarterly Call Center reports.
  - Social media discussions and surveys.
- Student feedback by online surveys.
  - Outsourced:
    - Content assessment.
    - Google Analytic Reports.
    - Search engine optimization results.

**FY2012 Budget Planning**
- Dr. Templin distributed the updated budget for Fiscal Year 2012 State M&O Budget Planning – Special Projects.
- The Administrative Council reviewed and approved the budget.
- The Administrative Council will revisit the budget in November 2011, when the Fall 2011 enrollment is clearly established.

**Summer Flex Time Schedule Proposal**
- Dr. Templin distributed a draft of the communication to staff regarding summer flex time.
- Between June 6 and August 5 employees can request a flexible work schedule from three different schedules:
  - Four 10-hour work days with one day off.
  - Four 9 hour work days, one for hour day with a half day off.
  - Regular 8:30 – 5:00 schedule.
- All college offices must be open during regular business hours. If that is not possible with a special summer schedule, employees may not be granted permission to change their schedule.
- The Administrative Council agreed to consider for future years the possibility of offering the flex schedule earlier, beginning the week after graduation.
- The Administrative Council approved the communication, and Ms. Jarvis will send it out in the near future.

**HR Campus Consultant Pilot**
- As a result of the customer service feedback on HR services obtained by Moran Consulting, the Administrative Council approved a pilot project for two campus-based positions to support Human Resources activities at the Alexandria and Loudoun campuses.
- These positions will focus on improving HR’s customer service, reducing processing time, and improving efficiency and effectiveness in meeting NOVA’s current and future HR needs.
- HR and the respective provosts agreed on the following job duties and responsibilities:
  - Provide strategic and operational support at the campus in all areas of HR, including classification, recruitment, benefits, workers compensation, leave, timesheets, training and other HR transactions.
  - Write draft job descriptions for newly allocated positions and conduct desk audits of existing positions as appropriate.
  - Screen applications, conduct interviews, provide consultation to campus search committees, and perform reference checks for recommended hire actions.
  - Conduct on-boarding unique to the campus needs for all new hires.
Monitor performance during the probationary period for appropriate follow up and work with central HR experts in addressing issues during the probationary period.

Coordinate the exit process for employees leaving the college, including collecting appropriate college-owned property.

Provide customized workshops and information sessions as appropriate and actively participate in college, campus and HR committees, projects and programs.

Serve as the first point of contact for employees regarding benefits issues, workers compensation, time and leave transactions and other related issues.

Other related issues regarding the HR campus consultant were identified:

Hiring committees will include both campus and HR staff to ensure adequate participation.

The new employees will begin in HR, rotating through each functional unit. Once this training has been successfully completed (within the first 60-90 days), the employees will move to the campus locations. The employees will continue to have regular meetings with HR leadership, including staff meetings. HR consultants will also meet regularly as an active work group.

To successfully complete the 12-month probationary period, both the provost and the HR director will have to agree the employee should continue.

At Loudoun, the position will have a direct reporting relationship to the Director of Campus Operations and a dotted line to the Director of HR.

At Alexandria, the position will report to the Director of HR with a dotted line to the Director of Campus Operations.

The Administrative Council gave approval to move ahead with the campus pilots.

The Council agreed to evaluate the pilots by March 30, 2012.

Proposed Faculty Handbook Changes

The Administrative Council reviewed Faculty Handbook changes on March 8 and then forwarded them to the College Senate for its review.

College Senate Chair Al Ross indicated that the proposed changes were approved by the College Senate at the March and April meetings, with some suggested revisions as well as consideration of several additional items:

For the Advisory Committee for College Safety and Security (College-wide), the Senate proposed several revisions to ensure broad campus representation. Dr. Dever explained that the committee members had already been appointed earlier in the spring (with the expectation that their term would continue through the coming academic year) by the time the College Senate recommendation was received. Dr. Dever suggested that the Administrative Council approve the committee membership as recommended by the Senate, but do so with the understanding that the additional provisions will not go until effect until the committee is appointed for the 2012-13 academic year. The Administrative Council approved the revised version.

In regard to the policy for early retirement, the College Senate proposed that one provision be clarified to read: Early retirement with a reduction in benefits is possible with the minimum requirement to be age 50 with at least 10 years of service but fewer than 30 years of service or 55 years of age with at least 5 years of service. Ms. Jarvis has indicated that she concurs with this change. The Administrative Council approved the revised version.

The College Senate revised and approved a new item for procedures for calculating and paying overload to twelve-month teaching faculty. The purpose is to clarify some
procedural matters that had been confusing for MEC teaching faculty on twelve-month contracts. Mr. Foley requested that Administrative Council action on this matter be deferred until he had further opportunity to confer with faculty. The Administrative Council agreed to defer action.

- The College Senate recommended expanded membership for the Commencement Committee. The Administrative Council approved.
- The Administrative Council approved the other revisions to the Faculty Handbook that were reviewed at the March 8th meeting.

**Other:**

- Dr. Templin congratulated the Woodbridge Campus for being awarded 2011 Prince William Chamber of Commerce Community Outreach Awards.
- The Manassas Campus was recognized for its work with SySTEMic Solutions, a collaborative arrangement among school divisions, higher education institutions and employers to create a sustainable workforce pipeline in Manassas, Manassas Park, and Prince William County.
- The Woodbridge Campus was honored for its work with such community organizations as Prince William County Schools Adult Education, Literacy Volunteers of America - Prince William, Inc., Volunteer Income Tax Assistance Program, and National Congress of Black Women, Inc. The Campus was also recognized for hosting or participating in numerous community activities such as Military Appreciation Day, American Red Cross blood drives, and the annual Dale City Independence Day Parade, and for providing cultural opportunities in the form of theater productions, literary readings, seminars, art exhibitions, and other events.

**Tracking**

- AD/PH Release Time Work Group
- College Board Relationships
- 2011-2012 Goals
- Newly Funded Capital Projects
- Customer Service Initiative Status Report – June 14
- Six-Year Capital Outlay Plan – State Board Approval
- VCCS Reengineering Task Force Recommendations
- Adjunct Faculty Transcripts
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes
- Implementation of the Recommendations on Presidential Commission on College Safety & Security
- Ad Hoc Budget Crisis Committee
- Administrative Council Retreat