

NORTHERN VIRGINIA COMMUNITY COLLEGE

BOARD MEETING

March 11, 2019

5:15-6:30pm

**Brault Building
4001 Wakefield Chapel Rd
Room 321
Annandale, VA 22003**

Committee Meetings, 4:00-5:00pm:

Finance, Building and Sites Advisory Committee Meeting:

Mr. Todd Rowley (Chair), Mr. Alvie Johnson, Mr. Bruce Neilson 4:00-5:00pm - Room 322

Staffed by Ina Dimkova and Cory Thompson

Community Engagement, Governance and Marketing Advisory Committee Meeting:

**Mr. Hong Xu (Chair), Ms. Jennifer McGarey, Ms. Julie Felgar
4:00-5:00pm - Room 274**

Staffed by Dana Kauffman

Academic Curriculum and Workforce Development Committee Meeting:

Dr. Kerstin Carlson Le Floch (Chair), Ms. Zuzana Steen, Mr. John Porter 4:00-5:00pm - Room 219

Staffed by Sheri Robertson and Steve Partridge

**Northern Virginia Community College Board Meeting
March 11, 2019
Agenda**

CALL TO ORDER- Chairman of the Board

Chairman Pearson called the meeting to order at 5:17pm.

ROLL CALL- Lindsay Mills

Present from the Board: Ms. Julie Felgar, Mr. Alvie Johnson, Ms. Jennifer McGarey, Mr. Bruce Neilson, Vice Chair Rosie O’Neil, Chairman Rick Pearson, Mr. John Porter, Dr. Scott Ralls, Mr. Todd Rowley, Ms. Zuzana Steen, Mr. Hong Xu, Student Liaison Mr. Caldin Pletschke

Present from the College: Ms. Mary Bramley, Ms. Charlotte Calobrisi, Ms. Mary Coughlin, Ms. Ina Dimkova, Mr. John Guszak, Dr. Annette Haggray, Dr. Pamela Hilbert, Dr. Sam Hill, Ms. Corinne Hurst, Mr. Dana Kauffman, Ms. Akiva Kirkland, Dr. Chad Knights, Mr. Jack Lechelt, Dr. Julie Leidig, Ms. Lindsay Mills, Ms. Jill Mitchell, Mr. Steve Partridge, Mr. Steve Patterson, Ms. Kelly Persons, Dr. Nicole Reaves, Dr. Sharon Robertson, Dr. Steve Sachs, Dr. Mel Schiavelli, Ms. Robyn Seabrook, Ms. Libby Sears, Ms. Lisa Stelle, Mr. Cory Thompson, Dr. Frances Villagran-Glover

Chairman Pearson called for an agenda change bringing Action Item #5, Letter of Intent – NOVA, Fairfax County Public Schools and the Office of the Fairfax County Executive to the forefront of the agenda. The Chairman welcomed special guest Fairfax County Board of Supervisors Mr. Dan Storck who attended the meeting in order to provide additional feedback and address any questions from the Board regarding this item. Chairman Pearson asked President Ralls to introduce the action item to the Board.

Dr. Ralls explained the action item has been outlined with the intention of agreeing to sign a memorandum of understanding of which a strategic planning document would be produced related to a concept with NOVA working jointly with Fairfax Public Schools in providing opportunities in the Mount (Mt.) Vernon region at the original Mt. Vernon High School. Supervisor Storck can speak to the significant investment plans by Fairfax County. The MOU would not bind NOVA in any way but states NOVA will continue ongoing discussions and continuation of work with Fairfax County Public Schools and the County Executive Office. Dr. Ralls referenced a prop he brought to the meeting titled “Inequality: Islands of Disadvantage” which highlights areas of opportunities for NOVA and Fairfax County, specifically pointing out the Mt. Vernon area as it is more geographically isolated than other regions.

Three areas of opportunity Dr. Ralls speaks to are early childhood, workforce continuing training and expanding dual enrollment though, he states, this would take additional policy and funding changes that may not occur prior to the end of August. The strategic planning document would be a continuation of NOVA's work, perhaps accelerating somewhat prior to the August date outlined, which would happen prior to a legislative session and before the Governor's budget is announced, but to also determine what can be done by that point. Dr. Ralls turned the discussion over to Supervisor Storck.

Supervisor Storck introduced himself while providing background of his history as a school board member of the Mt. Vernon School District for 12 years. He reiterated the Mt. Vernon region is quite geographically isolated providing the example of his son, who uses NOVA's services, commuting to the Annandale Campus which takes him at least an hour and a half each way while taking multiple buses depending the time of day. Supervisor Storck references a NOVA brochure, which he believes the Mt.Vernon/Richmond Corridor area needs more of, reading: "Northern Virginia runs on NOVA grads" and highlights "NOVA is a top ten school for social mobility using drivers to climb to the top 20% of income earners as adults despite having been brought up in the bottom 20% of income brackets".

Supervisor Storck identifies areas of revitalization crucial for the area which includes finishing widening the highway, adding a bus/transit system and expanding the metro through Ft. Belvoir and eventually to Woodbridge all of which are being funded now. He is looking to complete a "Human Development Center" which he hopes will include not only a future academy for Northern Virginia Community College, opportunities for an incubation/innovation center, a full kitchen, an auditorium, recreational opportunities and potentially non-profit organizational services. It will be vital for those residing in the area to utilize in an effort to grow, learn and to reach their full potential. This Center would be across the street from the South County Government Center.

He stated the Governor recently identified 9 areas in Fairfax County which is labeled the "Opportunity Zone". Of those 9 areas, four are on the Richmond Highway Corridor and are ready and in much need of our support. He acknowledged the work that has already been done over the past several years and understands it will take a few more years in order to accomplish what is needed but states he is hopeful the MOU will push the progress forward.

Board Member Neilson thanked Supervisor Storck for his time and offered his full support of this proposal. He is excited for this opportunity as he is fully aware of the difficulties students, such as the Supervisor's son, have encountered with accessing NOVA's campuses. The transit system outlined will open opportunities to many people on Route 1 and allow them to see what NOVA can offer them.

Board Member Steen echoed Mr. Neilson's comments and shared her full support of the proposal.

Vice Chair Ms. Rosie O'Neil thanked Supervisor Storck for his time and is looking forward to this opportunity with the County. She motioned to approve the action item as outlined. Seconded by Mr. Bruce Neilson, and with no objection, the motion passes unanimously.

WELCOME - Ms. Kelly Persons, Executive Director of the NOVA Foundation
(bio enclosed)

Chairman Pearson welcomed Ms. Kelly Person, NOVA's newest staff member and Executive Director of the Foundation. Ms. Persons thanked all at NOVA for the warm welcome and stated she is very much looking forward to working with everyone.

RECOGNITION - Ms. Jill Mitchell
2019 Virginia Outstanding Faculty Award Winner
(press release enclosed)

Ms. Mitchell was formally recognized by the Board for winning the State Council of Higher Education for Virginia's (SCHEV) 2019 Virginia Outstanding Faculty Award. Ms. Mitchell is the only community college winner this year for the state and the first accounting professor in 25 years to receive the award.

Ms. Mitchell thanked the Board and recognized Dr. Ralls for attending the SCHEV Luncheon held in Richmond. She emphasized how the award was not about her but rather what the faculty and staff do each and every day at NOVA. She stated the students, the partners and staff and faculty within the Accounting program are grounded in integrity and are phenomenal assets to NOVA. Ms. Mitchell offered a special thanks to Ms. Libby Sears, Special Awards Programs Coordinator, for going above and beyond for her and for each person deserving of such awards and stated she is an absolute treasure.

President Ralls thanked Ms. Mitchell for her dedication stating in his 17 years as a college president, she is one of the most outstanding teachers he's encountered and she is a shining example of what makes NOVA great. Dr. Ralls also recognized Ms. Sears for her extraordinary efforts with faculty and staff.

SPECIAL GUESTS- Keeling and Associates
Ms. Angela Harris, J.D., Consultant and Project Director

Participating remotely:
Dr. Richard Keeling, Principal and Senior Executive Consultant
Mr. Kyle Hutchison, Senior Vice President and Chief of Staff

Special Guests from Keeling and Associates connected via Zoom to explain the self-evaluation process to the Board. First, each participant provided a brief background of themselves and their roles.

Ms. Angela Harris gave an overview of their role in the progression and explained the instrument they are creating for the Board to use for self-evaluating. A web based tool will be used and available by the beginning of April. Keeling will then analyze the feedback provided through the instrument and will return to NOVA for the May meeting to review, strategize and offer recommendations.

Dr. Richard Keeling emphasized their key responsibilities. They will ensure the process is well documented for SACS given the mandatory requirement, to support NOVA and to support the Board while creating an evaluation system that is self-reflective and purposeful.

Vice Chair O’Neil appreciates the quick turn-around from Keeling on this request. She reminded the Board a vote was completed in September to improve governance through self-evaluation and this had already been prioritized and had been intended to do in the fall but circumstances wouldn’t allow it to be completed at that time. Shortly thereafter, SACS made the self-evaluation process a requirement of the Board. Ms. O’Neil stated the Board is hoping this instrument will be part stream-lined but also serve two purposes: education and assessment. These areas will really help the Board improve. Ms. O’Neil states one thing she didn’t hear Keeling review for benefit of the Board is that part of this assessment is having them take a look at what the NOVA and the Board already do in terms of onboarding, which has changed significantly over the years.

Mr. Hong Xu thanked Keeling and Associates for their time and their work and committed the Board to have the survey completed within two weeks.

A. CONSENT AGENDA:

1. Approval of the January 28, 2019 NOVA Board Minutes

TAB#1

RECOMMENDATION: The Northern Virginia Community College approves the Board minutes as presented.

A motion was made by Mr. Rowley to approve the January 28, 2019 Board Meeting Minutes as well as the Consent Agenda. Seconded by Vice Chair O’Neil, and with no objection, the motion passed unanimously.

Academic Curriculum and Workforce Development Committee:

2. Advisory Committee Recommendations

TAB#2

(Copies or Resumes distributed to Academic Curriculum and Workforce Development Committee only)

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the following recommendations for members of the Advisory Committee.

Paralegal Studies

Mr. Jonathan Harrison

Physical Therapy Assistant

Ms. Katheryn Hebe
Mr. Jason Morrel

B. ACTION ITEMS:

Academic Curriculum and Workforce Development Committee:

1. **Psychology Associate of Science Degree Program** TAB #3

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to initiate an Associate of Science in Psychology, to be effective Fall 2019.*

A motion was made by Vice Chair O'Neil, seconded by Mr. John Porter, to approve the proposal as presented. With no objections, the motion passed unanimously.

2. **Health Sciences Specialization of the General Studies AS** TAB #4

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to initiate a Health Sciences specialization of the General Studies AS, to be effective Fall 2019.*

A motion was made by Vice Chair O'Neil, seconded by Ms. Zuzana Steen, to approve the proposal as presented. With no objections, the motion passed unanimously.

3. **Discontinuance of the Psychology Specialization of the Social Sciences AS** TAB #5

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Psychology specialization of the Social Sciences AS, to be effective Fall 2019.*

A motion was made by Vice Chair O'Neil, seconded by Mr. Rowley, to approve the proposal as presented. With no objections, the motion passed unanimously.

4. **Discontinuance of the Health Science Career Studies Certificate** TAB #6

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Health Science career studies certificate, to be effective Fall 2019.*

A motion was made by Vice Chair O'Neil, seconded by Mr. Bruce Neilson, to approve the proposal as presented. With no objections, the motion passed unanimously.

Action Item #5 completed at the forefront of the agenda.

Finance, Building and Sites Advisory Committee:

6. Capital Outlay Funding Request - LO Reynolds Building Renovation Project (handout)

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves an allocation of \$5,079,351 from Local Capital Reserves to the Loudoun Campus Reynolds Building Renovation Project.*

Chairman Pearson asked Mr. Bert Jones, Associate Vice Chancellor for Facilities Management Services at the VCCS, to participate in the next item of discussion and to offer a brief background on the circumstances surrounding the renovation project in Loudoun.

Mr. Jones explained the Reynolds Building Renovation Project dates back to 2012 when it was approved by the General Assembly. He stated there was a discrepancy between what the Virginia Community College System submitted and what the reviewers at the Department of General Services and the Department of Planning and Budget thought the VCCS had submitted. As a result, when the original budget allocation was given they allotted much less than we had submitted. When moving forward with the design, once the first submission was provided to the Department of General Services, Mr. Jones and his team realized there was a serious discrepancy between “our” intent and their intent.

Mr. Jones explained he wrote a letter to the Department of General Services director appealing the budget that they had been given. It was then taken to the Six-Year Capital Outlay Planning and Advisory Committee and the appeal was then denied. At that time, three options were presented: 1) Design a scope that fit the budget that was given, 2) the college could provide the additional funds to supplement or 3) stop the project and return to the General Assembly and hope they would go back and approve the project as it was originally submitted and intended to build. Ultimately, a collective decision between the VCCS and the college determined the best option would be to move forward with additional funds being provided by the college which was, at that time, an estimated \$5 million dollars. Mr. Jones explained as the project moved forward they continued to focus on the design scope and given the previous funding decision, the team was no longer able to return to the General Assembly to request additional state funds for the design. Thus, the project came in over budget and as a result the discussion and request for additional funds, approximately \$5 million dollars, from the college is deemed necessary.

Chairman Pearson pointed out the number of projects that happen here at NOVA. He asked Mr. Jones if there is a way he can offer some assurance this will not happen again; it would never happen again. NOVA has now had to ‘come out of pocket twice’ is quite concerning and given what NOVA has in the pipeline some type of assurance needs to be provided in formal correspondence.

Mr. Jones responded by saying this is the only project in his 30+ years of experience in which he has experienced this type of issue. He referenced two major projects they are working on at NOVA, one at the Woodbridge Campus and the second at the Manassas Campus, and due to the clarity of scope they provided and the place in the 6-Year Capital Outlay pool process and where they are with those projects, they will not have a reoccurrence of the same situation. Both projects are being procured for construction under what is called Construction Management at Risk which means they have contractors, architects and engineers and on board while they are designing the project to ensure they are using the most cost-effective system and the correct estimates are in place so when they approach the end of the design they can afford to sign a guaranteed maximum price contract.

Mr. Jones offered to send a letter or an email to the Board or the college expressing that he would not receive any reoccurrences of the same situation on any of their major capital projects ever again. He admits mistakes were made by his team but he offered the promise to the Board that these mistakes would never happen again. The issues that occurred will be rectified.

Mr. Rowley suggested the letter be addressed to VP Dimkova and she will then distribute copies to the Board.

Student Liaison to the Board Mr. Caldin Pletschke inquired as to what the actual discrepancies were when the proposal was submitted. He questioned why the college will now be ultimately responsible for an additional \$10 million dollars overall.

Mr. Jones explained the estimate they gave to the General Assembly was almost precisely what they needed to award the contract indicated their original budget was entirely accurate. The reduction of the primary budget proposed with one of the reasons he is at the meeting today. If the budget proposed was accurately funding, the project would be under construction by this time.

Ms. O'Neil expressed her frustration. While important initiatives are discussed and proposed, things such as funding for NOVA's faculty and program funding, those important items may now need to be set aside in order to correct a brick and mortar project error.

Ms. Steen would like to know how the funds will be replenished.

Dr. Ralls indicated NOVA receives approximately \$5 million dollars in local reserve so there are funds available which were to be used for future projects which can be redistributed. Mr. Rowley confirmed this and stated this \$5 million will be used during one cycle and those funds will be replenished in the next cycle. This means projects would be adjusted moving forward.

With no further questions or comments, Mr. Rowley motioned to approve the action item as presented. Ms. Julie Felgar seconded and with no objections the motion is approved unanimously.

Mr. Jones thanked the member of the Board and ensures them once again they would never encounter this issue again.

C. OTHER/NEW BUSINESS

D. PRESIDENT'S REPORT

Dr. Ralls wrapped up his last meeting with the NOVA Board by extending his appreciation to everyone at NOVA. He recalls first coming to NOVA and asking the same two questions to those he encountered. The first question he asked was, "What should never change at NOVA?" He stated a majority of the responses were the same, "The diversity at NOVA." He found it to be true regardless of which campus you are at, you're in awe with the diversity of students as well as staff and faculty. He highlighted the talent within the NOVA community which will allow NOVA to continue to move forward in a very positive way.

The second question he would ask being, "What *should* change at NOVA?" The answers were sporadic. The positive attributes were known but the area of opportunities were viewed differently. He noted challenges he encountered in his early career at NOVA and offered praise to EVP Schiavelli and VP Dimkova along with the budget team as they issued a hiring freeze until issues were sorted and rectified.

He stated the leadership team around the table and behind the table played a significant role in addressing challenges within the first six months of his arrival including acknowledging challenges and becoming a more unified college rather than a confederacy of campuses. He offered thanks to the staff and faculty who pulled together to push the college, its curriculum, programs and students forward.

He then thanked the Board for their leadership during his tenure. He feels, as do others, NOVA is more connected in its communities thanks to the engagement and efforts by the Board. Dr. Ralls stated many times he or VP of Workforce Steve Partridge receive credit for workforce development but wanted to point out it was Board Member Todd Rowley who initiated the Amazon relationship. Board Member Zuzana Steen who stayed alongside NOVA and pushed forward with momentum its relationship with Micron. These are primary examples of how the Board has become true ambassadors within the community and for NOVA.

President Ralls thanked everyone for allowing him to be part of such a remarkable team and family and looks forward to seeing where NOVA goes from here.

E. CHAIRMAN'S REPORT

Chairman Pearson led the farewell by noting his first Board meeting was also Dr. Ralls' first Board meeting. He thanked Dr. Ralls for his leadership and for the great partnership between himself and the Board. He praised Dr. Ralls for his ability to sustain great partnerships with not only the Board but with staff and faculty as well. Chairman Pearson acknowledged President Ralls' excellent efforts in establishing great initiatives for the college and community and stated he would be forever grateful for him while speaking as a Board Member and as a friend.

Each Board Member was given time to offer their sincere, personalized words of appreciation and their farewell to President Ralls.

EVP Schiavelli concluded the moments of appreciation by thanking Dr. Ralls for asking him every day, "What can I do to make your job easier?" Dr. Schiavelli stated that in itself, above everything, he was grateful for every day.

The Board and the college leadership team and staff at the meeting offered Dr. Ralls a standing ovation at the conclusion of the meeting.

F. ADJOURNMENT

Mr. John Porter motioned to adjourn. Vice Chair O'Neil seconded the motion. With no objections, the meeting adjourned at 6:36 pm.