

Administrative Council Zoom Enrollment Meeting Agenda
August 10, 2020
8:30am-10:00am

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Reaves, Dr. Robertson, Vice President Sachs, Vice President Villagran-Glover

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Ms. Lindsay Mills, Executive Assistant and Recorder

Enrollment Discussion

The Administrative Council met following the enrollment discussion on July 29 to discuss standings and share progress reports. Dr. Kress noted the change in FTES (-6.1%) is better than expected and indicated the current FTES is only 500 less than the Fall target. She stated Ms. Dimkova's team made incredible headway with securing payment on student accounts. It was also noted that the number of students who are awaiting aid is low.

Vice President Villagran-Glover provided an overview of the "Operation Registration Calling Campaign" explaining there are 62 team members broken down into teams and calling approximately 18,000 students who have applied but have not enrolled. Dr. Kress acknowledged an indicator noting some team members need additional professional development and basic computer skills training. She asked for a review of the EWP's for employees who continue to struggle with basic computer skills. Given that NOVA has been in remote status since March and will continue to work remotely into fall, the expectation for employees is to be able to use a computer in order to perform their work responsibilities.

COVID-19 Discussion

- On-Campus Presence

Dr. Kress addressed an inquiry from a member of Administrative Council regarding whether an Associate Dean can step into the role of a Dean if presence is needed on campus and health accommodations prevent the Dean(s) from working on-site. She thoughtfully declined as the transition, and ultimately many additional responsibilities, would not line up with the pay rate currently provided to Associate Deans.

- Informational Messaging

Provosts are to forward language for messaging regarding service offerings to Dr. Kress as she requested consistent messaging surrounding classes, labs, libraries and Wi-Fi. All

NOVA students should be receiving the same information and not have any further expectations than what is indicated on such messages.

- Call Center Campaign

Communication needs to be distributed by supervisors and by VP Dimkova to employees indicating that this specific assignment is temporary. Human Resources will draft language that can be used for this communication and should include a reminder about time and effort logs. Individuals cannot exceed their regularly scheduled hours without prior supervisor approval.

- Expectations

Concerns were expressed regarding some employees opting out of alternate assignments that are being provided both to assist the college and to ensure they maintain full-time status. Dr. Kress reiterated that supervisors are responsible for managing their direct reports during remote work and that the college cannot maintain individuals in full-time status whose regular campus-based roles do not translate to full-time responsibilities in remote work. In most cases, these alternate assignments are an attempt by NOVA to keep employees in fully paid status. Whether or not we are on campus, President Kress is held accountable for her work responsibilities by the Chancellor and local Board, and in turn, she holds Administrative Council accountable for their work responsibilities. While this is an unusual time, the expectation is to continue to move forward as efficiently as possible regardless if positions have changed either temporarily or permanently.

- Convocation

Dr. Kress noted an announcement regarding Convocation will be played in the Daily Flyer distributed on Thursday, August 13.

Upcoming Meetings

August 13-14: Administrative Council Retreat, Brault 321, 9:00am-4:00pm

August 25: Virtual, 10:30am – 12:30pm

September 8: Virtual, 10:30am-12:30pm

September 22: Virtual, 10:30am-12:30pm

October 6: TBD, 10:30am-12:30pm

October 20: TBD, 10:30am-12:30pm

November 10: TBD, 9:30am-11:30am

November 24: TBD, 9:30am-11:30am

December 1: TBD, 9:30am-11:30am

December 15: TBD, 9:30am-11:30am