

NORTHERN VIRGINIA COMMUNITY COLLEGE
DAILY COVID ADMINISTRATIVE COUNCIL MEETING MEMO
SUMMARY OF ACTIONS TAKEN ON
May7, 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 reviewed the CARES Act Student Emergency Grant information. Dr. Villagran-Glover thanked the very fast work from the team at WSDM as well as the help by some of the IT staff that has made this all possible.
2. The Administrative Council approved the Employee Emergency Aid. This opportunity is being facilitated through donations being made through the Northern Virginia Community College Educational Foundation. The purpose of the Employee Emergency Assistance Fund is to award financial assistance to NOVA employees to include: faculty, including adjuncts and staff, who are experiencing an unforeseen financial hardship. The program is administered through the NOVA Office of Human Resources and a committee comprised of the Executive Director of the NOVA Educational Foundation (or his/her designee), the Associate Vice President of Human Resources (or his/her designee) and three at-large members. The Employee Emergency Assistance Fund is possible because of the support of the NOVA Foundation and the College's employees. Many of the Administrative Council members to include President Kress will be contributing a percentage of their salary to contribute towards this fund.
3. The Administrative Council is reviewing various scenarios especially for performance based classes such as those lab sciences and many of the programs at the Medical Education Campus.
4. Dr. Kress has requested that the Senate Ad Hoc Committee review the draft Fall Working Assumptions that have been communicated in the President's Daily Operations and provide a report back to President Kress on May 22.
5. Vice President Dimkova at the request of Dr. Kress is looking into Contact Tracing Protocol. She will continue working with the Provosts regarding planning for the return to the campuses.
6. Ms. Calobrisi, Associate VP of Human Resources noted that the State is granting November 3, 2020, Election Day as an official State holiday. Therefore the total number of State holidays for 2020 will be 14.5 days.