Administrative Council  
September 27, 2011

Members Present: Mr. Chamberlin, Dr. Gabriel, Mr. Gary, Dr. Hinton, Dr. Leidig, Dr. Maphumulo, Dr. Saperstone, Dr. Tardd, and Dr. Templin.

Dr. Hill was represented by Dr. Hasan Naima  
Mr. Foley was represented by Ms. Ruth Stanton  
Dr. Sachs was represented by Dr. Jennifer Lerner  
Dr. Edwards was represented by Ms. Shelli Jarvis  
Ms. Dimkova was represented by Mr. Ben Pittman

Guests:
Mr. Brian Anweiler, College-wide Student Activities Coordinator  
Chief Dan Dusseau, Chief of Police  
Mr. Will Flagler, Director, Office of Emergency Planning and Management  
Mr. Dana Kauffman, Director of College Government Affairs  
Ms. Kimberly Nagel, District Emergency Management Coordinator  
Mr. Stephen Brunelle, District Emergency Management Coordinator  
Ms. Brenda DeRamus, District Emergency Management Coordinator

Access

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2011, as of September 27, 2011, shows an increase of 2.3% above the comparable date for Fall 2010.
  - 4,800 of these students applied and attempted registration more than once, but were dropped. OIR will reach out to these students to see what happened.
  - Dr. Gabriel noted that Do Not Drop (DND) indicators have caused significant fluctuations.
  - Dr. Templin requested that Mr. Gary, Ms. Dimkova, and Dr. Gabriel meet and explore if there is a control problem with DNDs, and what are the financial implications for the college.
  - Dr. Templin requested a report back at the October 11th meeting on students who attempted to register but didn’t, students we have lost for other reasons, and the possible impact of the developmental math redesign.

College Emergency Operations Plan Updates

- Mr. Flagler introduced the three new district emergency management coordinators.
- Each coordinator is responsible for two campuses.
- Mr. Flagler distributed the NOVA Emergency Operation plan’s table of contents for Council review and approval.
- Once approved by Administrative Council the plan will go to the local governments for review and integration into their plans, and then to the state for certification.
- Changes can be made on an on-going basis.
- Dr. Templin requested that Mr. Flagler send a link to SharePoint so that the full college plan and the individual campus plans can be reviewed by the Administrative Council members and they can provide any feedback to Mr. Flagler.
• Dr. Leidig noted that it is important that the role of the new campus and community outreach specialists be incorporated into the plans.

Implementation of the Recommendations on Presidential Commission on College Safety & Security
• Chief Dusseau presented an update on the status of the implementation of the recommendations of the Presidential Commission on Safety and Security.
  • The report highlighted three major themes:
    o Preventive measures, tools, and training.
    o Emergency response, management, and communications.
    o Clarifying organizational responsibilities and ensuring coordination.
• Chief Dusseau provided an overview of the actions taken to address these issues, including increased staffing, unit reorganization, additional equipment for personnel and college, and training at all levels.
• As a result, the students, staff, and faculty are better prepared to prevent and react to incidents, we have improved interactions with regional public safety resources, increased communications within the college concerning safety, and enhanced our readiness posture.
• There were 41 tasks identified by the Commission, 35 are fully implemented, and 6 are partially implemented.
• Dr. Templin noted that the Implementation Plan for Recommendations of the Presidential Commission on Safety and Security on the NOVA web site needs to be updated with the most current status.
• Mr. Flagler was asked to review and refine the roles of the vice president of administrative services, the provosts, campus directors of operations, campus emergency coordinators, and the police. The Administrative Council will revisit this subject at end of the academic year.
• Chief Dusseau and Mr. Flagler were commended by President Templin and the Administrative Council for their excellent work in improving safety and security at the college.

Update on Keys and Campus Security
• Mr. Chamberlin advised the Council that all locks are being re-keyed to be campus specific, and tied into a common lock system.
  • This will be completed on the Annandale Campus by the end of this week.
  • Mr. Chamberlin recommends replacing remaining hardware on offices and conference rooms so that the hardware is standardized across the college.
  • Dr. Templin requested that Mr. Chamberlin bring an estimate for this work to a future meeting for Administrative Council consideration.
• Mr. Chamberlin noted that in considering the implementation of swipe locks, we need to first consider how this might work. Currently, NOVA identification cards are handled by the business offices, keys are handled by the police, and facilities is responsible for the locks.
• Dr. Templin asked that the various parties meet to explore how to better organize and manage this very important process, and report back to the Administrative Council with their recommendations.
Grades Processing

- Revision to Grades Processing Plan
  - The current plan was last updated on February 2007.
  - Internal procedures call for the plan to be reviewed and updated as needed, but not more than three years since the last review.
  - Dr. Harper has been working with campus registrars and deans of students to gain consensus on proposed revisions.
    - 36.1.1 Access to Enter and Change Grades: Historically a large number of people have had access to this function – registrars, other SS staff, division staff, and some others. We have changed this so that only campus registrars plus one backup on each campus have access.
    - 36.2.3 Audit (X) Grades: Per VCCS policy, audit requests must now be submitted prior to the census date. The old deadline was the 60% point of the class.
    - 36.3.3 Verifying Grade Changes: As a result of some unauthorized grade changes, we have now instituted an audit process for them. Registrars receive a list of the grade changes for their campus on a regular basis and must either confirm that the appropriate paperwork has been scanned and linked to the student’s file or institute an investigation in to the change.

- The Administrative Council approved the recommended changes.

- Issues with Non-Submission or Late Submission of Grades
  - We still have grades outstanding from the Spring Semester. The problem is growing.
  - Dr. Harper requested that the provosts communicate to their faculty the implications of not entering grades on time.
  - Dr. Robertson has been sending reports of the faculty who have not entered grades to the deans and the provosts. The reports reflect habitual offenders.
  - The provosts agreed to send a letter to faculty to express the adverse impact of turning in grades late, and adding a statement about how chronic problems will be addressed.
  - Dr. Harper will write a draft of this communication for the provosts.
  - Dr. Tardd and Dr. Harper will work to identify the most chronic offenders and give the list to the provosts.
  - The Council agreed that there must be consequences for not submitting grades on time. For adjuncts, Ms. Jarvis will review and advise if their last check can be held pending grades submission. The Council agreed that we must strongly support the deans when they take action in these situations.

Facilities Rental Transfer of Responsibility to Campuses

- Dr. Templin reminded the provosts that the responsibility for facilities rentals will be transferring to the campus business offices. He expressed concern regarding who will interface with the customers.
- The provosts have discussed this already and decided who will take this responsibility for each campus. They noted that there needs to be a conversation with the vice president of finance, Mr. Gary, and Dr. Sachs regarding the IT implications, and the implications of handling cash.
Assessment of Goal Achievement for 2010-2011

• Dr. Templin presented the highlights of the past year. We have made great strides in many areas, including:
  o Student success.
  o Student access.
  o Excellence in education programs.
  o Regional and national leadership.
  o Strategic partnership.
  o Planning and accountability.
  o Emergency preparedness.
• The Administrative Council requested more information regarding grants. They would like a list of what grants the college is receiving in what areas.
• Dr. Templin thanked the Council. It has been a good year for the college, and we need to recognize and thank our employees for their excellent work.

SCHEV Outstanding Faculty Nominations

• The SCHEV Outstanding Faculty Award is the highest award a faculty member in Virginia can receive.
• Historically, NOVA faculty have won this award more than any other institution in Virginia.
• Dr. Errico has just finished working with NOVA’s 2012 nominees, and will be hand delivering the nomination packets to SCHEV on Thursday, September 29.
• The colleges are informed informally in December if one of their nominees has won. The Governor makes the official announcement in January, and a ceremony is held in February to honor the awardees.
• Dr. Errico asked the provosts to begin to consider who they would like to nominate in the spring for the 2013 awards.

NOVA Leadership Program

• Dr. Templin distributed information on NOVA’s Leadership Program in an email on September 22, 2011.
• NOVA’s Leadership Program is a six month leadership development experience designed to help prepare NOVA employees for future leadership opportunities.
  o Participation is by application, and is limited to 15 participants.
  o Selection for the program is based on an evaluation of the applicant’s leadership potential, readiness to engage in the leadership learning experience, and the quality of the application.
  o The deadline for submission is Oct 7, 2011.
• The mission of the program is to develop individual leadership capacity for the benefit of self and the college.
• Dr. Templin asked the Administrative Council to encourage faculty leaders and mid-level managers who desire to advance their career and are interested in preparing to serve in NOVA leadership positions to apply for the program.
Other:

- Dr. Templin asked Dr. Tardd, Dr. Sachs, Dr. Gabriel and Mr. Flagler to review NOVA's Inclement Weather Policy and present any recommended changes to the Administrative Council.

Tracking

- Developmental English Redesign and Implementation – Oct 4
- IT Equipment for New Buildings Coming Online – Oct 4
- 2011-2012 All USA Student Nominations - Oct 11
- Contagious Disease Proposed Policy – Nov 1
- Task Force on Testing – December 1 report due
- AD/PH Release Time Work Group
- Analysis of Potential Students Who Did Not Complete Registration