

NORTHERN VIRGINIA COMMUNITY COLLEGE
DAILY COVID ADMINISTRATIVE COUNCIL MEETING MEMO
SUMMARY OF ACTIONS TAKEN ON
April 30, 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 been asked to complete their review of the various college policies that Donna Patchett distributed this week and provide input to Charlotte Calobrisi by June 15.
2. Provost Nicole Reaves has been accepted into the ASPEN Institute for Presidential Leadership. The program will begin on July 1.
3. Dr. Sachs is working on a college-wide texting option for students. This will be different than the NOVA Alert text messages that are currently used. It would allow faculty to text students relating to academic updates and issues. This should be in place hopefully this summer.
4. Dr. Kress expressed an observation on the large number of college-wide meetings that are held. She noticed this even before the COVID-19 pandemic. She expressed that this is a disruption in the regular workday to get other work accomplished. She asked the Council members to think about the possibility of reducing the number of meetings. She made the recommendation to conduct the daily COVID-19 update calls on Monday and Thursday only unless something arises and there is a need to have an additional meeting. This will be effective starting May 4. The Council members agreed.