

Administrative Council
February 25, 2020

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. Akiva Kirkland, Paralegal and College Recorder.

Presenting/Other Guests: Dr. Tyson Beale, Dean of Students, AL, Ms. Kathy Bohnstedt, LTR Dean, Ms. Shonette Grant, Associate Academic Dean, AL, Mr. Dana Kauffman, Director of Government Affairs and Community Relations, Dr. Ritu Kansal, Teaching Faculty, AN, Dr. Rhonda Myers, Associate Vice President of Retention and Engagement, Dr. Sharon (Sheri) Robertson, Interim Chief Academic Officer, Dr. Alison Thimblin, Academic Dean, WO, Dr. Tamara Warren Chinyani, Teaching Faculty, WO.

APPROVAL AND ADOPTION OF GROUND RULES:

A draft of the composite Ground Rules for Administrative Council Meetings, detailing a list of the rules suggested by each Council member, was compiled and distributed to all present for open discussion. An explanation was given to further clarify the term, “Put Students and equity in their success at the center of our work,” making reference to the Core Values and Concepts handout. The Ground Rules were unanimously approved and adopted.

Dr. Kress requested that an official form be used to request the President’s appearance at events, so as to reduce scheduling conflicts.

CURRICULUM COMMITTEE ITEMS:

The Curriculum Committee items presented to the Council members by Dr. Sheri Robertson, Interim Chief Academic Officer, were unanimously and collectively approved, followed by a brief discussion.

REVENUE BASED ENROLLMENT REPORT:

Dr. Gabriel, Vice President of Institutional Research, Planning and Assessment and Dr. Kress, reported that given the variables and nuances involved, revenue-based enrollment projections should be more honest and realistic, so as to be closer to budget. Enrollment as of 02/21/20 showed the shortfall to be around 2,000 students. The discussion on dual enrollment led toward the suggestion that moving forward, online enrollment be considered.

ELECTRONIC ACCESS POLICY:

Dr. Steve Sachs, Vice President of Instructional & Information Technology, presented the Electronic Access Policy. This policy is currently under review; it will be updated and re-presented to the Council for final approval at a future date.

GOVERNMENT OFFICIAL VISIT POLICY:

Mr. Dana Kauffman, Director of Government Affairs and Community Relations and Mr. Steve Partridge, Vice President of Strategic Partnerships, presented the Government Official Visit Policy. In response to the question of whether a policy exists for any non-governmental visit, it was suggested that a procedural document be embedded within the policy. This policy is currently under review; it will be revised and re-presented to the Council for final approval at a future date.

STUDENT LIFE TRAVEL POLICY:

Dr. Frances Villagran-Glover, Vice President of Student Services, presented the Student Life Travel Policy. This policy is currently under review; it will be revised and re-presented to the Council for final approval at a future date.

QUALITY ENHANCEMENT PLAN (QEP) SUBCOMMITTEE UPDATE:

The QEP Subcommittee which consists of Dr. Tyson Beale, Ms. Kathy Bohnstedt, Ms. Shonette Grant, Dr. Ritu Kansal, Dr. Rhonda Myers, Dr. Alison Thimblin, and Dr. Tamara Warren Chinyani, introduced themselves to the Council and presented an update on the Quality Enhancement Plan (QEP). The Subcommittee reported on the six themes they've developed from the fourteen proposals submitted, and from feedback received from the Steering Committee. A breakdown of the timeline outlining the identification process, proposal rubric, and next steps was shared with the Council members. The Subcommittee will return to the Administrative Council in March to continue the identification process and then begin development.

REVIEW OF INSTITUTIONAL MEMBERSHIPS:

A review of NOVA's Institutional Memberships for 2019-2020 determined that the College spends almost \$200K on organization membership fees. Dr. Kress and the Council members discussed the necessity of the paid memberships, and whether members of the College are utilizing the resources offered by the organizations with which they are affiliated. The Council members will conduct further research on the expenditures and provide feedback on this matter on March 31.

DISCUSSION OF FOOD EXPENDITURES:

Dr. Kress disclosed that the College is spending almost \$450K on food expenditures which seems to be increasing over time. The Council members suggested ways to reduce the spending in this area.

OTHER DISCUSSION ITEMS:

The President's Office has created a thank you form to acknowledge and recognize employees. The form can be found in the forms library listed under Request for Recognition #105-207.

Ms. Dimkova reminded the Council members to follow the new process in place to seek legal advice and request contract review.

The Council members discussed the G-3 Summit held in Roanoke, Virginia.

UPCOMING ADMINISTRATIVE COUNCIL MEETINGS:

March 3 - Admin Council: Budget Discussion (*Informal*)

March 31 - Admin Council (*Formal*)

College Recorder:

Akiva Kirkland

Office of System Counsel & Office of the President