Administrative Council  
November 12, 2013

**Members Present:** Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Ramsammy, Vice President Sachs, Dr. Saperstone, Executive Vice President Schiavelli and Dr. Templin.

**Guests:** Mr. Stephen Brunelle, Clery Act Coordinator, Mr. Will Flagler, Director of Emergency Management, Mr. John DeGurse, Commander of Administrative Services, Dr. Mandy Milot, Assistant Dean, for Mr. Foley, and Ms. Donna Smiley, Acting Human Resource Director.

**Chancellor’s Listening Tour**

Dr. Templin highlighted the most important take away from the Chancellor’s recent “listening tour” held at NOVA on November 12 - the need for Virginia’s community colleges to help the state close the “skills gap” between what students are currently learning and what Virginia employers are looking for in their employees. Cities and counties are making workforce development a priority, looking at the gap between needs and how to fill them, with STEM at the top of the list.

**Access**

- **Fall Enrollment:** Dr. Gabriel distributed the enrollment figures for the week of November 12 which showed a total enrollment decrease college-wide of negative 0.1 percent when compared to the same time period last year. Two campuses were in positive numbers: Manassas and Loudoun.

**Review of Enrollment Trends & Implications for 2014-15**

Dr. Templin explained that in preparation for next year’s resource allocation, it was essential to reflect on the college’s enrollment trends over the past 3 years. Some campuses are consistently declining, some are increasing and some flat. Resources need to be paired with demand. Loudoun and Manassas have been consistently growing and they need to be recognized. There is disproportionate growth around distance learning and that needs to be supported as well. Old allocation models will no longer work.
2014-15 Faculty Allocation

Dr. Gabriel distributed a new draft model for allocating faculty vacancies for recruiting in 2014 and explained the principles behind it which include preventing campuses with more vacancies from being penalized; disconnecting the size of the campus to the impact of the distribution; and, giving more weight to campus growth while being fair to all of the campuses.

Dr. Templin began the discussion by asking Council members to keep in mind enrollment growth, where they see potential, and what the college is doing that will result in demand for faculty resources such as the newly required SDV. He asked Dr. Gabriel to estimate the number of first-time students required to take SDV, what is being covered, where the gaps are, and how gaps will be filled. College growth is disproportionately online and NOVA therefore needs faculty who are competent to teach both in class and online. Faculty who embrace e-learning provide additional flexibility. Dual enrollment is likely to be a significant part of future enrollment growth and STEM academies are part of this picture as well. The two big drivers of enrollment growth now are ELI and dual enrollment.

On the issue of the use of the associate instructor position, Dr. Templin suggested some potential places where this position might be most applicable: Developmental Math; SDV; and online courses where content and learning outcomes are already defined.

Clery Act Follow Up

Mr. Stephen Brunelle, Clery Compliance Coordinator, Mr. John DeGurse, Commander of Administrative Services, and Mr. Dan Dusseau, Chief of Police, distributed the NOVA Annual Security Report (ASR) and presented an update on Clery Act activities that includes the formation of a new subcommittee to respond to federal requirements. The new subcommittee required the approval by Administrative Council members.

In September Clery data were submitted to the Department of Education as required by federal law. The Annual Security Report (ASR) notification was distributed to all faculty, staff, and students in September, as well as publishing it online. In person Clery Training was provided to the Annandale, Alexandria, MEC and Woodbridge campuses. A basic Clery regulation training (known as awareness training) is available on the NOVA Academy and HR mandates training for all new employees. This has been taught in person at the listed locations by Stephen Brunelle in an effort to help current NOVA employees become aware of Clery regulations. Clery Campus Security Authority (CSA) training, more detailed than the basic Clery training, is also available through the NOVA Academy, but is not yet being assigned.

The NOVA Clery Subcommittees is charged with reviewing and providing guidance to the college leadership on the Department of Education Clery requirements. Committee membership was crafted to include multiple departments and divisions. Training will be provided to committee members who will then be asked to assist in developing a college-wide Clery policy.

The Administrative Council approved the committee makeup with the addition of representatives from ELI and the Academic Deans Council.
**Payment Schedule**

Ms. Donna Smiley, Acting Human Resource Director, distributed a payment schedule and presented a power point presentation detailing the process and the timelines for approving P14 timesheets. In order to be paid on time, electronic timesheets must be completed, submitted and approved in the Human Resource Management System (HRMS) by the submission deadline following each pay period.

**Inclement Weather Procedures**

Mr. Will Flagler Director of Emergency Management, explained the procedures for inclement weather. Campus conditions are assessed by Facilities and Support Services and the College Police. A recommendation is made by the Office of Emergency Management to the Vice President and Chief Administrative Office for appropriate action. The Vice President and Chief Administrative Officer confers with the President and makes the decision. The Office of Emergency Management then disseminates the message. Those directly involved in the process are:

- Office of Emergency Management (OEM)
- Facilities Planning and Support Services Division
- College Police
- Office of Web Services and Digital Media (WSDM)
- College Call Center
- Auxiliary Departments (Ernst and Schlesinger Centers)

The goal for morning classes is to communicate a decision by 5:00 a.m. and by 2:30 p.m. for afternoon and evening classes.

One additional new caveat to the day and evening class procedure is that faculty and staff are asked to leave 30 minutes after the closing time is announced in order to minimize traffic congestion.

**Committee of Review Recommendations**

Dr. Schiavelli distributed final recommendations from the Committee of Review. The committee meets every four years to look at NOVA’s college committees and updates and/or makes changes as appropriate with final approval from the Administrative Council. Major changes include moving all college standing committee terms to two years for consistency among committees; creating a Learning and Technology Resources Committee; renaming the Student
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Financial Aid Committee to the College Scholarship Committee; replacing counselors on the College Scholarship Committee with the new campus financial aid manager positions; linking local committees with college committees that have the same function and mandate; and, deleting the following inactive committees:

- GMU/NOVA Articulation Committee (college)
- Admissions Committee (local)
- Learning Resources Committee (local)
- Community Services Committee (local)
- Student Publication Board (local)

One college committee that Administrative Council members felt warranted further investigation was the college Affirmative Action Committee which may be a state or federal requirement. In addition, further study was requested on the decision to replace the campus Traffic Committee with a college level P-3 to handle all parking ticket appeals.

The Administrative Council approved the recommendations with the exception the two mentioned above.

The meeting adjourned at 1:00 p.m. with the next Administrative Council meeting scheduled for November 19, at 9:30 a.m. in the Provost Conference Room at the Manassas campus.

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**Tracking**

- November Budget Allocation Discussion – Nov 19
- NOVA’s STEM Strategy – Nov 19