Administrative Council  
September 23, 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. Will Flagler, Director of Emergency Management and Chief of Police Dan Dusseau.

Student Success

• **Spring Retention Rates by Campus:** Dr. Gabriel distributed a new report on Fall-to-Spring retention data by campus from 2009 through 2014 that showed an overall college 5-year average retention rate of 68.4 percent. With the proposed 3% retention increase in Fall 2014 to Spring 2015, the target retention rate for all students will be 71% college-wide. Dr. Gabriel explained that retention is built over time, with many factors affecting retention. He emphasized that good retention is a result of efforts that take place on the campuses themselves so that students feel connected to their home campuses and faculty.

Dr. Templin asked Dr. Gabriel to craft five concrete actions to heighten the current momentum for the Spring semester.

Ad Hoc Transition Team

Dr. Templin briefed Council members on the transition team makeup and the process being put into place for the NOVA presidential search. Included as part of the search will be a survey of the college and community to ascertain what they feel the needs are of the college.

The Ad Hoc team will initially be comprised of Dr. Gabriel who will put the survey together, be the lead for the implementation of the survey and the gathering of data; Mr. Dana Kauffman who will be the liaison with the NOVA Board to keep them informed and supported as needed throughout the process; and, Ms. Corinne Hurst who will be the point of contact for the VCCS and all of the candidates and the college.

The search process may be subject to modification if the VCCS determines changes are needed.

Dr. Templin asked that when Administrative Council members have issues or questions they communicate these directly to Dr. Gabriel.
Campus Safety Blue Call Box Proposal

Chief of Police Dan Dusseau provided the status of and a proposal concerning changes to the safety call boxes located on the campuses. He explained that while call boxes are inspected on a weekly basis, NOVA’s boxes are obsolete analog systems that are difficult to find parts for and expensive to maintain.

In order to provide the necessary upgrades and replacements, the total cost would be $5,000 to $14,000 per call box, with total replacements in the millions of dollars.

During the past 10 months of study, call boxes were activated only 64 times, with no crimes reported through them. Based on a further study done by an Ad Hoc workgroup that studied numerous institutions, call boxes have been removed at many institutions in favor of cell phone apps. The workgroup recommended that NOVA’s outdated call boxes be removed and focus be placed on the new LifeSafe mobile app was made available to all students, faculty and staff last April.

There is no cost either to the user or to the college for LifeSafe and the app is available wherever there is cell phone coverage. The LiveSafe app gives NOVA a greater method of coverage for students, staff and faculty instead of relying on a fixed position phone.

Emergency Management Update

Director of Emergency Management and Planning, Mr. Will Flagler provided Council members with an update on their operation. They provide guidance to students, faculty and staff in all areas of emergency preparedness, manage alert notification policies and procedures, oversee the College Emergency Operations Center and coordinate both internal and external communication when emergencies occur. In addition to emergency management, his office is responsible for monitoring environmental health and safety standards and being in compliance with local, state and federal regulations.

Key emergency management initiatives this year include:
  o Warden radio distribution and training
  o Warden program and equipment standardization
  o Increased exercises and drills
  o Campus mapping/Building identification and numbering
  o Emergency plan development and management:

Key safety initiatives include:
  o Material Safety Data Sheets(MSDS) online conversion project (Projected completion in Fall 2014)
  o Automated External Defibrillator Program (AED) (Completed Spring 2013)
  o Compliance with Environmental Health and Safety Regulations
  o Hazardous Communications Plan
  o Chemical hygiene
  o Laser safety
Administrative Council Meeting
September 23, 2014
Page 3 of 4

- Blood borne Pathogen Policy (Projected completion in Fall 2014)

Key Student initiatives include:
- Student Preparedness Cards. Distributed at the beginning of each semester.
- Online training. Ongoing.
- Syllabus page insert for faculty to use that contains emergency information.
- Communication with the Student Government Associations to get student input/feedback on emergency preparedness at NOVA.
- Emergency Management Blog and Website.
- Revised College Safety Video.
- Drills (Fire, Tornado, Alert Notification, and Earthquake).
- Monthly Public Safety Newsletter (joint effort with College Police).
- Emergency Procedure Posters in all classrooms.
- Emergency Preparedness presentation for faculty to show during classes.

A new campaign launched recently is being marketed with the slogan: “Don’t be a Zombie, be prepared” encouraging students to “get a kit (water, food and other supplies), make a plan and be prepared.”

Faculty and staff emergency preparedness training is continuously offered through the NOVA Academy and in-person sessions and college-wide emergency preparedness is enhanced through bi-annual emergency preparedness exercises.

**2015 Holiday Schedule**

Mr. Bansal distributed the following 2015 holiday schedule, the same as last year:

*Thursday, January 1 - New Year’s Day/Winter Break*
*Friday, January 2 – Winter Break*
*Monday, January 19 - Martin Luther King, Jr. Day*
*Monday, May 25 - Memorial Day*
*Friday, July 3 - Independence Day*
*Monday, September 7 - Labor Day*
*Wednesday, November 25 - College closes at noon (½ day for Thanksgiving Holiday)*
*Thursday, November 26 - Thanksgiving Holiday*
*Friday, November 27 - Thanksgiving Holiday*
*Thursday, December 24, 2015 through Friday, January 1, 2016* - Winter Break

*January 1, 2016 is a 2016 holiday

Dr. Schiavelli will communicate with Dr. Robertson to ensure the dates are included in the working calendars.
Tracking

- Environmental and Sustainability Action Committee Report – Sept 30
- CETL Advisory Committee
- Veterans' Issues and Organization
- Web Discovery Session
- Student Learning Outcomes