

**Administrative Council**  
**February 12, 2019**

**Members Present:** Vice President Dimkova, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, Dr. Leidig, (remotely) Dr. Lynch, President Ralls, Dr. Reaves, Vice President Sachs, Executive Vice President Schiavelli, and Vice President Villagran-Glover.

**Standing Guests:** Ms. Charlotte Calobrisi, Associate Vice President for HR, Ms. Corinne Hurst, Executive Office Manager, Robyn Seabrook, Legal Counsel (remotely), Ms. Lisa Stelle, Senate Chair.

**Presenting Guests:** Police Chief Dan Dusseau, Ms. Sharon Karkehabadi, Associate Vice President of Academic Assessment.

**ACTION: Policy on Programs Involving Minors**

Dr. Lynch reported that amendment to this policy brought to the Administrative Council at the January 15 meeting for approval was tabled for further discussion and clarification for this meeting on February 12. The request was that this policy on the Programs Involving Minors come back in conjunction with the field trip policies. A snow day canceled the policy work group meeting so these other policies were not ready. Dr. Lynch will bring all of these back to a future Administrative Council meeting.

**REPORT: Institutional Effectiveness and Student Achievement SACSCOC**

Dr. Gabriel Vice President of Institutional Effectiveness and Student Success explained that this is the second part of this continued discussion as NOVA begins to prepare for the next SACS Reaffirmation in 2021.

Ms. Karkehabadi, Associate Vice President of Academic Assessment began the update that this discussion will cover the Compliance Reports for Section 7.3 Administrative Effectiveness and Section 8.2c Academic and Student Services. She noted that in January 2018 SACS implemented new and updated Principles of Accreditation.

In relationship to the development of NOVA's new Strategic Plan, Administrative and Campus Units reviewed and revised expected outcomes for administrative effectiveness (Section 7.3) and academic and student services (Section 8.2.c) during Fall 2018. Administrative and Campus Units have developed expected outcomes for the next five years, the length of the Strategic Plan. The Office of Planning and Evaluation is reviewing the expected outcomes to determine clarity, measurability, and alignment with the new Strategic Plan.

Evaluation of Administrative and Campus Unit expected outcomes over the next three academic years (2018-19, 2019-20, and 2020-21), beginning in Spring 2019, will be used as exhibits to provide evidence of planning and evaluation and continuous improvement required for SACSCOC Reaffirmation in 2021.

Dr. Schiavelli stated that the two goals in this preparation process is to get reaffirmed and to improve the institution in the process.

### **INFORMATION: VCCS Campus Safety and Audit and NOVACares Review**

Chief Dusseau and Robyn Seabrook provided an update on an audit being conducted by the VCCS Audit and Consulting Team. The audit centers on the Threat Assessment and includes a review of process, procedures and practices. Documents that were requested by the auditors have been gathered. Some items, such as policies, have already been forwarded and the additional documents are expected to be sent soon. Dr Schiavelli serves as NOVA's point of contact however the auditors have indicated they may also speak with others at the College. No time frame for interviews or findings has been established.

### **Other Business/Announcements:**

- Ms. Charlotte Calobrisi, AVP for Human Resources provided an update regarding the upcoming Salary Study. She explained that NOVA HR is working on a salary study with an external consulting firm, Segal Waters. In order to provide accurate information for the study, a snapshot of salary data is required. As a result, we need to limit salary adjustments to the greatest extent possible. To that end, we have placed on hold requests for internal alignment increases so that the study can produce authentic data. Our goal is to produce data that identify salary alignment issues and create a plan moving forward to achieve better salary alignment among similar positions and with the market. As soon as the study is completed, and results are analyzed and recommendations are made, salary adjustments will then be considered.
- Vice President Villagran-Glover thanked the Provost for their meetings with her and providing input on advising and student services. She has also met with the Deans of Students.
- The February 26 meeting of the Administrative Council will be held at the Alexandria Campus. Guylaine (Guy) Saint Juste, Executive Director at Year Up National Capital Region will be attending along with several Year Up students to highlight the Year Up program. Dr. Ralls noted that Guy is a NOVA graduate and has been asked and she has accepted to be the 2019 Commencement Speaker.

- Dr. Ralls announced that Ms. Kelly Persons has accepted the position of the Executive Director of NOVA's Educational Foundation. She will begin on February 28. She comes to NOVA with significant development and fundraising experience. Her most recent position was with Novant Health.

#### **UPCOMING MARCH ADMINISTRATIVE COUNCIL MEETINGS**

- March 12 – Brault Conference Room 306
- March 26 – Brault Conference Room 306

#### **UPCOMING AGENDA ITEMS:**

- ADVANCE update (Prioleau)
- Policy on Programs Involving Minors (Seabrook, Lynch)
- APERs and SLO's Discussion cont'd (Gabriel)
- Office of Fair Practice (Barr-Brooks)
- Library Services Report (Lynch, Sachs)

College Note Taker  
Corinne Hurst

