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

Guests: Ms. Diana Cline, Budget Director, Dr. Charlie Errico, CFAC Chair, Dr. Paul McVeigh, Director of Global Studies, Dr. Sharon Robertson, Associate Vice President for Academic Services, and Ms. Kara Buenfe, Education Support Specialist for Academic Services.

Enrollment Report

Dr. Gabriel distributed the weekly summer enrollment report that showed a negative 11.9 percent when compared with the same time period last year. He explained that students were registering but continuing to then be dropped for nonpayment, close to 1,000 students per day. A total of 9,000 students have been dropped for nonpayment to date with 5,000 paying and registering and 4,000 who did not come back. Dr. Gabriel reported that customarily about 8 percent of those who are dropped do not return, but the numbers are slightly larger this year for non-returning students. One of the reasons for the drop is the competition with the local job market in every student demographic group (high school students, first-time to college and returning students). A second cause is the loss of summer Pell grants.

OIR will look at patterns for the Fall semester to ascertain whether the same pattern repeats itself. While too early to see patterns or determine any probable causes, Fall enrollment is down this week by negative 2.8 percent. If the drop continues, this will have serious implications for the college budget overall.

Dr. Gabriel provided an update on the Policy Change Implementation/PCI and program level and lessons learned which included better standardization, particularly on orientation. The program expectations for each campus were satisfied and compliance was obtained, with 91 percent of new students having attended orientation. He explained that the funding allocation would be the same as last year, with the need to show the effectiveness of the funding, to minimize confusion and to improve processes, and then develop common elements for all campuses. It is important to show accountability with VCCS and to be able to measure the success of the policy changes.

Dr. Schiavelli emphasized the need for common elements across all campuses as part of the onboarding process for our students.
Faculty Handbook Revisions

The Administrative Council considered the proposed revisions and the Senate's recommendations, and made decisions on each item and the handbook will be changed accordingly. Discussions took place on ways to improve the Handbook revision process.

Dr. Schiavelli suggested that a consultant be brought in to look at the faculty handbook and how it compares and relates to VCCS, including what the process is, how determinations are made for the contents in the handbook, and a rationale for making decisions. He also recommended that a subset of the Administrative Council meet on the recommendations from the Senate and come to the full Council with final recommendations for approval. The overarching goals should be: 1) clarity and 2) promoting the interests of the students.

International Travel Policy

Dr. McVeigh, Associate Vice President for Global Studies, presented the final version of the International Travel policy for approval by the Administrative Council. The policy includes procedures for travel both in the U.S. and abroad for conferences and meetings connected to faculty professional development, faculty exchanges, and study abroad for both credit and non-credit courses with NOVA students.

All proposals for study abroad programs for credit will first be reviewed by the Faculty Peer Review Committee for Study Abroad and must include the new federal requirements under the Clery Act for additional safety-and security-related measures for the safety of NOVA's students, faculty and staff.

Part of the policy includes the option to warn travelers and/or impose additional requirements for faculty, staff, or students seeking to travel to destinations where health, safety, or security risks are determined to be of sufficient significance as to require unusual caution. In this regard, NOVA reserves the right to prohibit or suspend travel for NOVA-related purposes to any destination by faculty, staff, or students if significant health, safety or security concerns pose extreme risks that warrant such a decision. The Associate Vice President for Global Studies and Programs, based on the recommendation of the Faculty Peer Review Committee on Study Abroad, is responsible for determining which destinations warrant such warnings or prohibitions and making this recommendation to the President.

Within 60 days of returning from international travel, faculty and staff, especially study abroad program leaders, who have travelled must submit a written report to both the Academic Dean and the Office of Global Studies describing the activities, outcomes and how they will be applied in the classroom.

The Administrative Council approved the international travel policy to include the addition of submission of the final report by travelers to the division Academic Dean as well as the Office of Global Studies.
Reward and Recognition Program

Dr. Schiavelli reported that 56 faculty received rewards of $3,000 each, to be paid to them by May 18. He asked that the Provosts contact Ms. Dimkova within one week on the type and number of recognition gift cards they plan to give to their faculty. Dr. Schiavelli also asked that Provost recognize those faculty who received rewards at their Fall campus events.

FY2016 Adjunct, Discretionary, AD/PH and Structured Advising Budget Allocations and Methodology

Ms. Cline distributed the second draft of the adjunct budget allocation for discussion, the methodology of which was approved by the Budget Advisory Committee and included reassigned time, funding for vacant FTEF positions, enrollments based on FY2015-16 projections as of May, and adjusted salary increases for FY2015 and 2016.

Ms. Cline explained that the funds for AD/PH reassigned time and structured advising are held centrally and distributed in September. The allocation was slightly lower for AD/PH but remained the same for summer advising.

The discretionary allocations were tabled until the next Administrative Council meeting. Dr. Schiavelli stated that the 2016 budget would be adopted at the next Administrative Council meeting when the discretionary allocations have been determined and a final budget has been presented.

Dr. Buchanan presented the final report of the FY2015 budget advisory committee that recommended approving the general budget planning methodology with the exception of the discretionary budget. He also suggested that the budget advisory committee be the central element in the budget discussions and should initiate a study on discretionary spending and bring in resource persons as necessary to provide a thorough understanding of this area of the budget.

Dr. Schiavelli called for acceptance of the report, and then a further discussion on ideas for how this would convert in multi-year planning and link the budget to the strategic plan. He stated that it was incumbent on the group to find ways to save as well as to spend funding.

Chancellor's Town Hall Meeting

Dr. Schiavelli reminded Council members that the Chancellor’s visit would take place this week and they were invited as observers. He asked that they reach out to the business leaders in their respective service areas to attend the town hall meeting as the Chancellor’s goal is to enlist support for his workforce initiative and encourage
business leaders to view this as a corporate community responsibility.

CFAC/Chancellor's Faculty Advisory Committee

Dr. Errico, Chair of the Chancellor's Faculty Advisory Committee, provided an update on the year's work of the CFAC, which is comprised of members of the VCCS system colleges. He presented information on a best practices guideline for the new faculty evaluation, the final phased retirement policy, the final consensual and familial relations policy, and the VCCS interest in NOVA's on time registration policy. Dr. Errico stated that other colleges, Patrick Henry Community College in particular, were impressed by NOVA's preliminary documentation that retention rates improved as a result of on time registration. Further study needs to be made to show that grade point averages and withdrawal rates also improved as a product of on time registration.

Given the issues connected with the implementation of the new faculty evaluation, Dr. Errico explained that a system review panel consisting of representatives from other VCCS colleges and the Chancellor's staff met to develop a best practices guideline that streamlines the faculty evaluation process, the required documentation, and assumes that a faculty member is "meeting expectations" unless there is evidence to the contrary. The evaluation plan is designed to place more focus on new faculty members in their first three years and to provide opportunities for mentoring, training and professional development. Excessive documentation of senior faculty has prevented deans from achieving this goal. The Chancellor has mandated that deans from each campus attend training this summer, tentatively slated for July 30. The Chancellor, Vice Chancellor Sharon Morrissey, Dr. Errico, and several VCCS deans will lead this training. The training will review the best practices guidelines and deans will share what they have done to make the evaluation system work at their colleges.

The new VCCS policies on phased retirement and consensual and familial relations passed ASAC and ACOP and will be forwarded to the State Board this month for final approval. Dr. Errico encouraged the Provosts to build information on the new phased retirement policy into their announcements to faculty during their fall semester orientations.

College Recorder: Ms. Norie Flowers