Administrative Council  
August 26, 2014

Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Dr. Lorinzo Foxworth, Vice President Gabriel, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Guests: Mr. Donald Cole, Acting Associate Vice President for Human Resources, Ms. Willie Pomeroy, SACSCOC Compliance Officer and Dr. Sharon Robertson, Associate Vice President for Academic Services.

Access

- **Fall Enrollment:** Dr. Gabriel distributed the weekly Fall enrollment figures which showed a current decrease of negative 2.7 percent when compared to the same time period last year. The VCCS system average for the week was almost double this amount and all but four colleges were in negative figures ranging as high as -9 percent.

- **First Week of Classes:** Dr. Gabriel distributed a report on enrollment capacity and seats available by campus as of August 25. Data by campus showed a range of from 30 to 51 percent available seat capacity totaling to 12,686 seats.

Student Success

- **Implementation of Start Strong Policies:** The Provosts reported receiving overwhelmingly positive comments from their faculty in connection with the six new policy changes. The NOVA Call Center contacted students who were dropped from Fall courses and reported that students said they were aware of the on-time registration and knew about the 14, 12 and 2nd eight week sessions. Seventeen percent of these students have already re-enrolled. Dr. Gabriel indicated that the policy change implementation went very well compared to many other colleges that undertook such change. He also identified areas of improvement in the process for next fall semester.

Convocation

Dr. Templin reported that there were many positive comments about this year’s Convocation, particularly the student panel and keynote speaker Dr. Jeanette Norden. He thanked Dr. Gabriel for all of his tireless efforts on behalf of the college.

SACS Commission on Colleges (SACSCOC) Reporting Requirements

Ms. Willie Pomeroy and Dr. Sheri Robertson presented a report on the status of NOVA’s use of off-site locations and implementation of the related policies and procedures required by the SACS Commission on Colleges (SACSCOC).
The college has approximately 400 sites that are used and require monitoring. When students can earn 50% or more of credits in ANY program, a prospectus must be submitted prior to implementation. When students can earn 25-49% or more of credits in ANY program, a letter of notification must be submitted prior to implementation. Dr. Schiavelli noted that courses can be applied to any certificate or degree the college offers at any campus—not just those the division sponsoring a given course intends to make available at that site. Without accurate reporting, the college could face sanctions. These would negatively impact financial aid for students at some off-campus sites, the acquisition of additional off-campus sites and the confidence among constituents. Dr. Templin emphasized the importance of avoiding such sanctions.

Ms. Pomeroy provided data by campus that showed sites in the campus service area that are being monitored but not fully approved, sites in its service area that are fully approved, and specific sites at which the campus offers classes for the Spring and Fall of 2014.

In preparation for the 2012 SACSCOC reaffirmation visit, NOVA developed reporting procedures that campuses agreed to follow in notifying the academic compliance staff person of the use of off-campus sites. The procedure has not been followed consistently and several off-campus sites have been reported late to SACSCOC. Therefore, NOVA must submit a monitoring report to SACSCOC in April 2015 that describes revisions to NOVA’s Substantive Change procedures. The revised procedures will include the designation of one person at each campus who will be responsible for keeping Ms. Pomeroy informed of new off-campus courses at any site that is not yet fully approved. Ms. Pomeroy plans to develop a website and other communication tools to help campus staff keep track of the use of off-campus sites.

Ms. Pomeroy and Dr. Robertson agreed to provide a draft of new procedures by November 1, 2014.

**CETL Advisory Committee**

Tabled until the next Administrative Council meeting.

**Policy Recommendations**

Acting HR Vice President Don Cole reported that the Audit for Pubic Accounts/APA findings showed that the college was not in compliance in two areas: timely processing of employee terminations and slow approvals of timesheets for hourly wage employees resulting in employees not being paid on time. He provided an overview of the audit findings, the current policies, expected outcomes and a draft policy of improvements for Administrative Council approval.

- **Timesheet Submission and Approvals:** Mr. Cole explained the policy for supervisors of hourly wage employees. Supervisors are required to review and approve submitted timesheets in accordance with the established deadline within each pay period as defined on the College’s Payroll Working Calendar. Failure to approve timesheets by the deadlines results in employees not being paid in a timely manner. Supervisors must attend local semi-annual training. This training will be conducted by the HR Business Partners (formerly Consultants). Supervisors who fail to ensure the timely approval of
their wage employees may be subject to disciplinary actions ranging from mandatory refresher training, to letters in the supervisor's personnel file, to a written reprimand and possible termination.

- **Separation of Employment:** Mr. Cole pointed out that for three years APA found that NOVA was not in compliance with the timely termination of employees, and access privileges were not being removed, including eVA privileges, upon termination.

The draft policy on separation of employment advises current employees and their supervisors of the required procedures when leaving employment with NOVA and ensures that Human Resources and all relevant departments are notified in a timely manner about a departing employee. Under the new policy, supervisors will now be required to complete the Separation of Employee training on the NOVA Academy. Failure to observe the new policies by supervisors may result in sanctions ranging from letters in personnel files to official notification in the annual evaluation of the non-compliant supervisor to possible termination.

HR Business Partners will work with Deans and supervisors on each campus to fully explain the processes.

Dr. Templin asked Administrative Council members to look over the draft policy changes, incorporate any changes they feel are warranted, and forward their comments to Mr. Bansal.

**College Senate & Campus Councils**

Dr. Templin asked that Provosts be fully engaged with their Campus Councils and reach out personally to Council Chairs to address campus agendas for the coming academic year. He also emphasized the need to ensure that the process in place for the Faculty Reward and Recognition program be fully realized by having strong faculty leaders participate on the campus Faculty Reward and Recognition Committees.

**Textbook Expenses**

Tabled until the next Administrative Council meeting.

**Follow Up from Chancellor’s Planning Retreat**

Tabled until the next Administrative Council meeting.

**VCCS Task Force on Diversity Report**

Tabled until the next Administrative Council meeting.
Tracking

- Student Code of Conduct – Sept 9
- Campus Safety Blue Call Box Proposal – Sept 23
- Veterans' Issues and Organization
- Web Discovery Session
- Student Learning Outcomes