Administrative Council
August 11, 2015

Members Present: Dr. Buchanan, Ms. Calobrisi, Vice President Dimkova, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, and Acting President Schiavelli.

Guests: Ms. Diana Cline, Budget Director, Dr. Elizabeth Harper, Associate Vice President for Student Services, Dr. Milan Hayward, Special Assistant for Career & Technical Education, Ms. Bridget Johnson, Associate Controller, Ms. Takesha McMiller, Assistant Director of Military Services, Ms. Cathy Simpson, Associate Vice President for Web Services and Digital Media and Mr. Cory Thompson, Director of Auxiliary Services.

Enrollment Report

Dr. Schiavelli reported that enrollment and applications continue to be in down.

Fall Convocation Schedule

Ms. Simpson presented the draft August 20 Convocation schedule for Administrative Council member review and approval. With some changes, Administrative Council members approved the schedule for this year. In light of several questions concerning convocation and timeframe coordination with other yearly college-wide meetings of the same size, Dr. Schiavelli told Council members that he would meet with the Calendar Committee to look at options for next year.

Veteran’s Services Compliance Audit

Ms. McMller and Dr. Harper presented the results of a 2015 VA audit of 42 Veteran records and they explained the audit process, the resulting compliance survey findings, the reporting errors and pitfalls and the follow-up VA recommendations going forward. The main purpose of a VA audit is to ensure that correct enrollment information is furnished for all Veteran students at NOVA. The audit looked at the last three years of each of the 42 Veteran records.

The audit found a 56 percent error rate, far above the acceptable limit of 20 percent. Among the nine total areas found to be negligent, the major areas with errors were: changes in enrollment not reported, incorrect tuition and fees charged, certifying courses outside a student’s program of study, non-punitive grades (W) reported as punitive (F), and certifying courses previously awarded via advanced standing. NOVA’s financial penalty for the nine discrepancies was $46,449.
The VA made two recommendations to improve the college processes in order to decrease certification errors:

- Restructure the program so that certification is done centrally to ensure consistency and knowledgeable oversight.
- Develop an internal audit plan that ensures program compliance is implemented according to federal guidelines.

Dr. Schiavelli asked that Ms. McMiller, Ms. Johnson and Dr. Harper meet with the campuses to begin to develop a common structure that would work college-wide. Dr. Harper will follow up with Administrative Council members with a draft plan for approval by mid-September.

**Research Integrity Statement**

Dr. Hayward presented NOVA’s Research Misconduct Policy, a policy required by the U.S. Department of Health and Human Services (Office of Research Integrity). The policy includes a straightforward process for complaints on faculty, staff, or students with regard to research projects.

Northern Virginia Community College is primarily an institution of teaching and learning, but is also responsible for the integrity of any research conducted at the College, including grant-funded research. The college established procedures for the investigation of allegations of misconduct of research, with due care to protect the rights of the accused, those making the allegations, and the college. As a condition of receiving federal research funds the college is required to have procedures addressing allegations of misconduct in research. This policy is written and intended to comply with those federal regulations.

This policy applies to all persons (faculty, staff, and students) and entities conducting basic or applied research under the auspices of the College, regardless of funding source. This policy applies to allegations of research misconduct and research misconduct involving: (i) applications or proposals for support for extramural or intramural research; (ii) all extramural or intramural research; (iii) all extramural or intramural research training programs; (iv) all extramural or intramural activities that are related to research or research training; and (v) plagiarism of research records produced in the course of research, research training, or activities related to that research or research training. This includes any research proposed, performed, reviewed, or reported, or, any research record generated from that research.

Allegations regarding potential research misconduct are to be directed to the Executive Vice President, who will serve as Research Integrity Officer. The policy provides for the establishment of an ad hoc Committee of Inquiry to determine if there is a reasonable basis for concluding the allegation falls within the definition of misconduct and may have substance. An ad hoc Committee of Investigation may be called by the Executive Vice President if a recommendation is made for a formal investigation. There is an appeals process built into the policy.
If disciplinary action is initiated against a faculty, staff member, or student, such action shall be conducted pursuant to the applicable rules or policies of the college, including rules or policies regarding appeal. Drs. Schiavelli and Hayward acknowledged the contributions of Portland State University in the adaptation and development of NOVA's policy. Administrative Council members were asked to review the policy document and suggest changes or improvements as necessary.

**International Travel Approvals and Study Abroad**

Dr. Schiavelli reported that in connection with international study trips, Dr. Paul McVeigh is drafting a standard process for all study abroad programs, defining a college-authorized study program and ensuring campuses are made aware in a timely manner when faculty members will be off the campus. All study abroad programs sponsored by the college will be required to demonstrate the benefit to the college.

**NOVA Shuttle Program Update**

Mr. Thompson presented an overview of the current 2015 shuttle program data, broken down by campus, and the data included daily hours, hourly rate, daily rate, annual days and costs as well as ridership data. He also presented a proposal for Auxiliary Services to assume responsibility for funding the NOVA Shuttle program.

The current shuttle program costs are approximately 780,000 per year, with ridership at 86,946 and the average cost per ride at $6.98. With decreased enrollment, allocation of State funds for the NOVA Shuttle is no longer feasible. Mr. Thompson presented a proposal for reducing costs by $300,000 and increasing ridership:

- Limit services hours while maintaining peak morning and evening routes.
- Consider reductions to summer terms.
- Assess route necessity in conjunction with public transportation.
- Analyze and increase ridership by consulting with OIR to gather student data and improve marketing materials to increase promotion of shuttle service.

Ms. Dimkova indicated that it is more appropriate to fund the shuttle program as an Auxiliary Service.

Mr. Thompson will work with each campus to look at current needs and the findings will be reported to Council members.
FY2016 Budget Update and Discussion

Ms. Cline presented the FY2015-16 budget reduction breakdowns by campus for the current 3.7 million dollar deficit. After 70 percent cuts from the administration, campus reductions totaled approximately one million dollars.

Campus reduction breakdowns were as follows:

- Alexandria: $168,754
- Annandale: $302,368
- Loudoun: $154,513
- Manassas: $108,989
- MEC: $24,466
- Woodbridge: $134,591
- ELI: $176,813

Ms. Dimkova reported that all Xerox costs are now managed centrally, a new process that began July 1, and intended to reduce overall copying costs to the college.

Ms. Cline will send out a memo with instructions for the Provosts to respond to finance with the areas they plan to target for specific reductions.

Finance/HR Data Project

Ms. Cline informed Council members that a new business intelligence software program is in development to provide improved financial reporting to the campuses and will improve decision-making by everyone. In January, the Finance/HR data should be complete and additional information will be considered as part of the data foundation.

IT Faculty Professional Development Fund

Dr. Schiavelli indicated that as a result of the manner in which IT professional development funding is managed, there is the potential for abuse. The Provosts and Deans should have the responsibility for deciding what professional development is needed on their campuses, with the funding residing at the campuses and under their control, and the allocation based on the numbers of IT faculty on each campus.

In response to Council member requests, Dr. Schiavelli will look into the overall amount of professional development funding and will report his findings to Council members.
FY16-18 Capital Projects Update

As a result of the Governor’s request to support new emerging industries (Cyber/STEM), and the Chancellor’s request to look at authorized and planned capital projects, Dr. Schiavelli asked the Provosts to look at the New River Community College project and use it as a template to look at their projects, with the possibility of adding equipment needs as “ad ons.” The deadline date to respond is August 18.

Faculty Substitutions Payments

Faculty substitutions were discussed and problems that have ensued as a result of the lack of specific language in the faculty handbook. Dr. Schiavelli will address this issue directly with the Personnel Services Committee.

Dual Enrollment Tuition

It was determined that the best way to serve local schools, lessen their workload and potentially boost NOVA’s enrollment was to waive the small student tuition fee for all schools.

Changes to College Board Support Personnel

Ms. Hurst reported that the management of the NOVA board logistics will be moved back to the President’s office.

Other:

- The Loudoun campus is hosting Fulbright Scholar in Residence Dr. Maksim Mokeev, from Aratov, Russia.

College Recorder: Norie Flowers