



Northern Virginia Community College

Northern Virginia Community College Board
Virtual Meeting June 22, 2020, 4:30PM
Agenda

1. CALL TO ORDER - Chairman of the Board

SPECIAL INTRODUCTORY COMMENTS for the opening of this meeting.

Per the guidance of VCCS Systems Counsel:

- This meeting will be an electronic meeting, held in accordance with Section 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly to conduct regular business;
- This is an open, public meeting and has been made available for live viewing by the public through a posted Zoom link;
- Should our broadcast be interrupted, we will be notified, and we will have to pause the meeting;
- All votes will be made by roll call; and
- This meeting is being recorded and will be posted for subsequent viewing on the NOVA website

1.1 ROLL CALL- Lindsay Mills

1.2 ADOPTION OF THE AGENDA FOR JUNE 22, 2020

Agenda to be moved and seconded unless there is a motion to amend the agenda as submitted. A motion to amend the agenda, if seconded, can be considered.

MOTION, SECOND AND A ROLL CALL VOTE

2. CONSENT AGENDA

To be moved and seconded as a block, unless a motion is made, seconded and approved to consider the items “ad-seriatum” (separately). If this happens, each item will be considered individually with separate motions and seconds required.

MOTION, SECOND AND A ROLL CALL VOTE

2.1 Approval of the January 27, 2020 NOVA Board Minutes

TAB 1

RECOMMENDATION: The Northern Virginia Community College approves the Board minutes as presented.

Academic Curriculum and Workforce Development Committee

2.2 Advisory Committee Recommendations

TAB 2

Copies or Resumes are distributed to Academic Curriculum and Workforce Development Committee only.

In the absence of a Committee meeting, unless there is objection from the Committee Chair or a member of the Committee, the full Board will directly approve the recommendations.

RECOMMENDATION: The Northern Virginia Community College Board approves the following recommendations for members of the Advisory Committees.

Business Management, A.A.S.

Shaun Anderson
Mark Botros
Sultan Chaudhry
Gus Gonzalez
Sean Vineyard
Harrison Wray

Engineering Technology, A.A.S

Robert Bowen

Information Systems Technology, A.A.S

David Linthicum

Dental Hygiene, A.A.S.

Emily Velez
Paul T. Olenyn

Diagnostic Medical Sonography, A.A.S.

Tatsiana Charapan
Randy Damron
Samar Saleem
Lauren Hand
Tammy Lamb
Amreen Hashmi
Nigel Thomas
Kendra Woodford

Air Conditioning and Refrigeration, A.A.S.

Scott Ruleman

Professional Writing Certificate

Barb Alag
Jessica Rapisarda

Finance, Building and Sited Advisory Committee

2.3 Quarterly Report, Local Funds Budget – July 1, 2019 through March 31, 2020 TAB 3

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the final report of the Local Funds Budget for the period of July 1, 2019 through March 31, 2020 and approves it for record purposes.

2.4 Quarterly Report, Non-State Funded Investments as of March 31, 2020 TAB 4

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the Quarterly Report of the Non-State Funded Investments for the period of July 1, 2019 through March 31, 2020 and approves it for record purposes.

2.5 Quarterly Report, Local Board Budget – July 1, 2019 through March 31, 2020 TAB 5

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the Quarterly Report of the Local Board Budget for the period of July 1, 2019 through March 31, 2020 and approves it for record purposes.

3. ACTION ITEMS

Recommendations to be considered one item at a time with the action items to be moved individually by Committee Chairs (if present). A second is required for these motions as there will not have been a separate, committee vote.

Finance, Building and Sites Advisory Committee

3.1 Proposed Local Funds Budget Fiscal Year 2021, July 1, 2020 – June 30, 2021 TAB 6

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the Local Funds Budget for fiscal year 2021, in the amount of \$9,690,000. The Board authorizes the administration to make adjustments between line items and budget categories that do not affect the total budget, with the stipulation that such adjustments will be reflected in subsequent Quarterly Reports submitted to the Board.

MOTION, SECOND AND A ROLL CALL VOTE

3.2 Proposed Auxiliary Fees and Fines Fiscal Year 2021, July 1, 2020 – June 30, 2021 TAB 7

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approved the attached schedule of auxiliary fees and fines for Fiscal Year 2021.

MOTION, SECOND AND A ROLL CALL VOTE

Student Services and Success Advisory Committee

3.3 Update to the Board's Policies and Procedures Manual

TAB 8

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the updates to the Board's Policies and Procedures Manual.

MOTION, SECOND AND A ROLL CALL VOTE

3.4 Additional Update to College Board's Policies and Procedures Manual

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the proposed updates to the Board's Policies and Procedures Manual and further approves the recommended changes in building names to be effective immediately.

MOTION, SECOND AND A ROLL CALL VOTE

4. SPECIAL PRESENTATION – There will not be a presentation made at this meeting.

5. PRESIDENT'S REPORT

- Plans for fall semester
- FY2021 Budget

6. CHAIR'S REPORT

Consideration of a resolution commending faculty, staff and students for successful completion of spring semester.

TAB 9

MOTION AND SECOND

BOARD DISCUSSION, Recognizing members for comment

ROLL CALL VOTE

Consideration of a resolution of commitment and in support of NOVA's equity mission

TAB 10

MOTION AND SECOND

BOARD DISCUSSION, Recognizing members for comment

ROLL CALL VOTE

Election of Officers for 2020-2021 Board year (Term beginning July 1, 2020)

SPECIAL INTRODUCTORY COMMENTS AND INSTRUCTIONS for conducting nominations and election, per the guidance of VCCS Systems Counsel:

- Given that only one Board Member (Rosie O'Neil) has expressed an interest in being Chair and only one (Zuzana Steen) in being Vice Chair, the College Board may, in keeping with Robert's Rule of Order, Article IV.22 suspend the rules for the normal Nominating Committee Process.
- The Chair, in keeping with Bylaw Section 9 of the Board's *Policies and Procedures Manual*, may request a motion to "Suspend the rules set forth in Sections 2.5 and 2.6 of the *Bylaws* for the purposes of moving a slate of officers for the 2020-2021 College Board Term."
- Once the Suspension Motion is properly moved and seconded, a roll call vote of the Board will be necessary. At least two-thirds of the members present must support the motion for it to pass.
- The Chair should then ask if there are any other members interested in either office.
- If not, the Chair may request a motion for the slate of Rosie O'Neil as Chair and Zuzana Steen as Vice Chair for the 2020-2021 College Board Term.
- If there are other candidates, the Chair would need to proceed directly to an election, with suggested procedures provided by staff.
- Finally, a slate having been properly moved and seconded, the Chair will request a roll call vote on the slate of officers.

7. OTHER/NEW BUSINESS

- Recognition that this is the last meeting for Daniel Christman as the Student Representative to the College Board.

BOARD DISCUSSION

- Recognition that this meeting concludes the term of the current Board Officers.

BOARD DISCUSSION

- *Request by Chair to members to see if there is any other business to come before the Board.*

8. ADJOURMENT

Motion and second required for a motion to adjourn.

TAB 1

Northern Virginia Community College Board Meeting

**January 27, 2020
5:15-6:30pm**

**Brault Administration Building
4001 Wakefield Chapel Rd
Room 321
Annandale, VA 22003**

Committee Meetings held at the Brault Building:

Finance, Building and Sites Advisory Committee Meeting:

Mr. Todd Rowley (Chair), Mr. Alvie Johnson, Mr. Christopher Wade

4:00-5:00pm - Room 322

Staffed by Ina Dimkova and Cory Thompson

Student Services and Success Advisory Committee Meeting:

Mr. John Porter (Chair), Ms. Jennifer McGarey, Ms. Julie Felgar

4:00-5:00pm - Room 275

Staffed by Frances Villagran-Glover and Dana Kauffman

Academic Curriculum and Workforce Development Advisory Committee Meeting:

Dr. Kerstin Carlson Le Floch (Chair), Ms. Zuzana Steen, Mr. Ron Gill

4:00-5:00pm - Room 219

Staffed by Steve Partridge and Sheri Robertson

*Formal Board Meeting to begin at 5:15pm in room 321.
Dinner will be served.*

**Northern Virginia Community College Board Meeting
January 27, 2020**

AGENDA

CALL TO ORDER – Chairman of the Board

The Chairman called the meeting to order at 5:19pm.

ROLL CALL – Corinne Hurst

Board Members Present: Dr. Kerstin Carlson Le Floch, Mr. Ron Gill, Mr. Alvie Johnson, Dr. Anne Kress, Ms. Jennifer McGarey, Ms. Rosie O’Neil, Mr. Rick Pearson, Mr. John Porter, Ms. Zuzana Steen, Mr. Daniel Christman

College Staff Present: Ms. Charlotte Calobrisi, Ms. Ina Dimkova, Mr. John Guzak, Dr. Annette Haggray, Dr. Pamela Hilbert, Dr. Sam Hill, Ms. Corinne Hurst, Mr. Dana Kauffman, Ms. Akiva Kirkland, Dr. Chad Knights, Dr. Julie Leidig, Dr. Molly Lynch, Dr. Donna Minnich, Mr. Steve Partridge, Mr. Steve Patterson, Dr. Nicole Reaves, Dr. Steve Sachs, Ms. Hannah Stoneburner, Mr. Cory Thompson, Dr. Frances Villagran-Glover

Guest Present: Ms. Greer D. Saunders, System Counsel and Senior Assistant Attorney General, Virginia Community College System

WELCOME - President Anne M. Kress, Ph.D.

Introduction of Hannah Stoneburner, Office of System Counsel for NOVA – Chairman of the Board

Chairman Pearson introduced NOVA’s new Associate System Counsel and Assistant Attorney General, Hannah Stoneburner. Ms. Stoneburner grew up in the Shenandoah Valley of Virginia outside of Harrisonburg. She graduated from William & Mary in Williamsburg, Virginia with her Bachelor's degree in 2011, and then attended law school at Ohio Northern University in Ada, Ohio, where she graduated in 2014 with her juris doctorate. During law school, Ms. Stoneburner served as the Managing Editor of the University's Law Review and also interned at the Ohio Attorney General's Office in its Education Section. After law school, and admission to the Ohio State Bar, she returned to the Ohio Attorney General's Office as an Assistant Attorney General in the Education Section. Ms. Stoneburner was

employed by the Ohio Attorney General's Office for over five years. While there, she served as the primary legal counsel for several two-year and four-year colleges and universities, as well as having litigated on behalf of Ohio's public institutions of higher education against various employment and student-related claims. Ms. Stoneburner expressed her enthusiasm to begin working in her role at NOVA with Greer Saunders and Akiva Kirkland. She is happy to be here at the College, and thanked everyone for the welcome. Dr. Kress shared that Ms. Stoneburner is NOVA's resident Assistant Attorney General. Moving forward, in an attempt to only bring what is appropriate to the Attorney General's Office, Ms. Ina Dimkova, VP of Finance and Administration at NOVA, will be the point of contact for NOVA's Office of System Counsel.

A. CONSENT AGENDA

1. Approval of the November 18, 2019 Board Meeting Minutes TAB #1

RECOMMENDATION: *The Northern Virginia Community College approves the Board minutes as presented.*

Finance, Building and Sites Advisory Committee:

2. Quarterly Report, Local Funds Budget – July 1, 2019 – December 30, 2019 TAB #2

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the final report of the Local Funds Budget for the period of July 1, 2019 through December 31, 2019 and approves it for record purposes.*

3. Quarterly Report, Non-State Funded Investments as of December 31, 2019 TAB #3

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the quarterly report of the Non-State Funded Investments for the period July 1, 2019 through December 31, 2019 and approves it for record purposes.*

4. Quarterly Report, Local Board Budget – July 1, 2019 – December 31, 2019 TAB #4

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the quarterly report of the Local Board Budget for the period July 1, 2019 through December 31, 2019 and approves it for record purposes.*

5. FY2020 State E&G Operating Budget Mid-Year Report TAB #5

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the State E&G Operating Budget Report for the first six months of fiscal year 2020 and approves it for record purposes.*

6. FY2020 Workforce Development Operating Budget Mid-Year Report TAB #6

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the Workforce Development Operating Budget Report for the first six months of fiscal year 2020 and approves it for record purposes.*

7. Projects and Properties Status Report TAB #7

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed the Projects and Properties Status Report dated January 27, 2020 and approves it for record purposes.*

Academic Curriculum and Workforce Development Committee:

8. Advisory Committee Recommendations TAB #8
(Copies of Resumes to Academic Curriculum and Workforce Development Committee Only)

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the following recommendations for members of the Advisory Committee:*

Horticulture Technology, A.A.S.

Carl F. Peratt
Greg Bradshaw
Kerem Baki
Ronald Rubin

Automotive Technology, A.A.S.

William Moss

Nursing, A.A.S.

Christina Grabus

Respiratory Therapy, A.A.S.

Wei Qian

Mr. John Porter motioned to approve the Consent Agenda in its entirety. Ms. Zuzana Steen seconded the motion. With no objection, the motion was carried unanimously.

Student Services and Success Advisory Committee

TAB #9

Video Presentation- Student Voices Highlight:

#RealNova: Supporting Student Needs through a Culture of Care

Dr. Villagran-Glover began her introduction of the video presentation by explaining that the quality of life for NOVA students has a major impact on their sense of belonging, persistence, graduation, and overall experience. Unfortunately, barriers such as hunger, homelessness, transportation and more, are real issues for many students at the College. To address these barriers, NOVA hosted a #REALNOVA Student Needs symposium on November 20th, 2019. The symposium expanded beyond local and national data to a hands-on approach to addressing and solving issues around students' basic needs. Presenters from across the College community had the opportunity to share resources and best practices to help resolve barriers to student success. Over 250 participants from across the College and community were in attendance.

She expressed her appreciation to the Board members and stated that through their commitment and support of NOVA and its students, sustainable and viable solutions are possible. Mr. Daniel Christman shared that he had been working closely with Dr. Villagran-Glover to increase awareness for campus accessibility and transportation issues - with focus on the Woodbridge campus. Mr. Christman has partnered with SGA on other campuses to collect data and hopes to have his research completed before the end of the year.

B. ACTION ITEMS:

Academic Curriculum and Workforce Development Committee:

1. 2019-2020 Emeritus Nominations

TAB #10

RECOMMENDATION: *The Northern Virginia Community College Board, through the Academic Curriculum and Workforce Development Committee, approves these 14 individuals to be awarded the 2020 distinction of Professor or Classified Emeritus.*

Darlene Branges, Annandale Campus
Elizabeth Bull, Alexandria Campus
Barbara Gershman, Woodbridge Campus
Donald Gooden, Woodbridge Campus
Lori Leeker, Woodbridge Campus
H. Liebman, Alexandria Campus
Marleen McCabe, College Staff
Brenda Meisel, Woodbridge Campus
Noreen Nutting, Medical Education Campus
Charlene Phillips, Manassas Campus - Posthumously

Gail Rebhan, Woodbridge Campus
John Ruffino, College Staff
Sue Thompson, Annandale Campus
Kathleen Wax, Alexandria Campus

Ms. Zuzana Steen motioned to approve and Ms. Kerstin Carlson Le Floch seconded the motion. With no objection, the motion carries unanimously.

2. Program Discontinuances

TAB #11

1. Fire Science Technology AAS

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Fire Science Technology AAS. To be effective fall 2020.*

2. Multimedia Design Certification

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Multimedia Design Certification to be effective fall 2020.*

3. Web Design Specialist Career Studies Certificate (CSC)

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Web Design Specialist Career Certificate to be effective fall 2020.*

4. Marketing AAS

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Marketing AAS effective fall 2020.*

5. Marketing Career Studies Certificate (CSC)

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal to discontinue the Marketing Career Studies Certificate (CSC) effective fall 2020.*

6. Contract Management Certificate:

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal for the discontinuance of the Contract Management Certificate effective fall 2020.*

7. Meeting, Event and Exhibition Management:

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approves the proposal for the discountenance of the Meeting, Event and Exhibition Management effective fall 2020.*

8. Marketing Management CSC:

RECOMMENATION: The Northern Virginia Community College Board has reviewed and approves the proposal for the discontinuance of the Marketing Management CSC effective for fall 2020.

Ms. Rosie O'Neil motioned to approve and Mr. Christopher Wade seconded the motion. With no objection, the motion carries unanimously.

3. College Mission and Strategic Plan Review

TAB #12

College Mission

With commitment to the principles of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class, in-person and online postsecondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and a globally competitive workforce.

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the proposal to replace the word “values” with the word “principles” in the NOVA Mission Statement, effective immediately. All publications and websites will be revised to reflect this change.

Mr. John Porter motioned to approve and Ms. Zuzana Steele seconded the motion. With no objection, the motion carries unanimously.

2017-2023 Strategic Plan

President Kress requests that the College Board restate its support for the Strategic Plan as setting the direction for her as NOVA's new President and recommends that going forward the Board receive an update at each College Board meeting on one or more of the objectives and accompanying action plans to support and measure NOVA's progress in implementing the Strategic Plan.

RECOMMENDATION: The Northern Virginia Community College has reviewed, discussed and reaffirmed the College's Mission Statement and 2017-2023 Strategic Plan: Pathway to the American Dream.

Mr. John Porter motioned to approve and Mr. Alvie Johnson seconded the motion. With no objection, the motion carries unanimously.

Finance, Building and Sites Advisory Committee:

1. Battleview Math Lab – Manassas Campus

TAB #13

RECOMMENDATION: *The Northern Virginia Community College Board has reviewed and approved the proposed plan to renovate the Manassas Campus Battleview Lab.*

Ms. Rosie O’Neil motioned to approve and Mr. John Porter seconded the motion. With no objection, the motion carries unanimously.

NOVA ADVISORY BOARD

Resolution in support of Governor Northam’s G3 Initiative

TAB #14

RESOLUTION: *The Northern Virginia Community College Board is in support of the Governor’s Get Skilled, Get a Job, Give Back (G3) budget to make community college more affordable for eligible low- income and middle-income Virginians who enroll in certain programs that lead to jobs in areas of high demand.*

Chairman Rick Pearson motioned to approve and Ms. Zuzana Steele seconded the motion. With no objection, the motion carries unanimously and the Resolution is passed.

C. CHAIRMAN’S REPORT

Chairman Pearson began his report by expressing how pleased he was to have Dr. Anne Kress at NOVA after a long, but thorough search process. He stated that the Board was excited to have her move the College forward with the strategic plan, and how pleased everyone is with the results. Dr. Kress, in response, expressed how very excited she was to be here at NOVA. Vice Chair O’Neil added that although it was a long thirteen-month process, the level of engagement and participation from students, faculty, staff, and board members made the search an even more incredible process and she is grateful to all who were a part of it.

Chairman Pearson indicated that the Association of Community College Trustees (ACCT) National Legislative Summit will be held this year on Capitol Hill, February 9-12, and encouraged the Board to attend. The ACCT is a non-profit educational organization of governing boards representing the interests of the nation's community colleges. As Summit participants, Board members will hear from members of U.S. Congress, leading political analysts, and other high-profile speakers about the current climate in D.C., recent elections, and legislative issues impacting community colleges.

D. PRESIDENT'S REPORT

Dr. Kress began her report by sharing that January 27 is her sixteenth day as NOVA's President, and that so far, she is delighted to give the Board a sense of her experiences. She mentioned she frequently runs into NOVA students who recognize her outside of the College, and that she has been pleased to hear positive feedback from students about their overall experiences. Dr. Kress shared she visited each campus on January 13, the first day of classes, and was accompanied by Ms. Ina Dimkova. Dr. Kress mentioned that her first stop was the Manassas campus, where she discovered some classes begin as early as 6:30 a.m. She was thrilled that faculty were willing to teach so early in the morning and the classes were well attended. Dr. Kress expressed how thankful she was for the warm welcome she has received from students and faculty during her campus visits. While at the Medical Education Campus (MEC), she discovered nine out of ten students had already had a college experience. Many students she encountered were working on their second degrees. At the Loudoun campus, Dr. Kress met with evening students and discussed scheduling issues and its effects on the classes they have access to. After enjoying a pizza party at the Woodbridge campus, speaking to Alexandria and Annandale students, Dr. Kress emphasized it is clear that NOVA truly matters to its students.

Dr. Kress shared her thoughts on responses from a survey sent out by the Board asking the NOVA community what they wanted in a new President. She communicated three priorities she would focus on as the new President. Dr. Kress outlined her plans to focus on continuing and advancing academic excellence and workforce program excellence here at NOVA. She stated these are the reasons that students are so prepared to transfer to universities and why businesses are eager to partner with the College. Dr. Kress said she has had discussions about ADVANCE and with students eager to transfer to George Mason University. She explained how important it is for students to be able to transfer all their NOVA credits to their new university.

She indicated there have been concerns on visibility and reorganization. To address these concerns, she will be visiting each campus every month to have open office hours in the libraries. This effort, she explained, is to open the lines of communication for faculty, staff and students. She also advised the Board of her plans to attend more student events, re-examine College and text book affordability, how data is shared, and how she will implement an internal audit function to look at controls and costs moving forward. She recommended NOVA establish business process review task forces, since the College does not currently have a formal method in place.

Dr. Kress turned the Board's attention to some of her other priorities. These consist of improving internal communications and access to central data and information; improving visibility by visiting the campuses and community; replacing the Executive Vice President position with that of Chief Academic Officer (Dr. Sheri Robertson, AVP of Academic Affairs at NOVA will fill this role in the interim, while a position description is developed for a search); and hiring a Chief Diversity Officer.

Dr. Kress wanted to bring attention to Governor Ralph Northam's "Get a Skill, Get a Job, Give Back" (G3) Initiative. She explained that G3 is the largest investment in Virginia community colleges since the System was established. She added that G3 is a proposal by Governor Ralph Northam to focus on workforce development, and is being presented as a workforce development scholarship. Gov. Northam announced the program at NOVA in December, and Dr. Kress said many NOVA students were

in attendance and able to ask questions. This Initiative as written, will qualify 12% of the student population, which equates to almost 8,400 NOVA students. That number, which is larger than most Virginia community colleges, will be impactful to those that are eligible for the program. Vice Chair O'Neil asked Dr. Kress to address how the College will be able to support the DACA population? In response, Dr. Kress stated that G3 requires students to complete the Free Application for Federal Student Aid (FAFSA), but undocumented students or DACA students are ineligible for federal student aid, and do not qualify for G3. She added that there is a bill presently being proposed to offer undocumented or DACA students in-state tuition, but until there are changes made at the federal level, students who are not eligible to complete FAFSA will not qualify for G3. In addition, to be eligible for G3, students must be Virginia residents.

Dr. Kress announced that the Commonwealth's Secretary of Education, Mr. Atif Qarni, a NOVA alum, has agreed to be the speaker at this year's Commencement ceremony.

E. NEW/OTHER BUSINESS

Dr. Kress shared on February 13 this year's VCCS Legislative Reception will be held in Richmond, Virginia. She added Board members will have the opportunity to meet with General Assembly Members during the day, and attend the joint VCCS and VCCS Foundation-sponsored reception for state elected officials that evening. Chairman Pearson requested that the Board reach out to Mr. Dana Kauffman to express interest in attending either or both events.

Dr. Kress and Dr. Sheri Robertson communicated that the ADVANCE program, a NOVA and George Mason University partnership has expanded to over one hundred pathways.

F. ADJOURNMENT

Chairman Pearson requested a motion to adjourn. Vice Chair O'Neil motioned to adjourn, seconded by Ms. Steen. With no objection, the motion carried unanimously. The meeting was adjourned at 6:24 p.m.

Respectfully Submitted:

Anne M. Kress
Secretary to the Board

Rick Pearson
Board Chair

TAB 2



June 22, 2020

Strategic Plan Objective 4 – Develop effective processes and protocols for programmatic College-wide collective decisions that include consistent, accountable leadership and oversight of each academic program with designated “owners,” active advisory committees, clear student learning outcomes and assessments, and program reviews in all modalities of instruction.

SUBJECT: Advisory Board Nominations

Item Description

This item requests Board approval program advisory board nominations.

Overview and Background

New members are proposed for the Air Conditioning and Refrigeration, Business Management, Diagnostic Medical Sonography, Engineering Technology, Information Systems Technology, Dental Hygiene and Professional Writing Certificate program advisory boards.

Funding/Financial Implications None.

Past Actions of the Board

The Board has approved program advisory board members to help align academic programs with community and workforce needs.

Recommended Action

The Pathway Dean for each program and the Interim Chief Academic Officer have reviewed and approved the members nominated to serve on the Air Conditioning and Refrigeration, Business Management, Diagnostic Medical Sonography, Engineering Technology, Information Systems Technology, Dental Hygiene, and Professional Writing Certificate program advisory boards and recommend that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the nominations of the proposed new members for the Air Conditioning and Refrigeration, Business Management, Diagnostic Medical Sonography, Engineering Technology, Information Systems Technology, Dental Hygiene and Professional Writing Certificate program advisory boards.

Action Responsibility:

Sheri Robertson
Interim Chief Academic Officer
srobertson@nvcc.edu, 703.323.3087



February 28, 2020

TO: Academic Curriculum and Workforce Development Advisory Committee
Dr. Kerstin Carlson Le Floch, Chair
Ms. Zuzana Steen
Mr. Ron Gill

From: Dr. Sharon Robertson 
Interim Chief Academic Officer

SUBJECT: Recommendation for Appointment to Curriculum Advisory Boards

The following nominations are forwarded for your consideration

Business Management, A.A.S.

Shaun Anderson
Mark Botros
Sultan Chaudhry
Gus Gonzalez
Sean Vineyard
Harrison Wray

Engineering Technology, A.A.S.

Robert Bowen

Information Systems Technology, A.A.S.

David Linthicum

Diagnostic Medical Sonography, A.A.S.

Tatsiana Charapan
Randy Damron
Samar Saleem
Lauren Hand
Tammy Lamb
Amreen Hashmi
Nigel Thomas
Kendra Woodford

Air Conditioning and Refrigeration, A.A.S.

Scott Ruleman

Nomination forms and resumes are enclosed. The current composition of each committee also is included to provide context for these nominations.

As required by the College Board policies and procedures, these nominations are to be considered and voted on by the Academic Curriculum and Workforce Development Advisory Committee, with the approved nominations reported to the full Board.

Please let me know if you have any questions before the meeting. I look forward to seeing you there.

Enclosures

CC: Dr. Anne Kress, President

CC: Mr. Steve Partridge, VP of Workforce Development

June 2, 2020

TO: Academic Curriculum and Workforce Development Advisory Committee
Dr. Kerstin Carlson Le Floch, Chair
Ms. Zuzana Steen
Mr. Ron Gill

From: Dr. Sharon Robertson
Interim Chief Academic Officer

SUBJECT: Recommendation for Appointment to Curriculum Advisory Boards

The following nominations are forwarded for your consideration

Dental Hygiene, A.A.S.

Emily Velez
Paul T. Olenyn

Professional Writing Certificate

Barb Alag
Jessica Rapisarda

Nomination forms and resumes are enclosed. The current composition of each committee also is included to provide context for these nominations.

As required by the College Board policies and procedures, these nominations are to be considered and voted on by the Academic Curriculum and Workforce Development Advisory Committee, with the approved nominations reported to the full Board.

Please let me know if you have any questions before the meeting. I look forward to seeing you there.

Enclosures

CC: Dr. Anne Kress, President

CC: Mr. Steve Partridge, VP of Workforce Development

TAB 3



June 22, 2020

Strategic Plan Objective 5 – Align NOVA’s organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness.

SUBJECT: Quarterly Report, Local Funds Budget July 1, 2019 – March 31, 2020

Item Description

In accordance with the policies and procedures of the Northern Virginia Community College Board, the annual statement covering activities within the Local Funds Budget for the period July 1, 2019 through March 31, 2020 is being provided to the Northern Virginia Community College Board for its review and approval.

Overview and Background

The Local Funds Budget report provides an overview of locally funded revenue and expenses as of the 3rd quarter of Fiscal Year 2020. The 3rd quarter current year revenue is \$8,301,231 and expenses total \$6,376,135.

Funding/Financial Implications

The year-to-date revenue and expenditures are within the expected level for the fiscal year.

Past Actions of the Board

Each quarter, the Local Board is requested to review and approve the final Local Funds Budget report.

Recommended Action

The administration recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed the final report of the Local Funds Budget for the period July 1, 2019 through March 31, 2020 and approves it for record purposes.

Action Responsibility: Cory Thompson
Associate Vice President, Administration
cthompson@nvcc.edu (703) 764-5001

NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Funds Budget Report
Fiscal Year 2020

July 1, 2019 - March 31, 2020

Percent of FY Expired - 75%

Category	3rd Quarter Prior Year	Approved FY2020 Budget	3rd Quarter Current Year	Remaining Balance	% of Budget Received/Spent
Revenue					
Beverages	\$ 222,041	\$ 350,000	\$ 431,771	\$ (81,771)	
Bookstore	2,078,292	2,200,000	1,989,531	210,469	
Lease Payments (Cell Tower)	61,360	75,000	83,114	(8,114)	
College Print Shop	192,204	350,000	245,640	104,360	
Food Service	340,349	375,000	203,187	171,813	
NOVACard Services	108,324	70,000	59,280	10,720	
Parking Services	5,623,598	6,200,000	4,649,386	1,550,614	
Student Copy & Print	86,155	125,000	73,676	51,324	
Vending	79,305	100,000	65,378	34,622	
Investment Income	495,993	800,000	500,269	299,731	
Subtotal	\$ 9,287,621	\$ 10,645,000	\$ 8,301,231	\$ 2,343,769	78%
Total Revenue	\$ 9,287,621	\$ 10,645,000	\$ 8,301,231	\$ 2,343,769	78%
Expenses					
Auxiliary Services	\$ 461,794	\$ 950,000	\$ 443,258	\$ 506,742	
College Print Shop	432,390	350,000	387,416	(37,416)	
Parking Services	1,285,791	2,550,000	1,461,037	1,088,963	
Auxiliary IT & NOVACard	472,964	700,000	533,471	166,529	
Student Copy & Print	193,876	175,000	183,779	(8,779)	
Bond Repayment (AN & MEC Garages)	1,042,541	1,025,000	1,023,450	1,550	
Transportation (Shuttle Service)	458,592	475,000	374,578	100,422	
Subtotal	\$ 4,347,948	\$ 6,225,000	\$ 4,406,989	\$ 1,818,011	71%
Locally Funded Programs & Initiatives					
Student Life & Campus Support					
College-wide Convocation	\$ 13,469	\$ 12,500	\$ 12,500	\$ 0	
College-wide Special Events	35,824	40,000	5,807	34,193	
Supplemental Work Study	5,620	12,500	9,602	2,898	
Campus & Community Life	44,255	115,000	48,837	66,163	
Subtotal	\$ 99,168	\$ 180,000	\$ 76,746	\$ 103,254	43%
Facility & Maintenance Support					
Facility Renovation (Ernst & Schlesinger)	\$ 42,179	\$ 250,000	\$ 13,104	\$ 236,896	
NC Local Supplemental	722,950	900,000	7,875	892,125	
Minor Construction (Auxiliary Support)	296,144	360,000	298,031	61,969	
Energy Initiatives	109,760	125,000	26,526	98,474	
Parking Maintenance & Repair	931,492	835,000	423,171	411,829	
Parking Lot Paving	575,605	850,000	732,101	117,899	
Snow Removal	400,947	350,000	56,556	293,444	
Subtotal	\$ 3,079,077	\$ 3,670,000	\$ 1,557,364	\$ 2,112,636	42%

NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Funds Budget Report
Fiscal Year 2020

July 1, 2019 - March 31, 2020

Percent of FY Expired - 75%

Category	3rd Quarter Prior Year	Approved FY2020 Budget	3rd Quarter Current Year	Remaining Balance	% of Budget Received/Spent
<i>Institutional Support</i>					
Northern Virginia Review	\$ 5,538	\$ 25,000	\$ 735	\$ 24,265	
Commencement/Graduation	28,933	75,000	31,739	43,261	
Staff Tuition Assistance	143,724	220,000	165,286	54,714	
Subtotal	\$ 178,195	\$ 320,000	\$ 197,761	\$ 122,239	62%
<i>Discretionary Expenses</i>					
Vice Presidents	\$ 8,317	\$ 30,000	\$ 23,020	\$ 6,980	
Provosts	9,272	35,000	18,541	16,459	
Assigned Vehicle Expense	29,287	60,000	28,699	31,301	
Contingency (Pres & EVP)	13,374	25,000	18,623	6,377	
Subtotal	\$ 60,250	\$ 150,000	\$ 88,883	\$ 61,117	59%
<i>Special Projects</i>					
Reynolds Capital Project	\$ 215,000	\$ 50,000	\$ -	\$ 50,000	
Contingency	106,664	50,000	48,423	1,577	
Subtotal	\$ 321,664	\$ 100,000	\$ 48,423	\$ 51,577	48%
Total Expenses	\$ 8,086,302	\$ 10,645,000	\$ 6,376,165	\$ 4,268,835	60%
Net Revenue after Expenses & Contingency (Capital Reserve Contribution)	\$ 1,201,319	\$ -	\$ 1,925,066		

TAB 4



Northern Virginia Community College

Agenda Item 2.4

June 22, 2020

Strategic Plan Objective 5 – Align NOVA's organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness.

SUBJECT: Quarterly Report, Non-state Funded Investments as of March 31, 2020

Item Description

In accordance with the standard operating procedures of the Northern Virginia Community College Board, this quarterly report of Non-state Funded Investments held by the college is being provided to the Northern Virginia Community College Board for its review and approval.

Overview and Background

This statement shows the position of the College's non-state funds in the Local Government Investment Pool (LGIP) account of \$17,431,654. The General Fund account balance was \$2,853,453. Year to date interest earned was \$297,577, which includes \$3,984 of interest on the BB&T account. The Savings account balance was \$5,278,154. The Federal Perkins Loan account balance was \$237,442. This amount was an expense at the beginning of the new quarter in accordance with Federal regulations. The Payroll Tax account balance was \$101,466. The Federal Funds account balance was \$1,135,518.

In 2016, an investment account was opened with TIAA. The initial deposit of \$35,000,000 was funded by withdrawals from the LGIP and BB&T saving accounts. The book value of the account at quarter end was \$36,846,302. Investment income, net of bond premium amortization and investment fees for the quarter was \$159,897.

Funding/Financial Implications

Interest rates have declined due to current economic conditions. The College received notice from BB&T that the interest rate on our saving account was lowered from 1% to .25% effective April 1, 2020. Our TIAA investment manager also advised that as current investments mature, new purchases would be at lower rates. In the near term, we can expect less interest income from our investment portfolio. In addition, we moved \$5 million dollars from the LGIP account to the BB&T saving account when we began remote work. This move was precautionary in case funds were needed immediately to conduct college business.

Past Action of the Board

Each year we ask the Board to review and approve the Investment Policy Statement of the College.

Recommended Action

The administration recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed the quarterly report of the Non-state Funded Investments for the period July 1, 2019 through March 31, 2020 and approves it for record purposes.

Action Responsibility: Dimitrina Dimkova
Vice President, Finance and Administration
ddimkova@nvcc.edu (703) 764-7778

NORTHERN VIRGINIA COMMUNITY COLLEGE		
Non-state Funded Investments		
As of March 31, 2020		
Name	Rate	Amount
Local Government Investment Pool Account	1.349%	17,431,654
General Funds Account	①	2,853,453
Savings Account	1.000%	5,278,154
TIAA Investment Account	③	36,846,302
Non-Investment Accounts:		
Federal Perkins Loan Account	②	237,442
Payroll Tax Account	②	101,466
Federal Funds Account	②	1,135,518
Total		63,883,989
① The General Funds account generates an earnings credit of 65 basis points which is used to offset service charges on a monthly basis.		
② Non-interest bearing accounts, used for clearing purposes.		
③ Investment account with TIAA for Local Funds.		

TAB 5



**Northern Virginia
Community College**

Agenda Item 2.5

June 22, 2020

Strategic Plan Objective 5 – Align NOVA’s organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness

SUBJECT: Quarterly Report, Local Board Budget July 1, 2019 through March 31, 2020

Item Description

The Quarterly Report for Local Board Budget shows operational activities under the direction of the local board.

Overview and Background

In accordance with the policies and procedures of the Northern Virginia Community College Board, the quarterly statement covering activities within the Local Board Budget for the period July 1, 2019 through March 31, 2020 is being provided to the Northern Virginia Community College Board for its review and approval. After the Board has approved the statement, it is provided to the executive officers of the nine cooperating political jurisdictions in accordance with the requirements of those jurisdictions.

Funding/Financial Implications

The expenditures are within the expected level for the third quarter of the fiscal year.

Past Actions of the Board

On September 18, 2018 the Northern Virginia Community College Board approved increase to the FY2020 Local Board Budget of \$62,571, bringing the total budget to \$250,000.

On January 27, 2020 the Northern Virginia Community College Board reviewed and approved the Quarterly Statement of the Local Board Budget for the period July 1, 2019 through December 31, 2019.

Recommended Action

The administration recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approved the Quarterly Statement of the Local Board Budget for the period July 1, 2019 through March 31, 2020.

Action Responsibility:

Dimitrina Dimkova
Vice President of Finance & Administration
ddimkova@nvcc.edu (703) 764-7778

NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Board Budget Report

		Fiscal Year 2020					Fiscal Year 2019			
		Budget to Cumulative Actuals					Cummulative Quarterly Actuals			
		July 1, 2019 - March 31, 2020					July 1, 2018 - June 30, 2019			
		Budget	1st Quarter Actuals	2nd Quarter Actuals	3rd Quarter Actuals	Remaining Balance	1st Quarter Actuals	2nd Quarter Actuals	3rd Quarter Actuals	4th Quarter Actuals
President's Office										
	Community Obligations	\$ 8,000	\$ 2,000	\$ 2,000	\$ 2,100	\$ 5,900	\$ 2,000	\$ 4,064	\$ 4,264	\$ 4,264
	Subtotal	8,000	2,000	2,000	2,100	5,900	2,000	4,064	4,264	4,264
College Board										
	Travel and Memberships	50,000	2,459	14,457	16,845	33,155	726	12,924	18,531	18,766
	Special Events	10,000	-	1,578	2,078	7,922	-	300	3,000	3,000
	Subtotal	60,000	2,459	16,035	18,923	41,077	726	13,224	21,531	21,766
Student Services										
	NOVA Work Study Program	40,000	40	40	22,110	17,890	-	-	26,240	34,998
	Book and Access Grants	41,000	5,719	9,956	17,418	23,582	430	4,627	11,729	37,188
	Loan Match - SEOG	56,000	-	-	-	56,000	-	-	56,000	56,000
	Emergency Student Assistance	45,000	1,178	2,526	4,427	40,573	2,100	4,275	6,741	19,962
	Subtotal	182,000	6,937	12,522	43,956	138,044	2,530	8,901	100,710	148,149
Contingency										
		-	-	-	-	-	-	-	-	1,271
Total Local Board		\$ 250,000	\$ 11,396	\$ 30,557	\$ 64,979	\$ 185,021	\$ 5,256	\$ 26,189	\$ 126,505	\$ 175,450

TAB 6



Agenda Item 3.1

June 22, 2020

Strategic Plan Objective 5 – Align NOVA’s organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness.

SUBJECT: Proposed Local Funds Budget Fiscal Year 2021, July 1, 2020 – June 30, 2021

Item Description

In accordance with the policies and procedures of the Northern Virginia Community College Board, the proposed Local Funds Budget for the period of July 1, 2020 through June 30, 2021 is submitted to the Board for its approval. The enclosure details the approved fiscal 2020 budget and the proposed fiscal 2021 budget.

Overview and Background

On an annual basis, the Local Board reviews the proposed Local Funds Budget for the next fiscal year. NOVA Administration is projecting \$9,690,000 in revenue and \$9,690,000 in expenses for the fiscal 2021 budget.

Funding/Financial Implications

All revenue and expense budget projections are subject to change due to the unknown circumstances of the COVID-19 pandemic. Any adjustment requests shall be reflected in the Quarterly Reports.

Past Actions of the Board

Each year, the Local Board is requested to review and approve the proposed Local Funds Budget for the next fiscal year.

Recommended Action

The administration recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approved the Local Funds Budget for fiscal year 2021 in the amount of \$9,690,000. The Board authorizes the administration to make adjustments between line items and budget categories that do not affect the total budget, with the stipulation that such adjustments will be reflected in subsequent Quarterly Reports submitted to the Board.

Action Responsibility:

Cory Thompson
Associate Vice President, Administration
cthompson@nvcc.edu (703) 764-5001

NORTHERN VIRGINIA COMMUNITY COLLEGE

Local Funds Budget FY 2021

Summary

Category	Approved FY 2020 Budget	Proposed FY 2021 Budget	Difference	Incr/Decr
<u>Revenue</u>				
Beverages	350,000	350,000	-	
Bookstore	2,200,000	1,800,000	(400,000)	
Lease Payments (Cell Tower)	75,000	75,000	-	
College Print Shop	350,000	325,000	(25,000)	
Food Service	375,000	250,000	(125,000)	
NOVACard Services	70,000	50,000	(20,000)	
Parking Services	6,200,000	6,000,000	(200,000)	
Copy and Print	125,000	350,000	225,000	
Vending	100,000	90,000	(10,000)	
Investment Income	800,000	400,000	(400,000)	
Total Revenue	\$ 10,645,000	\$ 9,690,000	\$ (955,000)	-9%
<u>Expense</u>				
Auxiliary Services	950,000	825,000	(125,000)	
College Print Shop	350,000	375,000	25,000	
Parking Services	2,550,000	2,550,000	-	
Auxiliary IT & NOVACard	700,000	675,000	(25,000)	
Copy and Print	175,000	350,000	175,000	
Bond Repayment (AN & MEC Garages)	1,025,000	992,500	(32,500)	
Transportation (Shuttle Service)	475,000	400,000	(75,000)	
Subtotal	\$ 6,225,000	\$ 6,167,500	\$ (57,500)	-1%
<u>Locally Funded Programs & Initiatives</u>				
<u>Student Life & Campus Support</u>				
College-wide Convocation	12,500	-	(12,500)	
College-wide Special Events	40,000	40,000	-	
Supplemental Work Study	12,500	12,500	-	
Campus & Community Life	115,000	100,000	(15,000)	
Subtotal	\$ 180,000	\$ 152,500	(27,500)	-15%
<u>Facility & Maintenance Support</u>				
Facility Renovation (Ernst & Schlesinger)	250,000	110,000	(140,000)	
Minor Construction (Auxiliary Support)	360,000	100,000	(260,000)	
NC Local Supplemental	900,000	625,000	(275,000)	
Energy Initiatives	125,000	50,000	(75,000)	
Parking Maintenance & Repair	835,000	860,000	25,000	
Parking Lot Paving	850,000	850,000	-	
Snow Removal	350,000	350,000	-	
Subtotal	\$ 3,670,000	\$ 2,945,000	\$ (725,000)	-20%

Institutional Support

Northern Virginia Review	25,000	25,000	-	
Commencement / Graduation	75,000	75,000	-	
Staff Tuition Assistance	220,000	175,000	(45,000)	
Subtotal	\$ 320,000	\$ 275,000	\$ (45,000)	-14%

Discretionary Expenses

Vice Presidents	30,000	30,000	-	
Provosts	35,000	35,000	-	
Assigned Vehicle Expense	60,000	60,000	-	
Contingency (Pres & EVP)	25,000	25,000	-	
Subtotal	\$ 150,000	\$ 150,000	\$ -	0%

Special Projects (Local Funds Use Only)

Reynolds Capital Project	50,000	-	(50,000)	
Contingency	50,000		(50,000)	
Subtotal	\$ 100,000	\$ -	\$ (100,000)	-100%

Total Expense	\$ 10,645,000	\$ 9,690,000	\$ (955,000)	-9%
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Capital Reserve Contribution	\$ -	\$ -		
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Total Expenses and Reserve	\$ 10,645,000	\$ 9,690,000	\$ (955,000)	-9%
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TAB 7



Agenda Item 3.2

June 22, 2020

Strategic Plan Objective 5 – Align NOVA’s organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness.

SUBJECT: Proposed Auxiliary Fees and Fines Fiscal Year 2021, July 1, 2020 – June 30, 2021

Item Description

In accordance with VCCS Policy Manual, Section 4.3.1.5.a., which states:

“Reasonable fees may be established by college boards for the support of selected auxiliary enterprises associated with the mission of the college. Such charges may include parking permit fees and fines, tennis court fees, etc.”

Overview and Background

On an annual basis, the Local Board reviews the proposed schedule of Auxiliary fees and fines for the next fiscal year.

Funding/Financial Implications

The proposed change will have a nominal impact on the total Parking Services revenue.

Past Actions of the Board

Each year, the Local Board is requested to review and approve the proposed Auxiliary Fees and Fines for the next fiscal year.

Recommended Action

The administration submits the attached schedule of Fiscal Year 2021 fees and fines for approval by the Board.

The administration is requesting the following update to the fees and fines schedule:

- 1. Boot Fee:** Fee imposed on vehicles immobilized for having three or more unpaid, past due citations. This fee will increase to \$35 to align with new vendor pricing.

The administration recommends that the Northern Virginia Community College Board approve the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approved the attached schedule of auxiliary fees and fines for Fiscal Year 2021.

Action Responsibility: Cory Thompson
Associate Vice President, Administration
cthompson@nvcc.edu (703) 764-5001

PROPOSED FISCAL YEAR 2021 AUXILIARY FEES & FINES

Parking Fines

VIOLATION	CURRENT	FY 2021 PROPOSED	NOTE
Permit improperly displayed	\$25.00		1st Violation = Warning
Exceeding posted time	\$45.00		
Improper parking	\$45.00		1st Violation = Warning
Parked over line	\$45.00		1st Violation = Warning
Meter violation	\$25.00		
Parking in a roadway or fire lane	\$75.00		
No loading zone permit	\$75.00		
Parking in a reserved space without authorization	\$45.00		
Boot Fee	\$25.00	\$35.00	Fee Increase
No valid permit displayed	\$75.00		1st Violation = Warning
Unauthorized transfer of permit	\$75.00		1st Violation = Warning
Parking within 15 feet of a fire hydrant	\$150.00		
Parking in handicapped space without proper authorization	\$150.00		
Tampering with or removal of immobilizer (boot)	\$150.00		
Use of stolen or counterfeit permit	\$300.00		Violator cannot purchase permit, must use hourly parking

Parking & Auxiliary Fees

FEE	CURRENT	FY 2021 PROPOSED	NOTE
Semester Parking Permit	\$90.00/\$80.00		\$90 if purchased in the office; \$80 if purchased online
Hourly Flex Parking Bundle - #1	\$40.00		Discounted bulk rate for 30 hrs of parking through a mobile payment application only. Balance must be used by end of semester
Hourly Flex Parking Bundle - #2	\$70.00		Discounted bulk rate for 60 hrs of parking through a mobile payment application only. Balance must be used by end of semester.
Hourly Parking – (Meters, Garage, Events)	\$2.00		\$0.25 transaction fee for meter payments through the College's mobile payment application.
Daily Parking Maximum Fee	\$10.00		
Admin Fee	\$10.00		Processing fee for citations that become past due
NSF Fee - account not past due	\$35.00		
NSF Fee - account past due	\$50.00		
Refund Processing Fee	\$10.00		Applies to Permits and ID Card Account Balances.
Appeal Processing Fee	\$10.00		Applied to denied appeals only
Permit Replacement Processing Fee	\$25.00		
Event Infrastructure Fee (Formerly Event Parking Fee)	%	%	10% of total labor, equipment, and facility rental charges. Previously 30% of rental only.
Collections Fee	20%-25%		Rate varies by agency.
VA Senior Citizens HEA	\$0.00		
Reissue ID Card	\$15		Proximity Card
Online Deposit Fee (GET)	\$0.00		Transaction fee for depositing funds to ID account online

Description of Fines

Permit improperly displayed – Permit not displayed from the rearview mirror or on the dashboard with the front side fully visible.

Exceeding posted time – Vehicle in a space marked with a time limit, exceeding the allowed limit

Improper Parking - Vehicle is parked in an unauthorized area other than reserved lots/spaces (i.e. vehicle parked unattended in a drop-off area, vehicle parked in grass).

Parked over lines – Vehicle is parked over a space line(s) and impeding the occupancy of additional parking spaces.

Meter violation - Vehicle is parked at an expired meter or a meter that is marked as broken and out of service. Parking permits are not accepted at meters.

Parking in a roadway – Vehicle parked in the travel lane of a parking lot or roadway on campus.

Parking in a fire lane - Vehicle in fire lane designated by signs approved by fire marshal.

No loading zone permit – Vehicle in a designated loading zone without a loading zone permit.

Parking in a reserved space without authorization – Vehicle parked in a space designated as reserved (i.e. for state vehicles) and not displaying proper authorization such as a state license plate.

Boot Fee - Vehicle immobilized for three or more unpaid, past due citations.

No valid permit displayed – Vehicle does not display the permit required for the parking space.

Unauthorized transfer of permit – Permit used on other than the registered vehicle (sharing permits)

Parking within 15 feet of a fire hydrant – Vehicle parked within 15 feet in any direction from a fire hydrant.

Parking in handicapped space without proper authorization - Vehicle parked in a space designated for handicapped parking and not displaying valid handicapped parking permit or placard or license plate issued by the Department of Motor Vehicles of any state or the District of Columbia.

Tampering with or removal of immobilizer - Immobilizer on vehicle has been damaged or removed without authority

Use of stolen permit or counterfeit permit – Vehicle displaying a permit previously reported as lost or stolen or a counterfeit permit – Violator is guilty of knowingly using or selling lost, stolen or counterfeit permit(s).

Description of Fees

Semester Parking Permit – Semester parking fee for Student Parking Lots. May also be purchased by faculty or staff who desire additional permits over and above the one free Faculty-Staff Permit provided to all faculty and staff (one free semester hangtag provided to staff part time hourly wage earners).

Hourly Parking – Hourly rate at meters, garages or surface parking (includes mobile payment).

Daily Parking Maximum Fee - Daily maximum charge for parking (five hours up to all day)

Hourly Flex Parking Bundles – Bulk hourly parking option that provide a discounted “pay-as-you-go” alternative to a full-semester permit. This option is only available through the College’s mobile payment application.

Admin Fee – Administrative Fee applied to past due citation balances.

NSF Fee – account not past due – Applied for returned check for account not past 30 days. (Amount specified by state regulations)

NSF Fee – account past due – Applied for returned check for account past 30 days. (Amount specified by state regulations)

Refund Processing Fee – Processing fee charged to all NOVACard Account refunds and refunds of permit when request for refund is submitted during the advertised add/drop period in the Schedule of Classes (the earliest Census date applies if multiple sessions). No fee is charged if all of a student’s classes are cancelled or moved to an off-campus location.

Appeal Processing Fee - Attached to citations when appeal is denied – purpose is to reduce frivolous and unsupported appeals submitted to delay payment and/or ‘shop for desired response.’

Lost Permit Replacement Processing Fee – Fee applied for replacement of lost permits. The decision to charge this fee is at the discretion of the Campus Business Manager or Director of College Parking.

Event Parking Fee - Rate charged at 10 percent of total labor, equipment, and facility. Covers costs related to parking, maintenance, repair, lighting, snow removal, sidewalks, roadways that support the events. Fee not applicable for student only events.

Collections Fee - Applied to any account referred to a collections agency (amount specified by collection agency contract).

VA Senior Citizens HEA – Allows Senior Citizens enrolled through the Virginia Senior Citizens Higher Education Act of 1974 to receive parking at no charge.

Reissue ID Card –The purpose is to cover costs of printing a new ID Card (new students and faculty/staff receive their first ID card free of charge).

Online Deposit Fee (GET) – The online ID card system called GET allows users to add funds to their declining balance account. The Online Deposit Fee is collected to cover costs incurred by the transaction fee charged by the service provider and the credit card processing fees.

TAB 8



**Northern Virginia
Community College**

Action Item 3.3

June 22, 2020

Strategic Plan Objective 5 – Align NOVA’s organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness.

SUBJECT: Updates to College Board’s Policies and Procedures Manual (PPM)

Item Description

This item requests Board approval of changes designed to update the PPM in advance of Southern Association of Colleges and Schools (SACS) reaffirmation review.

Overview and Background

In coordination with the college’s Director of Accreditation Policy and Compliance, Board support staff has reviewed the policies, procedures and associated documentation applying to the NOVA College Board. The purpose of the review was to review NOVA’s current level of compliance with the standards that will be applied by SACS audit team members. NOVA staff has identified potential issues with compliance and is recommending these suggested updates.

Funding/Financial Implications

None.

Past Actions of the Board

At its January 28, 2019 meeting, the Board amended its PPM to reflect the requirement for a regular self-assessment. This requirement was also driven by the SACS reaffirmation process.

Recommended Action

Staff recommends approval of the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the proposed updates to the Board’s Policies and Procedures Manual.

Action Responsibility:

Dana Kauffman
Director of College Government Affairs
tkauffman@nvcc.edu, 703.323.3750

Updates to NOVA Board Policies and Procedures Manual

Updates to Section 2.300 Duties and Responsibilities of the Board

- 1) Add language to introduction to this section that stipulates the requirement for orientation sessions for new board members and for an annual review of legal issues for board members at the Board's September meeting. This review is to include issues of personal liability, conflicts of interest and the provisions of the Virginia Freedom of Information Act.

Current language for relevant portion of section 2.300, with update shown in italics: Service on the Northern Virginia Community College Board is a distinct volunteer responsibility. The Board contributes to the region that it serves in many ways:

- Ensuring the opportunity to provide open access for citizens to higher education
- Contributing to the strategic growth of the region's economy
- Advancing the democratic values that are so essential to the region and commerce

Volunteers have the special responsibility to serve as advisors first to the institution they serve and to likewise advance the value proposition of higher education in society at the state and national level. Virginia has always had a special commitment to educational opportunity and it is essential in the twenty-first century that more students have the opportunity to achieve a higher education degree or certificate. It is the responsibility of the men and women who serve on the NOVA Board to focus their time and energy to assure NOVA is positioned well to meet the needs of the College and broader community.

To prepare new members for service on the Board, the Office of VCCS System Council will provide an orientation session that will address: the roles and responsibilities of the College Board; the legal responsibilities of Board Members; and how the Board conducts business. In addition, each year, at the Board's September meeting, Members will receive a review of their legal responsibilities to include issues of personal liability, conflicts of interest and the provisions of the Virginia Freedom of Information Act.

- 2) Add language to the enumeration of Board Member duties and responsibilities.

Update shown in italics:

- (o) The college board shall be informed of personnel matters by the college president.

In addition to these VCCS Policy Manual provisions, the NOVA Board has added:

- (p) The college board shall regularly evaluate its responsibilities and expectations through the process of board self-evaluation. *The board shall conduct these self-evaluations every two years, beginning in 2019, at their March Board Meeting.*
- (q) *The college board shall review its Mission Statement every two years and submit it for review and approval by the VCCS System Chancellor, on behalf of the VCCS System Board.*



June 22, 2020

Strategic Plan Objective 5 – Align NOVA’s organizational structures, position descriptions, and expectations for accountability with its overarching mission to support student engagement, learning, success and institutional effectiveness.

SUBJECT: Additional Update to College Board’s Policies and Procedures Manual (PPM)

Item Description

This item first requests Board approval of suggested changes designed to update the PPM to provide the College Board with greater flexibility and clarity in overseeing and ultimately determining the permanency of names awarded to, conferred upon, or otherwise in place for college initiatives, programs, buildings, roads or other structures.

This item also requests Board action to change the names of three College facilities.

Overview and Background

As a part of the College’s commitment to ensuring a supportive learning and working environment that reflects NOVA’s appreciation of the worth and dignity of students, faculty and staff alike, members of the Administrative Council have systematically reviewed the names of College facilities to ensure that they are in keeping with this commitment. What and who the College honors are a reflection of our values and the values of the communities we serve.

Administrative Council members have identified potential issues with and are recommending changes to the names of the Godwin Building, the Tyler Building, and the Battlevue Buildings. Details on the recommended policy changes are attached. Background on the Administrative Council review will be provided separately by the President.

<u>Current Name</u>	<u>Recommended Name</u>
The Godwin Building	Founder’s Hall
Battlevue Buildings	Trailside Buildings
The Tyler Building	The Alexandria Campus Extension

Funding/Financial Implications

None.

Past Actions of the Board

At its January 28, 2019 meeting, the Board amended its PPM to reflect the requirement for a regular self-assessment.

Recommended Action

Staff recommends approval of the following resolution:

Proposed Resolution

The Northern Virginia Community College Board has reviewed and approves the proposed updates to the Board's Policies and Procedures Manual and further approves the recommended changes in building names to be effective immediately, given the Board's existing latitude to make exceptions to its naming policy on a case-by-case basis - PPM Section 6.400 (E).

Action Responsibility: Dana Kauffman
Director of College Government Affairs
tkauffman@nvcc.edu, 703.323.3750

Updates to NOVA Board Policies and Procedures Manual

Updates to Section 6.400 Policy on Dedications, Memorials, and Naming of Buildings

- 1) Add language to part D “Permanency of Names” section that stipulates the authority of the Board to change the names of initiatives, programs, buildings or other facilities when it is found that these names are not in keeping with the College’s adopted values.

Current language for relevant portion of section 6.400 with update shown in italics:

D. Permanency of Names

1. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 - a. Demolition or significant renovation of the facility shall terminate the designation
 - b. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
2. When a corporate donor makes the gift, the corporation keeps the designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of gift acceptance; subject to the following:
 - a. Demolition or significant renovation of the facility shall terminate the designation.
 - b. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.
3. *The College Board also reserves the right to remove the designation given to any physical or non-physical College property or other asset should the College determine, after due diligence and in its reasonable discretion, that there has been an adverse change in the reputation of the individual/individuals designated to an extent deemed relevant by the College.*
4. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.

E. Exceptions

Any exceptions to this policy shall be made by the Board on a case-by-case basis.

TAB 9

Resolution of Commendation

The Northern Virginia Community College Board

June 22, 2020

WHEREAS, it is fitting that members of the Northern Virginia Community College Board should officially act to recognize and commend the College's students, faculty, staff, and leadership who, through their focused planning and preparations, regular and clear communications, timely actions, overall dedication, and unwavering persistence in the face of the COVID-19 pandemic, ensured the successful completion of our Spring 2020 College Semester; and

WHEREAS, NOVA took unprecedented action in Spring semester to move all instruction and services to remote operations to allow the successful completion of the school year while safeguarding the health and well-being of the college community and earning recognition for taking statewide and national leadership roles in the face of this crisis; and

WHEREAS, since mid-March NOVA's operations have moved offsite, while our college remained open with our outstanding and dedicated faculty ensuring academic continuity and supporting our students by consistently going above and beyond; and

WHEREAS, NOVA's talented staff shifted immediately to teleworking, some taking on new roles in support of our students and all persevering in this new form of serving our college and our students; and

WHEREAS, to ensure consistent and clear communication throughout the pandemic, leadership posted and systematically refreshed online FAQs, established a daily operations report, and regularly scheduled Zoom meetings to keep faculty and staff engaged at all campuses and administrative facilities; and

WHEREAS, NOVA's students embraced this sudden and unexpected change in their academic experience with grace and goodwill, persisting in the face of personal challenges born of the pandemic, with more than 3,000 actively engaged in a specially created, virtual student union, over 3,500 completing their degrees online, and our best and brightest earning three Jack Kent Cooke Scholarships and recognition as a Coca-Cola Academic Team Silver Scholar; and

WHEREAS, to help our students continue and thrive when many had lost jobs, were helping to educate home-bound children, and were facing difficulties meeting basic needs, the NOVA Foundation stepped forward to establish the NOVA COVID-19 Emergency Grant program which, to date, has raised and distributed over \$700,000 in grants to students with donors including faculty members who generously donated their Federal stimulus checks; and

WHEREAS, once Federal CARES Act student assistance became available, NOVA staff responded quickly with review and distribution protocols, accepting over 3,000 applications on the first day and with the College continuing to track and advocate for additional assistance to support our students now and moving forward; and

WHEREAS, with the proven and further tested success of our online operations, our College community has initiated future-looking initiatives to include: outreach to Virginia's two public HBCUs to potentially augment their distance learning through access to NOVA classes, discussions with two area public school systems on the creation of an online early college, and dedication of Federal CARES Act funding to launch free, online summer credit programs for area high school seniors; now, therefore,

BE IT RESOLVED BY THE NORTHERN VIRGINIA COMMUNITY COLLEGE BOARD, that we hereby commend NOVA's students, faculty, staff, and leadership for their planning, execution, flexibility, and tenacity over the past 16 weeks, actions that have more than risen to the College's mission of ensuring our students succeed, our programs achieve and – even in the midst of the most difficult of times – our community can rebuild and prosper.

BE IT FURTHER RESOLVED, that we ask our leadership, faculty, staff and students to begin preparations now for a future that will look quite different from our past, with a growing emphasis on collaboration, partnership, outreach and mutual support that builds on the lessons learned during this semester like no other in NOVA's fifty-five year history.

Resolution of Commitment and Support

The Northern Virginia Community College Board

June 22, 2020

WHEREAS, the members of the Northern Virginia Community College Board, as recently as our last meeting, recommitted the College to an educational mission based on the principles of access, opportunity, student success and excellence and to the strategic goals of ensuring Every Student Succeeds, Every Program Achieves and Every Community Prospers on the pathway to the American Dream; and

WHEREAS, diverse, equitable, and inclusive environments are necessary for all students to succeed, and NOVA's success requires a focus on all three dimensions in order to foster an effective and supportive learning and working environment;

WHEREAS, NOVA's shared values include promoting equality for all who seek to improve their lives and a unifying belief in the worth, dignity and human potential of each individual who participates in the programs and services of the College; and

WHEREAS, these College values also include a recognition of a shared responsibility to build and maintain a college environment that encourages all individuals to realize their potential and to provide the diverse learning support and growth opportunities each person needs to be successful in a caring environment for students, faculty, staff and the community in general; and

WHEREAS, these values are a promise to our students, faculty and staff, that none of them will have to wait for equity in opportunity at NOVA and that this Board and our College leadership have a shared responsibility to make this promise real in a culture that finds and draws strength in diversity; and

WHEREAS, despite having been a majority-minority institution for fourteen years, since Fall 2006, we recognize that NOVA can and must do more to face and systematically address the impact of inequality and structural racism that harm our College community and, in turn, our service region; and

WHEREAS, as Board Members, community leaders, and advisors to the College President, we recognize that our words must be followed by administrative actions and that these actions must be equity-minded and ultimately deliver in removing barriers to the College's mission; now, therefore,

BE IT RESOLVED BY THE NORTHERN VIRGINIA COMMUNITY COLLEGE BOARD, that we hereby call upon NOVA's leadership, faculty and staff to seize this opportunity to act on the institution's shared values with renewed purpose and integrity, to embody – in the words of the Reverend Dr. Martin Luther King, Jr., the “inescapable network of mutuality” in achieving and sustaining our educational commitments to the region.

BE IT FURTHER RESOLVED, that we ask our leadership, faculty, staff and students to identify specific, measurable, visible actions that can improve diversity, equity, and inclusion in our college's practices and outcomes and to do everything possible, within their roles, to eliminate implicit bias in policies and practices while improving NOVA's climate and culture for the full and ever-expanding diversity of our college community.

BE IT FURTHER RESOLVED, that the suggested improvements take the form of commitments for the upcoming year that can be tracked to measure NOVA's progress in removing inequality and structural racism. For as is so clearly memorialized in our values statement, "We believe our worth as a community college is measured by the quality and timeliness of our response and service to the community." The college understands and acknowledges that it is part of a larger community and we are strengthened by our resolve to dismantle structural racism and to transform lives and communities. These are times that can and should test NOVA. To quote James Baldwin, "Not everything that is faced can be changed, but nothing can be changed until it is faced." We must collectively rise up to the occasion and we will.