

NORTHERN VIRGINIA COMMUNITY COLLEGE
DAILY COVID ADMINISTRATIVE COUNCIL MEETING MEMO
SUMMARY OF ACTIONS TAKEN ON
April 23, 2020

IN ATTENDANCE (alpha order): Charlotte Calobrisi, Ina Dimkova, George Gabriel, Annette Haggray, Sam Hill, Pam Hilbert, Corinne Hurst, Dana Kauffman, Chad Knights, Anne Kress, Julie Leidig, Molly Lynch, Lindsay Mills, Steve Partridge, Kelly Persons, Nicole Reaves, Sheri Robertson, Steve Sachs, Frances Villagran-Glover

1. The Administrative Council has agreed to make Fridays starting May 1 as a college-wide non-meeting day. Dr. Kress suggested this as a way of providing some additional self-care and time for individuals to have day without meetings to step back and get caught up on emails, trainings, projects etc. This will be effective through the summer.
2. The Administrative Council agreed to conduct a week in May as “FAFSA Week.” This is something that has been done via workshops in the past when we were not in a remote work situation. Zoom meetings will be set-up and promoted via the website The Educational Foundation will help by offering small dollar amount scholarships to help provide an incentive.
3. The Council agreed per Dr. Kress’ request that there will not be any college-wide emails sent without a specific person that is identified that “owns” and is responsible for the email communication. There have been emails sent that are signed by an office or unit but not an individual.