

NORTHERN VIRGINIA COMMUNITY COLLEGE

BOARD MEETING

September 16, 2019

5:15-6:30pm

Brault Administration Building

4001 Wakefield Chapel Rd

Room 321

Annandale, VA 22003

Committee Meetings – 4:00-5:00pm

Finance, Building and Sites Advisory Committee:

Mr. Todd Rowley (Chair), Mr. Alvie Johnson, Mr. Chris Wade

Room 322

Staffed by Ina Dimkova and Cory Thompson

Community Engagement, Governance and Marketing Advisory Committee:

Mr. John Porter (Chair), Ms. Jennifer McGarey, Ms. Julie Felgar

Room 275

Staffed by Dana Kauffman

Academic Curriculum and Workforce Development Committee:

Dr. Kerstin Carlson Le Floch (Chair), Ms. Zuzana Steen, Mr. Ron Gill

Room 219

Staffed by Steve Partridge and Sheri Robertson

Formal Board Meeting to begin at 5:15pm in room 321.

Light refreshments will be served.

Northern Virginia Community College Board Meeting

September 16, 2019

AGENDA

CALL TO ORDER - Chairman of the Board

ROLL CALL - Lindsay Mills

Board Members Present: Ms. Julie Felgar, Mr. Alvie Johnson, Ms. Rosie O'Neil, Mr. Rick Pearson, Mr. John Porter, Dr. Mel Schiavelli, Ms. Zuzana Steen, Mr. Christopher Wade

College Staff Present: Ms. Charlotte Calobrisi, Ms. Ina Dimkova, Chief Dan Dusseau, Dr. George Gabriel, Mr. John Guszak, Dr. Pamela Hilbert, Dr. Sam Hill, Ms. Corinne Hurst, Ms. Hannah Irsfeld, Mr. Dana Kauffman, Ms. Akiva Kirkland, Dr. Chad Knights, Dr. Julie Leidig, Ms. Lindsay Mills, Ms. Donna Minnich, Ms. Hoang-Dung Nguyen, Mr. Steve Partridge, Ms. Kelly Persons, Dr. Nicole Reaves, Dr. Sheri Robertson, Dr. Steve Sachs, Mr. Cory Thompson, Dr. Frances Villagran-Glover

Guests Present: Mr. Tony Burchard, Ms. Ellen Dyke, Ms. Greer Saunders

Chairman Rick Pearson took a moment to recognize Chief Dan Dusseau who recently won the 2019 Governor's Honor Award in the category of Administration Excellence. This award is the highest honor for an employee of the Commonwealth of Virginia. A total of 26 award recipients were recognized this year but only one recipient was given to a community college representative. Chairman Pearson outlined several accomplishments Chief Dusseau has achieved since his arrival in 2010 which were included in his nomination statement. Some of which are his completion of a full assessment of the department's capabilities following a 2009 shooting on campus. He also implemented numerous changes to include establishing a state-of-the-art 24/7 dispatch center, which increased police responsiveness and expedited service to the NOVA community and centralized police operations for NOVA's six campuses. Chief Dusseau also established a community outreach program whose Public_and_Safety_Newsletter and hundreds of public campus and community presentations provided safety information to NOVA campuses and to state, national and international police and educational entities. As noted, Chief Dusseau has created a culture of safety, thereby enhancing the reputation of NOVA Police. The resulting sense of community well-being and safety has advanced NOVA's strategic mission. This recognition was met with great applause.

Chief Dusseau took a moment to thank the Board and Senior Leadership for supporting his strategies and also acknowledged the Police Department as they are the individuals who implemented the changes and pushed the department forward. He noted they are now proving to be a driving force with others in the region looking to them for input and influence. He stated numerous times that although his name is on this award, it was no doubt a team effort and a 'win' for NOVA overall.

The Chairman made a request to change the order of the agenda by moving Action Item #1, tab #11, to the forefront for discussion. He asked Vice Chair O'Neil to read the recommendation to approve Mr. Daniel Christman as the 2019-2020 Student Liaison to the NOVA Board. Mr. John Porter motioned to approve while Ms. Julie Felgar seconded the motion. With no objection, the motion carried unanimously.

Chairman Pearson welcomed Mr. Christman to the table. Mr. Christman introduced himself briefly and thanked the Board and senior leadership for welcoming him to the Board. He stated he was excited to be part of such an important group who not only has the student's interests in minds but who also show a great level of genuine happiness to be present and

interest in one another.

NEW BOARD MEMBER WELCOME AND INTRODUCTION -

- Mr. Ron Gill, City of Manassas Park
- Mr. Christopher Wade, Fairfax County
(bios enclosed)

Chairman Pearson welcomed newest Board appointee, Mr. Christopher Wade who represents Fairfax County.

Mr. Wade thanked the Board for welcoming him and stated he looks forward to not only learning more about NOVA and its mission but is also excited to engage closely and promote student success.

SPECIAL GUEST – Greer D. Saunders

System Counsel and Senior Assistant Attorney General
Virginia Community College System

Discussion Topics:

- FOIA
- COIA
- Annual Disclosure Statements
- Fiduciary responsibilities of college board members

Ms. Greer Saunders attended the meeting in order to provide an overview of the topics outlined above. Her presentation has been inserted at the conclusion of the minutes and the Q & A session is embedded below.

Rosie O’Neil: Can a Board member dial into a meeting where the other members of the Board are physically gathered?

Greer Saunders: Yes. There must be a quorum of the board physically gathered in one primary location. The college must provide notice of the meeting at least three working days in advance; and members of the public must be provided a substantially equivalent way to listen to or observe the meeting. The last piece is new and offhand, I do not know what “substantially equivalent” may look like in practical terms. Perhaps you could stream the meeting on a few monitors in common areas on campus. Or, it could mean that you include a phone number in the notice for the public to call in to listen to the meeting.

When a member participates by phone (or videoconference, etc.), the notice of the meeting must include the date, time, place, and purpose for the meeting; identify the primary meeting location and any remote locations that are open to the public. (If not open to the public, it is unnecessary to include information about the remote location); and, include information on how the general public may hear or observe the meeting. The notice also must include a phone number to call if there is any interruption in the phone or video connection.

Public access to remote locations is encouraged, but not required.

Rosie O’Neil: Is there an off boarding process for Board members whose term is expiring?

Greer Saunders: The VCCS does not have a formal off-boarding process. However, the VCCS collects the access badges that are given to board members and terminates members' access to protected board information that is maintained online in boarddocs. Members are provided ipads, which also are returned at the end of the member's term(s). How/what the college does depends on what makes sense for the college.

John Porter: Is there a distinction between using a personal email address and an nvcc.edu email address or are both relevant to FOIA?

Greer Saunders: What constitutes a public record under FOIA is not dependent upon where the public record is created or which email address from which it is sent. A public record is any record prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

Rick Pearson: Confirming a quorum would include voting members of the Board only, correct?

Greer Saunders: I suspect that perhaps this question is referring to the student representative? If so, yes; I think it is best to think of the student representative as just that, a representative to the board, but not a board member. Also, the Interim President or President is not a voting member of the Board.

Zuzana Steen: Would a public notice need to be made if multiple Board members are attending a conference such as the Chancellor's Retreat?

Greer Saunders: Yes; the VCCS notices meetings such as the Chancellor's Retreat. The following note is included in the notice: *Note: this is not an official meeting of Virginia's State Board for Community Colleges, but three or more board members may attend the Chancellor's Retreat conference.* So, it is a best practice to notice a meeting or event whenever three or more board members may be in attendance.

Rosie O'Neil: In addition, are public notices necessary for trips to Capitol Hill or an outside conference where members may be presenting with other colleges on joint initiatives?

Greer Saunders: Yes; and even with events held by private entities, the college must notice the event/meeting/conference when three or more board members are in attendance. You can avoid noticing all such events by ensuring that no more than two board members attend. Be sure that the two board members will not constitute a quorum of a committee.

Ms. Saunders concluded her discussion with the Board and at that time the Board thanked her for her time and for the opportunity to refresh their memories of these topics. Chairman Pearson requested a reoccurring session take place each September.

A. CONSENT AGENDA

1. Approval of the May 14, 2019 NOVA Board Minutes TAB #1

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

Chairman Pearson requested a motion to approve the May 14, 2019 NOVA Board Meeting Minutes. Mr. John Porter motioned to approve and Ms. Zuzana Steen seconded the motion. Without objection, the motion carries unanimously.

Chairman Pearson then requested a motion to approve the Consent Agenda in its entirety. Ms. Rosie O'Neil motioned to approve and Mr. Christopher Wade seconded the motion. Without objection, the motion carries unanimously.

Finance, Building and Sites Advisory Committee:

2. Final Report, FY2019 Local Funds Budget TAB #2

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the Final Report of the Local Funds Budget for the period July 1, 2018 through June 30, 2019 and approves it for record purposes.*

3. Final Report, FY2019 Non-State Funded Investments TAB #3

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the Final Report of the Non-State Funded Investments for the period July 1, 2018 through June 30, 2019 and approves it for record purposes.*

4. Final Report, FY2019 Local Board Budget TAB #4

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the Final Report of the Local Board Budget for period July 1, 2018 through June 30, 2019 and approves it for record purposes. Further, the Board directs that the administration provides copies of this statement to the executive officers of each of the cooperating jurisdictions.*

5. Final Report, FY2019 State E&G Operating Budget TAB #5

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the statement of revenue and expenditures for the Fiscal Year 2019 State E&G Operating Budget and accepts it for information.*

6. Final Report, FY2019 Workforce Development Operating Budget TAB #6

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the statement of revenue and expenditures for the Fiscal Year 2019 Workforce Development Operating Budget and accepts it for information.*

7. FY2020 State E&G Operating Budget TAB #7

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the distribution of funds for the Fiscal Year 2020 State E&G Operating Budget and accepts it for information.*

8. FY2020 Workforce Development Operating Budget TAB #8

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the distribution of funds for the Fiscal Year 2020 Workforce Development Operating Budget and accepts it for information.*

9. Project and Properties Status Report TAB #9

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and accepts the Project and Properties Status Report as presented for record purposes.*

10. APA FY18 Report on Audit

Due to the size of the report, a link will be sent electronically for Board Member access and review.

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the Audit of Public Accounts (APA) report for FY18.*

Academic Curriculum and Workforce Development Committee:

11. Advisory Committee Recommendations TAB #10
(Copies 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 Committees:*

Automotive Technology, A.A.S.

Clyde D. Collins

Paralegal Studies, A.A.S.

Sheri Jones-Chamberlain

Diesel Mechanics Technology, C.S.C.

Derek Bryant

Paul Norton

Ralph Sine

Tony Ferrari

Professional Writing, C.S.C.

Chris Gros

B. ACTION ITEMS

1. Approval of the Student Liaison to the NOVA Board, 2019-2020

TAB #11

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the recommendation of Daniel Christman.*

Chairman Pearson moved Tab #11 to the forefront of the agenda for review and approval.

Finance, Building and Sites Advisory Committee:

2. Proposed FY 2021 Local Board Budget

TAB #12

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposed Local Board Budget for the Fiscal Year 2021 in the amount of \$250,000 which will be requested to be contributed by the cooperating political jurisdictions. The Board approves the proposed budget and authorizes its submission to the nine cooperating political jurisdictions. The Board further directs the President to submit this budget to the State Board for review.*

Mr. Christopher Wade motioned to approve and Ms. Julie Felgar seconded the motion. Without objection, the motion carries unanimously.

3. FY2021 Local Capital Outlay Requirements

TAB #13

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the Local Capital Outlay Requirements for Fiscal Year 2021, with a total amount to be requested from the cooperating political jurisdictions of \$5,658,869. The Board authorizes the administration to submit fair-share requests to the nine cooperating political jurisdictions for funding in their 2021 budgets. The Board further directs the President to submit this budget to the State Board for review.*

Ms. Zuzana Steen motioned to approve and Mr. Christopher Wade seconded the motion. Without objection, the motion carries unanimously.

4. Manassas Trail Connector Bridge

TAB #14

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the proposed plan to construct the bridge at Manassas Campus and approves it for forwarding to the State Board for Community Colleges for their approval.

Mr. Christopher Wade motioned to approve and Ms. Julie Felgar seconded the motion. Without objection, the motion carries unanimously.

5. Loudoun and Woodbridge VDOT Road Dedication

TAB #15

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the proposed plan to incorporate Loudoun and Woodbridge roads into the VDOT Maintenance Program and approves it for forwarding to the State Board for Community Colleges for their approval.

Mr. John Porter motioned to approve and Mr. Christopher Wade seconded the motion. Without objection, the motion carries unanimously.

Academic Curriculum and Workforce Development Committee:

6. Proposal for Biology Associate of Science Degree Program

TAB #16

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the proposal to initiate an Associate of Science in Biology, to be effective Fall 2020.

Mr. Alvie Johnson motioned to approve and Mr. Christopher Wade seconded the motion. Without objection, the motion carries unanimously.

C. CHAIRMAN'S / PRESIDENT'S REPORT

Dr. Schiavelli recognized and thanked Senior Leadership for their willingness to participate in a retreat in August, three workshops this week and another retreat in October to take

stock in where the college is in terms of the Strategic Plan. This will allow administration to see what remains to be done, what has been completed and what NOVA has accomplished and present the findings to the new president when he or she arrives.

Chairman Pearson provided an overview of the NOVA Board Town Halls that were recently held at the Annandale, Loudoun and Woodbridge campuses. Board Members conducting the town halls included himself, Vice Chair Rosie O'Neil, Zuzana Steen and Todd Rowley. He noted there were approximately 55 people in attendance at Annandale, an estimated 50 people at Loudoun and approximately 22 people present at Woodbridge. He stated they received excellent feedback and questions and some of the feedback will be incorporated into the next phase of the presidential search. He noted his appreciation of those who participated. Chairman Pearson also referenced the 717 responses the Board received from the surveys conducted in February and the Board has also incorporated those data points and feedback into their questions during this next phase.

Mr. Chairman explained the State Board certification of the presidential candidates is set to occur this week, September 18. Once this happens, an official press release will be distributed and an internal release will go out as well. The official on-site schedules will also be released at this time. Chairman Pearson reminded the Board of the dinner interviews with each candidate which are also outlined in the official schedule. He noted the dates of the dinner have already been distributed to the Board on multiple occasions and stressed the importance of their presence at each session. He explained to the Board that a sample questionnaire will be populated and circuited to each member in advance of the dinners. He asked Corinne Hurst to oversee the gathering of questions from each Board member, asking each member to submit one or two questions to her as soon as possible, so a formal and final list can be created and used. This list needs to be completed no later than close of business on Thursday. In order to ensure consistency with each candidate, the Board will be assigned one or two questions and will ask each candidate the same question(s) each time.

A closed session will take place at the end of the search process. During the closed session, the Board will make their recommendation to the Chancellor. Chairman Pearson requested any outside inquiries during this time should be directed to him.

Vice Chair Rosie O'Neil thanked the support team at NOVA and Richmond for their assistance, teamwork and patience. She also thanked Dr. George Gabriel for his assistance in creating a feedback collection mechanism through the portal which was set up a several weeks ago. She also stated it was requested that everyone provide their feedback immediately after meeting/listening to each candidate in order to provide their feedback as the turnaround time to collect responses is extremely quick. The Board is very interested in hearing the reactions and opinions from the community at large after engaging with the candidates. Ms. O'Neil also recommended to her Board Colleagues to attend as many opportunities with the candidate and college community as possible. She explained the difference between engaging with the candidate in a closed room with 15 people rather than watching how they interact with staff, faculty and students or how they present themselves in a room full of a hundred people.

Chairman Pearson agreed with Ms. O'Neil's perspective and once again reiterated the need for immediate feedback following each session.

Another event the Chairman noted was the Chancellor's Retreat which is occurring October 16 and 17. He asked those who were interested in attending to work with Ms. Lindsay Mills.

Mr. Chairman reminded the Board of the Annual Gala which is coming up on November 13 at the Fairview Park Marriott. He stressed the importance of supporting the Foundation and introduced the Foundation Board Chair, Ms. Ellen Dyke, and Foundation Board Member Mr. Tony Burchard.

Mr. Burchard provided an overview the event with the Board and explained the Foundation Board is working toward a 100% participation from the Board itself and are now asking the NOVA Board to join them in attending. The Gala is a signature event which is the main fundraising event held once year and the one time a year they ask for volunteers to attend and participate in fundraising efforts. Mr. Burchard clarified the money raised will go directly to student scholarships and emergency aid which helps with things such as food insecurity, homelessness and even situations such as a flat tire. He thanked the Board for their time, encouraged them to promote the Foundation and its mission and informed them he will follow up directly with each member regarding the event.

Ms. Zuzana Steen, who also serves on the Foundation Board, thanked Ms. Dyke and Mr. Burchard for being present and for providing the background information on the event and its purpose. She encouraged her fellow Board members to consider donating to the Foundation or inquiring with their organization or company regarding sponsorship of a table at the event. It's not only a great event to participate in but to also network and create additional opportunities between other employers and companies.

Mr. Christopher Wade posed the question to the Foundation as to whether the students are aware of the emergency aid that is available to them and, if so, how is it promoted or how is the information distributed to them.

Ms. Kelly Persons, Executive Director of the Foundation, stepped in to explain that many times students will reach out directly to the Deans of Students office or their campus Provost to explain their situation and to explore what options the college may have to offer in their specific circumstance. In these instances, the students can look into, and apply for, emergency aid.

Ms. Persons also explained the Foundation's goal moving forward is to establish a "One NOVA" approach and consider something such as Single Stop which is an online platform that Dr. Gabriel's team administers. This also screens NOVA's students for things such as SNAP (Supplemental Nutrition Assistance Program) and additional assistance that is available.

Chairman Pearson took the opportunity took request another Visioning Day, or a joint Boards retreat, which would likely need to occur in early 2020.

Wrapping up his report, Chairman Pearson turned to Mr. Steve Partridge to provide an overview of the Tech Pathways event with the Governor which was held on September 10 at Chantilly High School.

Mr. Partridge explained the week was featured as Tech Pathway Week as the Governor declared in the Commonwealth of Virginia. It was the first of its kind effort to get K-12 students, starting in middle school and into high school, to really focus on these high demand careers. Mr. Partridge explained there are 40,000-50,000 vacancies in IT annually. It proves that there is an opportunity for NOVA to focus on growing its talent and it starts by beginning the discussion while students are in middle school and just beginning to explore and think about what is next for them. He noted if Northern Virginia is going to work on closing its skills gap that NOVA needs to be much more proactive on 'growing its own', including more woman and minorities, and this campaign kicks off what will be a multi-year effort to highlight what all parents and young students need to know now regarding what it takes to establish themselves in the IT field.

Vice Chair O'Neil asked if Mr. Partridge could speak to the issue of severe underrepresentation of women and diversity. She asked what is happening on the human capital side to create an environment that receives this diverse candidate pool in a way that makes sense for that person. She stated she believes what is seen across all industries is that we suffer from diversity issues but the systems on the human capital side haven't made an

investment to support those groups. Ms. O'Neil explains this is a priority but it seems as though things are not being done in order to sustain and maintain that workforce once he or she steps in.

Mr. Partridge explained the campaign itself doesn't address employer culture but similar questions were also asked by County Supervisors at a recent presentation. He went on to explain he believes the problem lies within the idea of employers wanting a more diverse workforce but not always doing the difficult work to make the necessary changes to support a diverse workforce. Mr. Partridge noted that that some local companies are taking proactive steps such as the major defense contractors which are now mostly headed by female CEO's. But clearly a lot of work needs to happen to provide a culture that retains female workers within the tech sector and the employer community needs to continue to pay attention to the issue moving forward.

Ms. Steen thanked Mr. Partridge for NOVA's efforts and participation in the event. Ms. O'Neil offered her thanks to Megan Hays the from the workforce team who managed the pathway launch.

Mr. Christopher Wade made mention of his daughter who is a freshman in high school who has just recently expressed interest in computer science. He believes the influence comes into play at an earlier stage than entering college and thinks communication should begin much earlier. There are many misunderstandings surrounding the IT and Tech industries, i.e. not needing Calculus for certain fields, which is when early and clear communication and exposure could assist in navigating young students as they move forward.

Ms. Julie Felgar attended the Tech Pathways event and thought it was a very fascinating event but she stated she thought an opportunity was missed as no one truly addressed what Tech Pathways was and given the publicity surrounding the event, she believed it could have been emphasized and discussed in a more distinct manner.

Mr. Partridge acknowledged her sentiment and explained talking points and summaries were provided to the Governor's Office and other speakers, but that clearly not all the talking points made into all the speaker remarks and thus a complete picture of the potential impact of tech pathways was somewhat missing.

D. NEW/OTHER BUSINESS

E. ADJOURNMENT

Chairman Pearson asked for a motion to adjourn.

Mr. John Porter motioned to adjourn and Mr. Alvie Johnson seconded the motion. Without objection, the motion carries unanimously. The meeting adjourned at 6:42pm.