Members Present: Dr. Edwards, Mr. Foley, Dr. Gabriel, Dr. Leidig, Dr. Maphumulo, Dr. Sachs, Dr. Saperstone, Dr. Tardd, and Dr. Templin.

Mr. Chamberlin was represented by Ms. Gunn Prag
Dr. Hill was represented by Dr. Maria DeLongoria
Dr. Hinton was represented by Dr. Ron Buchannan

Guests
Chief Dan Dusseau, Chief of Police
Mr. Will Flagler, Director, Office of Emergency Planning and Management
Ms. LaToya Gray, College Recorder
Ms. Shelli Jarvis, Director of Human Resources
Dr. Sheri Robertson, Associate Vice President, Academic Services

Dr. Templin introduced Ms. LaToya Gray, the new NOVA college recorder.

Access
- Fall Enrollment
  - The Daily Enrollment Report for Fall 2011, as of October 25, 2011, shows an increase of 2.8% above the comparable date for Fall 2010.
  - This reflects a slight improvement from the enrollment number presented at the last Administrative Council meeting.
  - The system is averaging an increase of 1.6%, so we are well ahead of the system average.
  - Dr. Templin congratulated the Medical Education Campus and ELI for exceeding their target enrollment number, and the Alexandria and Loudon Campuses for meeting their target.
- Potential “Bridge” Payment Strategy
  - The Council has previously discussed the loss of students during the payment process due to its complexity and stringent time deadlines.
  - Dr. Templin and Ms. Dimkova have been exploring options for students the Financial Aid Office identifies as very likely to be awarded financial aid, but not in time for the census date.
  - They are investigating whether NOVA can use part is its tuition differential to offer low risk loans to these students.
  - Ms. Dimkova will be presenting a program proposal for Administrative Council consideration at a future meeting.

Great Expectations
- Dr. Maphumulo introduced Dr. Rhonda Myers, Grant Coordinator of Great Expectations Programs at NOVA.
- Dr. Myers presented the following overview of the program:
  - Great Expectations focuses on foster youth, particularly in Virginia, to get them from high school into college.
  - The program provides individual support for an at-risk population of students.
The program was launched in 2008 at five community colleges in Virginia, and is currently active at fifteen community colleges.

NOVA officially entered program in the Fall of 2009.

Great Expectations offers students:
- Help with the admissions and financial aid processes.
- Student development and life skills training.
- Career exploration and coaching.
- Personalized counseling, advising, and mentoring.
- Some emergency funds for classes, books, transportation, etc.

There are 174 students identified as current or former foster care attending NOVA, yet only 19 NOVA students are in the Great Expectations program at this time. The disparity is due to many factors such as the age range for the program, and whether or not a student self-identifies as a current or former foster care recipient.

The Administrative Council recommended that Dr. Myers contact the deans of student services to enlist their assistance gaining in-roads in the various counties we serve, and to help identify additional foster care students who are currently enrolled at NOVA.

Dr. Templin thanked Dr. Myers and Dr. Maphumulo for their hard work and commitment to this program.

**Summer Session Pay Policy**

- Dr. Charlie Errico, the Chair of the Personnel Services Committee, presented the committee proposal regarding NOVA’s summer pay practices.
- The committee compared NOVA’s practices to the VCCS as a whole. There is some consistency, but also some wide variation.
- The Personnel Services Committee is recommending we increase the rate of pay from 7 to 8 hours of equivalent pay.
- Ms. Jarvis is compiling an estimate of how much was spent on advising last summer. There is an early indication that some faculty may have regularly submitted as many as 30 hours per week.
- Some of the campuses did not go over their allotted funds for summer advising, but it may be necessary to gain a little tighter control of how much an individual faculty member can receive.
- Dr. Gabriel, Ms. Jarvis, and Mr. Pittman will review and discuss this issue further.
- Dr. Templin asked the provosts to also discuss this issue with their staff.
- This issue will be discussed again at the November 8th Administrative Council meeting.

**Inclement Weather Policy**

- Dr. Tardd, Dr. Gabriel, Dr. Sachs, and Mr. Flagler have reviewed the current policy.
- They are not recommending any significant changes to the current policy.
  - The college website will have the most accurate and timely information about weather closures.
  - Will Flagler will update the list of media outlets that are notified in the event of weather closure.
  - Will Flagler will update the college’s web site “Closings and Inclement Weather.”
  - All reference to NOVA Connect will be removed from the Inclement Weather policy.
The following sentence is to be added to the web and to printed material that refers to the inclement weather closures: “If weather is bad and you don’t see or hear the closing announcement, check a second source.”

- For Admin Council to be communicated to campus faculty:
  - In the event of early, mid-day, or evening closings, when it is announced that the college will close at a specific time, all college related activities stop at the time of the college closure.
  - E-faculty members are to notify students if and how instruction will be carried out in classes delivered to off campus locations.
  - Asynchronous classes are to go on as scheduled.
  - All faculty are strongly encouraged to use Blackboard for instruction when the college is closed.

- Extended Closings:
  - The college will determine and communicate when an extended closing has occurred.
  - Faculty should have a plan for the delivery of instruction and communicate that plan to students and to their division deans in the event of an extended closure.
  - Faculty are to communicate to students what their back-up plan is for instruction when the college is closed.

- The Council discussed requiring use of Blackboard to continue classes during inclement weather. However, there are issues that will need to be considered, such as faculty in remote locations that would need to purchase expensive internet connections.

- The Council decided to continue saying use of Blackboard during inclement weather is “strongly encouraged.”

- The Council will discuss further the issue of moving toward all faculty being certified on Blackboard, and prepared to use it in emergency situations.

- The Administrative Council decided that next year the wording may change to say that the use of Blackboard is expected, and then the following year it may become required.

- Dr. Templin will establish a group that will be responsible for creating an action plan for implementation. He will report back to the Administrative Council at a future meeting.

**College Emergency Operations Plan Approval**

- At the September 27th Administrative Council meeting, Mr. Flagler was asked to send a link with the College Emergency Operations Plans so that they could be reviewed by the Administrative Council members.

- The Administrative Council members reported no questions or concerns, and approved the campus and the college plans.

- Mr. Flagler will be presenting the 2012 revised Continuity of Operations Policy at an upcoming meeting.

**Review of 2012-2013 Draft General Information Working Calendar**

- The General Information Working Calendar Committee is not recommending any major changes to the basic General Information Working Calendar.

- There are however, some minor changes recommended, as follows:
  - Fall Semester 2012 classes will start on a Wednesday although we usually try to start classes on a Monday. We have done this every few years. In 2012, August 16 falls on a Thursday. If we begin classes on Monday, we would either allow only two regular working days for in-service and professional development activities, or we would set
aside seven regular working days. This way, faculty must submit grades by December 19, which allows production of the Academic Standing Report on December 20 (helpful for Spring transfers) and production of the Satisfactory Academic Progress Report on January 8 (crucial for Financial Aid).

- Commencement will be Sunday, May 19, after the faculty go off contract. You will recall that the college has decided to continue to hold Commencement on a Sunday to allow families to attend. Waiting until May 19 gives faculty time to enter grades and allows us to avoid holding Commencement on Mothers’ Day (May 12).
- For the first time, the calendar includes 8-week summer sessions as regular sessions. ESL courses routinely run for 8 weeks in the summer term; making these regular sessions allows PeopleSoft to calculate all the important dates such as census date and last day of classes.
- Also for the first time, the calendar includes important dates regarding college processes such as production of the Academic Standing Report (which shows academic honors) and the Satisfactory Academic Progress Report for Financial Aid. This will help everyone understand why it is important to submit grades on time.

- The Council noted that the deans of students have changed the fall Student Services day from September 16 to September 28.
- Dr. Robertson requested that the Council review the draft and send any questions or recommendations to her before the November 8th meeting.

**Telecommuting Policy**

- Ms. Jarvis has been asked to attend the meeting today to explain NOVA’s official policy for telecommuting.
- Ms. Jarvis advised that it was originally designed for employees working from an alternate location on a regular basis, but it has evolved to now include employees temporarily working from another location.
- Telecommuting for longer than a pay period must be documented.
- There are two forms that need to be completed and kept on file: the 105-109 and the 105-110. If a laptop is assigned to the employee then a 105-005 also needs to be completed.
- The policy does not apply in emergency situations (pandemic, inclement weather, etc.).
- The policy requires that the appropriate Administrative Council member must approve the forms before they are sent to Human Resources.
- Dr. Templin asked that the Council members make their staff aware of the policy, and also ask their direct reports if they have any staff teleworking. He asked that they compile a list of these people and give it to Ms. Jarvis so that she can follow-up to make sure the proper agreements are on file.
- Dr. Sachs added that it is important that we not discourage telecommuting. Due to our lack of facilities, we may need to strategically maximize this option.
- Human Resources will add a link to the HR web site with the requirements for teleworking (forms, policies, etc.).
- Dr. Templin strongly recommends the provosts communicate the importance of properly documenting telecommuting agreements to their staff. Violations will be reported to the Administrative Council member responsible.
IVR Registration Upgrade Consideration

- Dr. Sachs provided the following update regarding NOVA’s IVR telephone registration and payment system:
  - The VCCS has advised that the upgrade would cost a little over $100,000.00 to keep the system operable.
  - Dr. Gabriel reported that 112 students used telephone registration last semester. His staff was able to contact 31 of them, and they indicated they would not be adversely impacted by ending the telephone registration option.
  - The Administrative Council approved ending this option at the end of March, when the Spring registration has ended.
  - A message will be put on the phone to inform callers that the service is ending.

2012-2014 VCCS Capital Plan Requests

- Dr. Templin distributed the 2012-2014 VCCS Capital Plan Requests.
- The following projects are the priorities we have sent to the State Board for review:
  - Annandale Phase I.
  - Loudoun Reynolds renovation.
  - Alexandria Bisdorf renovation.
  - Manassas Colgan renovation.
  - Alex Bisdorff II renovation.
  - Woodbridge Seefeldt renovation.
- For all projects approved by the State Board we will be requesting planning money.

Tracking

- Developmental English Redesign & Implementation – Nov 1
- Student Satisfaction Survey Results – Nov 1
- Contagious Disease Proposed Policy – Nov 1
- FY2012 Budget Update & FY2013 Planning – Nov 1
- Approval of 2012 Working Calendar – Nov 8
- Financial Aid Call Center – Nov 8
- 2011-2012 All USA Student Nominations – Nov 8
- Pathway to the Baccalaureate – Nov 22
- Internal/External Customer Satisfaction Survey - Nov 22
- Task Force on Testing – December 1 report due
- Chancellor’s Town Hall visit – Dec 1
- AD/PH Release Time Work Group