



Northern Virginia Community College

Northern Virginia Community College Board Virtual Meeting September 14, 2020, 4:30PM Agenda

1. CALL TO ORDER – Chair of the Board

1.1 ROLL CALL – Lindsay Mills

1.2 ADOPTION OF THE AGENDA FOR SEPTEMBER 14, 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 ROLL CALL VOTE

1.3 SPECIAL GUEST – Greer D. Saunders

Systems Counsel and Senior Assistant Attorney General
Virginia Community College System Office

Discussion Topics: FOIA, COIA, Disclosure Statements and Financial Responsibilities of
College Board Members

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 ROLL CALL VOTE

2.1 Approval of the June 22, 2020 NOVA Board Minutes

TAB 1

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

Finance, Building and Sites Advisory Committee

2.2 Final Report, Local Funds Budget – July 1, 2019 through June 30, 2020 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 June 30, 2020 and approves it for record purposes.

2.3 Final Report, Non-State Funded Investments as of June 30, 2020 TAB 3

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the Final Report of the Non-State Funded Investments for the period of July 1, 2019 through June 30, 2020 and approves it for record purposes.

2.4 Final Report, Local Board Budget – July 1, 2019 through June 30, 2020 TAB 4

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the Final Report of the Local Board Budget for the period of July 1, 2019 through June 30, 2020 and approves it for record purposes.

2.5 Final Report, State E&G Operating Budget, July 1, 2019 – June 30, 2020 TAB 5

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the statement of revenue and expenditures for the fiscal year 2020 State E&G and accepts it for information.

2.6 Final Report, FY2020 Workforce Operating Budget TAB 6

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the statement of revenue and expenditures for the fiscal year 2020 Workforce Development and accepts it for information.

2.7 FY2021 State E&G Operating Budget TAB 7

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the distribution of funds for the fiscal year 2021 State E&G Operating Budget and accepts it for information.

2.8 FY2021 Workforce Development Operating Budget TAB 8

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the distribution of funds for the fiscal year 2021 Workforce Development Operating Budget and accepts it for information.

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 Approval of the Student Liaison to the NOVA College Board, 2020 - 2021

RECOMMENDATION: The Northern Virginia Community College Board approves the recommendation from the NOVA Student Government Advisory Council to re-appoint Daniel Christman as the non-voting, student representative to the College Board. The Board also waves the single-term limitation on his service as the student representative.

3.2 Proposed FY2022 Local Board Budget

TAB 9

RECOMMENDATION: The Northern Virginia Community College Board has reviewed the proposed Local Board Budget for the Fiscal Year 2022 in the amount of \$339,921. The cooperating political jurisdictions will be requested to contribute \$250,000; the same as was requested for fiscal year 2021. The Northern Virginia Community College Board approves the proposed budget and authorizes its submission to the nine cooperating political jurisdictions. The Northern Virginia Community College Board further directs the President to submit this budget to the State Board for review.

MOTION, SECOND AND ROLL CALL VOTE

3.3 Local Capital Outlay Requirements, FY2022

TAB 10

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the Local Capital Outlay plan for fiscal year 2022 with a total amount to be requested from the cooperating political jurisdictions of \$5,671,221. The Board authorizes the administration to submit fair-share requests to the jurisdictions for funding in their fiscal year 2022 budgets. The Northern Virginia Community College Board further directs the President to submit this budget to the State Board for approval.

MOTION, SECOND AND ROLL CALL VOTE

3.4 Proposed Auxiliary Parking Plan 2020 – 2022 Biennium

TAB 11

RECOMMENDATION: The Northern Virginia Community College Board has reviewed and approves the attached Auxiliary Parking Plan for the 2020-2022 biennium.

MOTION, SECOND AND ROLL CALL VOTE

4. SPECIAL PRESENTATION

Strategic Plan Update: Performance Indicators for Spring 2020 Semester

5. PRESIDENT'S REPORT

ACTION ITEM

TAB 12

Revision to Local Capital Outlay Budget for FY2021 to fund an Online Early College High School Pilot Program

6. CHAIR'S REPORT

7. OTHER/NEW BUSINESS

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

8. ADJOURNMENT

Motion and second required for a motion to adjourn

ROLL CALL VOTE

TAB 1



Northern Virginia Community College

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

This meeting was held remotely and electronically as access to the regular, campus-based meeting location was restricted due to COVID-19 precautions and access controls. It was conducted 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. Finally, the meeting was held using Zoom Meeting technology and in a webinar format with public access provided through a web portal on the College's website.

1. CALL TO ORDER - Chairman of the Board

Chairman Pearson called the meeting to order at 4:30pm and noted the following comments.

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

Present from the College Board: Dr. Kerstin Carlson Le Floch, Ms. Julie Felgar, Mr. Ron Gill, Mr. Alvie Johnson, Dr. Anne Kress, Ms. Jennifer McGarey, Ms. Rosie O'Neil, Mr. Rick Pearson, Mr. Todd Rowley, Ms. Zuzana Steen, Mr. Christopher Wade, Student Liaison Mr. Daniel Christman

Present from the College: Ms. Mariella Abanto, Ms. Ina Dimkova, Dr. George Gabriel, Mr. John Guszak, Dr. Annette Haggray, Dr. Pamela Hilbert, Dr. Sam Hill, Ms. Corinne Hurst, Mr. Dana Kauffman, Ms. Akiva Kirkland, Dr. Chad Knights, Mr. Christopher LeCompte, Dr. Julie Leidig, Dr. Molly Lynch, Ms. Lindsay Mills, Dr. Donna Minnich, Mr. Steve Partridge, Ms. Kelly Persons, Dr. Nicole Reaves, Dr. Sheri Roberston, Dr. Steve Sachs, Mr. John Stephenson, Ms. Hannah Stoneburner, Dr. Frances Villagran-Glover

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

Vice Chair Rosie O'Neil motioned to move the adoption of the agenda. The motion was seconded by Mr. Ron Gill. Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

Dr. Kerstin Carlson Le Floch motioned to move the Consent Agenda. The motion was seconded by Mr. Alvie Johnson. Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

Mr. Alvie Johnson motioned to approve item 3.1. The motion was seconded by Ms. Rosie O'Neil. Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

Mr. Alvie Johnson motioned to approve item 3.2. The motion was seconded by Mr. Todd Rowley. Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

Ms. Jennifer McGarey motioned to approve item 3.3. The motion was seconded by Ms. Zuzana Steen. Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

Ms. Jennifer McGarey motioned to approve item 3.4. The motion was seconded by Ms. Julie Felgar. Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

5. PRESIDENT'S REPORT – (*Full presentation attached at conclusion of minutes.*)

- Plans for fall semester
- FY2021 Budget

President Kress provided an overview of the fall semester reopening plans. Taking into consideration the guidance offered from the CDC, Virginia Department of Health, Governor Northam's Task Force, the VCCS Beyond the Pandemic Task Force, which she co-chairs, and NOVA's Return to NOVA Advisory Group (RNAG), NOVA has created a reopening plan which was shared with the greater college community on June 8 with classes beginning as scheduled on August 24. The plan included an onsite component for hands-on instruction with the ability to shift immediately to remote learning if required. She confirmed all courses will have a robust, quality Canvas online presence. She outlined plans for social distancing, required training, telework options, face coverings and cleaning and disinfecting protocols.

Dr. Kress stated a majority of NOVA's student services will continue to be delivered remotely with an expansion of the call center and virtual advising and support programming expected to be incorporated. Additionally, NOVA will not hold any campus events for students, employees or external organizations.

Dr. Kress answered questions from the Board following the overview of the reopening plan and will continue to offer clarity and communication if plans need to be updated to accommodate any changing circumstances.

Transitioning to the budget discussion, Dr. Kress outlined the planning scenarios which the college is modeling for the fiscal year 2021 budget. Understanding the College was facing a 6.8% enrollment deficit prior to the pandemic, specific strategies were implemented including using reserves, holding any open positions, revising the summer schedule, and reducing expenditures. Dr. Kress explained the use of enrollment data from years prior as well as setting realistic goals for enrollment moving forward all while narrowing in on the Key Performance Indicators as outlined in NOVA's Strategic Plan.

Dr. Kress indicated the key takeaways in terms of looking at next year's budget is that NOVA is going to be impacted in at least two ways by the pandemic; (1) a reduction in general funds from the state and (2) a reduction in enrollment. She then acknowledged NOVA can, in part, control enrollment emphasizing the need to increase enrollment through recruitment and retention and effective scheduling.

A general question and answer session took place with Dr. Kress offering clarification on specific areas and stating her presentation will be appended to the minutes for future reference for all.

6. CHAIR'S REPORT

Chairman Pearson began his report by sharing the unfortunate news of the passing of a former Chair and member of the College Board. Dr. Claiborne T. Richardson represented Fairfax County on the Board from 1990 to 1998. In addition, Dr. Richardson was the founder of the Reunion Music Society, Inc. and a life-long advocate for excellence in music education. Along with former Fairfax County Board of Supervisors Chair Sharon Bulova, he co-founded the Braddock Nights concert series, and was the first music director for the NOVA-Annandale Symphony Orchestra.

Chairman Pearson asked everyone to join him in a moment of silence in honor of Dr. Richardson and his service to music, his community, and our College. Mr. Pearson asked Ms. Lindsay Mills to include his statement in the minutes and that we forward a copy of the minutes to Dr. Richardson's son.

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

TAB 9

MOTION AND SECOND

Ms. Rosie O'Neil read the resolution commending faculty, staff and students and put forth the motion to approve and adopt the resolution. The motion was seconded by Mr. Christopher Wade.

BOARD DISCUSSION, Recognizing members for comment

Ms. O'Neil thanked Dr. Kress and her team for their grace, dedication and leadership during these unprecedented times. Acknowledging Dr. Kress had just arrived at NOVA a mere 60 days prior to the pandemic, Ms. O'Neil noted her leadership and transparency never wavered. Ms. O'Neil also offered thanks to NOVA's Educational Foundation for putting together an incredible and generous grant program to support NOVA's students.

Mr. Christopher Wade offered his appreciation to Dr. Kress for referring to historical budgets and planning the future based on that information. He seconded Rosie's comments and thanked Dr. Kress and the college team for their dedication.

ROLL CALL VOTE

Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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

TAB 10

MOTION AND SECOND

Chairman Pearson read the resolution of commitment and support of NOVA's equity mission. Ms. Rosie O'Neil motioned to approve and adopt the resolution which was seconded by Ms. Zuzana Steen.

BOARD DISCUSSION, Recognizing members for comment

Vice Chair O'Neil requested for the resolution to be incorporated into future onboarding training for incoming College Board members. Suggestions were made to condense the statement for publication, signage and website use while also appending the full statement on a separate URL page of NOVA's website.

Dr. Kress thanked the Board for the significant statement during a very difficult time for so many. Knowing the Board fully supports the college's work to address systemic racism and to take action against racial injustice is incredibly important to her and the college as a whole.

ROLL CALL VOTE

Ms. Lindsay Mills initiated a roll call vote. Without objection, the motion carried.

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."

Mr. Todd Rowley motioned to suspend the rules set forth in Sections 2.5 and 2.6 of the Bylaws. The motion was seconded by Mr. Christopher Wade.

- 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.

Ms. Lindsay Mills initiated a roll call vote. With at least two-thirds of the members present and in support, the motion carries.

- The Chair should then ask if there are any other members interested in either office.

No other Board members expressed interest in the Chair or Vice Chair positions.

- 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.

Mr. Todd Rowley motioned to approve the slate of Ms. O'Neil as Chair and Ms. Steen as Vice Chair for the 2020-2021 College Board Term. The motion was seconded by Mr. Christopher Wade.

- 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.

Ms. Mills initiated a roll call vote. Without objection, the motion carried unanimously. Ms. Rosie O'Neil will now serve as Chair of the NOVA College Board with Ms. Zuzana Steen serving as Vice Chair.

Ms. O'Neil thanked the Board for bestowing upon her the honor and privilege of serving as Chair of the NOVA Board. She stated she, along with new Vice Chair Steen, is excited to continue the tremendous work she enjoys immensely. She acknowledged that now more than

ever she feels the call to lead the way in higher education ensuring everyone in the community is served with dignity and equality with a laser focus on inclusion and a full commitment to the highest quality of education.

7. OTHER/NEW BUSINESS

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

BOARD DISCUSSION

Ms. O'Neil offered her thanks and appreciation for Daniel's commitment, service and engagement during his term. She recalled the first meeting he attended where he clearly articulated the position of waffles over pancakes in his opening self-introduction and in that moment Ms. O'Neil knew he was the 'real deal'. She emphasized his engagement level and student centered focus he brought to his role as a Student Trustee on the Advisory Committee at the Association of Community College Trustees (ACCT). More specifically, she thanked him for his call to action toward greater focus on accessibility for students.

Dr. Julie Leidig commended Daniel for not only his leadership but for using his voice to speak for other students who may not have the platform to do so. He raised awareness about accessibility issues on the Loudoun Campus and opened the doors to making everything more accessible with the assistance and support of Dr. Leidig and her leadership staff.

Dr. Frances Villagran-Glover echoed these sentiments and stated how she enjoyed conversations with Daniel regarding advocacy for accessibility and his universal design of ideas for making the college an inclusive, welcoming environment for all of NOVA's students.

Mr. Pearson thanked Daniel for his engagement and his attention to detail. He stated he appreciates students who are truly interested in the fine details of the college and any issues that may arise.

Mr. Christman thanked the Board for the opportunity to serve stating it was an honor to work alongside everyone and offer a different perspective. He stated he will be continuing his education at NOVA while remaining in the Vice President position of the Student Government at the Loudoun Campus. Daniel also wanted to assure the Board, his position of waffles over pancakes still stands.

The College Board thanked Daniel for his service and wished him all the best in his future endeavors.

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

BOARD DISCUSSION

Prior to concluding his final meeting as Board Chair, Mr. Rick Pearson offered a few final sentiments to his fellow Board members and college staff.

He reiterated his firm belief that NOVA is likely the only asset in this region that connects the entire region with what it does from not only an education standpoint but workforce as well. He acknowledged one of NOVA's biggest strengths is its ability to step up. Whether it be workforce credentialing, partnerships with business and other public educational institutions or navigating through a pandemic; NOVA steps up. The Chairman will continue to challenge faculty and the Board of Directors to become more engaged with workforce and business partnerships so the institution and continue to grow.

Mr. Pearson thanked Vice Chair Rosie O'Neil for her support during his term as well as her leadership during the presidential search. He also offered a special thanks to Ms. Zuzana Steen and Mr. Todd Rowley for their support during the search and to the Board for their engagement. He stated he firmly believes NOVA truly has a leader to take the college to the next level and he's proud to have Dr. Kress leading the way.

Ms. Rosie O'Neil spoke on behalf of the Board to thank Mr. Pearson for his steadfast leadership. She acknowledged that public Board service is one of the toughest volunteer roles of all and Mr. Pearson took on the role of Chair with grace, dedication and tenacity. She recognized how he tirelessly gave his time and energy to NOVA, and by all measures, made important strides. He successfully oversaw a critical leadership transition following a 13 month national search for a new president. Ms. O'Neil recognized Mr. Pearson's engagement, and encouragement to engage, with all stakeholders and by doing so the community came together. She characterized the Chairman as a judicious steward of NOVA who guided us with patience and great attention to detail. She quoted David Starr Jordan, a famous educator and peace activist, when stating, "Wisdom is knowing what to do next; virtue is doing it", and acknowledging Mr. Pearson possesses both wisdom and virtue. She looks forward to building on his work with his wisdom by her side.

Ms. Zuzana Steen echoed Ms. O'Neil's statements and thanked him for his service. Mr. Todd Rowley thanked Mr. Pearson for stepping in and provided two excellent years of leadership.

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

8. ADJOURNMENT

Motion and second required for a motion to adjourn.

Ms. Rosie O'Neil motioned to adjourn which was seconded by Mr. Todd Rowley. Ms. Mills initiated a roll call vote. With no objections, the motion carried and the meeting adjourned at 6:28pm.

Submitted By:

A handwritten signature in black ink, appearing to be 'Rick Pearson', with a large loop at the start and a long horizontal stroke at the end.

Mr. Rick Pearson
Chairman
Northern Virginia Community College Board

A handwritten signature in black ink, appearing to be 'Anne M. Kress', written in a cursive style.

Anne M. Kress, PhD
Secretary
Northern Virginia Community College Board
President
Northern Virginia Community College

Recorded By:
Lindsay Mills
Office of the President

TAB 2



Northern Virginia Community College

Agenda Item 2.2

September 14, 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: Final Report, Local Funds Budget July 1, 2019 – June 30, 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 June 30, 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 4th quarter of Fiscal Year 2020. The 4th quarter current year revenue is \$8,440,008 and expenses total \$8,491,422.

Funding/Financial Implications

Due to the COVID-19 pandemic, the College transitioned to remote instruction and telework, causing the year-to-date revenue and expenditures to be below 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.

Recommendation 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 June 30, 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 - June 30, 2020

Percent of FY Expired - 100%

Category	4th Quarter Prior Year	Approved FY2020 Budget	4th Quarter Current Year	Remaining Balance	% of Budget Received/Spent
Revenue					
Beverages	\$ 255,412	\$ 350,000	\$ 440,351	\$ (90,351)	
Bookstore	2,734,807	2,200,000	2,172,860	27,140	
Lease Payments (Battleview & Cell Tower)	85,908	75,000	120,587	(45,587)	
College Print Shop	370,997	350,000	292,348	57,652	
Food Service	431,388	375,000	203,187	171,813	
NOVACard Services	113,690	70,000	59,330	10,670	
Parking Services	5,973,259	6,200,000	4,278,682	1,921,318	
Student Copy & Print	114,171	125,000	121,715	3,285	
Vending	106,284	100,000	65,378	34,622	
Investment Income	598,587	800,000	685,571	114,429	
Subtotal	\$ 10,784,503	\$ 10,645,000	\$ 8,440,008	\$ 2,204,992	79%
Total Revenue	\$ 10,784,503	\$ 10,645,000	\$ 8,440,008	\$ 2,204,992	79%
Expenses					
Auxiliary Services	\$ 615,516	\$ 950,000	\$ 733,253	\$ 216,747	
College Print Shop	574,222	350,000	513,637	(163,637)	
Parking Services	2,021,605	2,550,000	2,266,519	283,481	
Auxiliary IT & NOVACard	860,746	700,000	673,892	26,108	
Student Copy & Print	247,944	175,000	316,669	(141,669)	
Bond Repayment (AN & MEC Garages)	1,042,541	1,025,000	1,023,450	1,550	
Transportation (Shuttle Service)	607,241	475,000	431,007	43,993	
Subtotal	\$ 5,969,815	\$ 6,225,000	\$ 5,958,427	\$ 266,573	96%
Locally Funded Programs & Initiatives					
Student Life & Campus Support					
College-wide Convocation	\$ 13,542	\$ 12,500	\$ 12,500	\$ 0	
Special Events (College-wide)	52,087	40,000	9,250	30,750	
Supplemental Work Study	8,750	12,500	9,967	2,533	
Campus & Community Life	78,105	115,000	53,188	61,812	
Subtotal	\$ 152,484	\$ 180,000	\$ 84,905	\$ 95,095	47%
Facility & Maintenance Support					
Facility Renovation (Ernst & Schlesinger)	271,510	250,000	45,049	204,951	
NC Local Supplemental	781,591	900,000	100,290	799,710	
Minor Construction (Auxiliary Support)	265,422	360,000	298,031	61,969	
Energy Initiatives	145,790	125,000	60,051	64,950	
Parking Maintenance & Repair	1,239,682	835,000	457,854	377,146	
Parking Lot Paving	742,695	850,000	1,037,661	(187,661)	
Snow Removal	402,155	350,000	57,586	292,414	
Subtotal	\$ 3,848,845	\$ 3,670,000	\$ 2,056,522	\$ 1,613,478	56%

NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Funds Budget Report
Fiscal Year 2020

July 1, 2019 - June 30, 2020

Percent of FY Expired - 100%

Category	4th Quarter Prior Year	Approved FY2020 Budget	4th Quarter Current Year	Remaining Balance	% of Budget Received/Spent
<i>Institutional Support</i>					
Northern Virginia Review	21,495	25,000	5,340	19,660	
Commencement	28,933	75,000	31,739	43,261	
Staff Tuition Assistance	189,783	220,000	201,219	18,781	
Subtotal	\$ 240,211	\$ 320,000	\$ 238,299	\$ 81,701	74%
<i>Discretionary Expenses</i>					
Vice Presidents	\$ 16,323	\$ 30,000	\$ 23,178	\$ 6,822	
Provosts	15,891	35,000	23,816	11,184	
Assigned Vehicle Expense	64,584	60,000	36,134	23,866	
Contingency	18,982	25,000	19,261	5,739	
Subtotal	\$ 115,780	\$ 150,000	\$ 102,389	\$ 47,611	68%
<i>Special Projects</i>					
Reynolds Capital Project	75,073	50,000	-	50,000	
Contingency	75,073	50,000	50,880	(880)	
Subtotal	\$ 150,146	\$ 100,000	\$ 50,880	\$ 49,120	51%
Total Expenses	\$ 10,477,281	\$ 10,645,000	\$ 8,491,422	\$ 2,153,578	80%
Net Revenue after Expenses & Contingency (Capital Reserve Contribution)	\$ 307,222	\$ -	\$ (51,414)		

TAB 3



Northern Virginia Community College

Agenda Item 2.3

September 14, 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: Final Report, Non-state Funded Investments as of June 30, 2020

Item Description

In accordance with the standard operating procedures of the Northern Virginia Community College Board, this Final 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

The attached statement shows the position of the College's non-state funds in the Local Government Investment Pool (LGIP) account of \$17,462,024. The General Fund account balance was \$5,389,995. Year to date interest earned was \$330,312, which includes \$6,350 of interest on the BB&T account. The Savings account balance was \$3,280,519. The Federal Perkins Loan account balance was \$312,021. This amount was an expense at the beginning of the new quarter in accordance with Federal regulations. The Payroll Tax account balance was \$102,131. The Federal Funds account balance was \$1,430,448.

Funding/Financial Implications

In fiscal year 2016, we opened an investment account 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 \$37,048,265. Investment income, net of bond premium amortization and investment fees for the fiscal year was \$631,844.

Past Actions of the Board

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

Recommendation 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 June 30, 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 June 30, 2020

Name	Rate	Amount
Local Government Investment Pool Account	0.419%	17,462,024
General Funds Account	①	5,389,995
Savings Account	0.250%	3,280,519
TIAA Investment Account	③	37,048,265
Non-Investment Accounts:		
Federal Perkins Loan Account	②	312,021
Payroll Tax Account	②	102,131
Federal Funds Account	②	1,430,448
Total		65,025,403

- 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 4



Northern Virginia Community College

Agenda Item 2.4

September 14, 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: Final Report, Local Board Budget July 1, 2019 through June 30, 2020

Item Description

The Final 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 final statement covering activities within the Local Board Budget for the period July 1, 2019 through June 30, 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 fiscal year.

Past Actions of the Board

On May 22, 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.

Recommendation 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 Final Statement of the Local Board Budget for the period July 1, 2019 through June 30, 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

July 1, 2019 - June 30, 2020

Category	FY2020 Budget	Actuals	Remaining Balance	% of Budget Spent
President's Office				
Community Obligations	\$ 8,000	\$ 2,100	\$ 5,900	
Subtotal	8,000	2,100	5,900	26%
College Board				
Travel and Memberships	50,000	16,870	33,130	
Special Events	10,000	3,655	6,345	
Subtotal	60,000	20,524	39,476	34%
Student Services				
NOVA Work Study Program	40,000	30,025	9,976	
Book and Access Grants	41,000	17,602	23,398	
Loan Match - SEOG	56,000	56,000	-	
Emergency Student Assistance	45,000	45,000	-	
Subtotal	182,000	148,626	33,374	82%
Total	\$ 250,000	\$ 171,250	\$ 78,750	69%

TAB 5



Northern Virginia Community College

Agenda Item 2.5

September 14, 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: Final Report, State E&G Operating Budget July 1, 2019 through June 30, 2020

Item Description

The Final Report for State E&G Budget shows operational cost of educational and public service activities.

Overview and Background

In accordance with the Policies and Procedures Manual of the Northern Virginia Community College Board, an annual statement of revenue and expenditures covering activities within the State E&G, including Public Service, for the period July 1, 2019 through June 30, 2020 is provided for information to the Northern Virginia Community College Board.

Funding/Financial Implications

The actual annualized FTES for fiscal year 2020 was 27,956, which represent a -4.76% decrease from the 2019 annualized enrollment level of 29,353. The State E&G expenditures by category were within 91.68% of revenue. The college’s unexpended authorized budget amount will be submitted as fiscal year 2021 carryforward funds.

Past Actions of the Board

On January 27, 2020 the Northern Virginia Community College Board reviewed Mid-Year Statement of the State E&G Budget for the period July 1, 2019 through December 31, 2019 and accepted it for record purposes.

Recommendation 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 statement of revenue and expenditures for the fiscal year 2020 State E&G and accepts it for information.

Action Responsibility:

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

NORTHERN VIRGINIA COMMUNITY COLLEGE

STATE EDUCATION & GENERAL

FY2020 Revenue and Expenditure Statement

as of June 30, 2020

	FY2019 ACTUALS	FY2020 ACTUALS	FY2020 \$ Chg from FY2019	FY2020 % Chg from FY2019
Key Drivers				
FTE Student Enrollment	29,353	27,956		-4.76%
Revenue				
General Fund	\$ 105,940,578	\$ 116,110,735		
Tuition, Fees & Differential Fee Revenue	160,637,794	146,605,877		
ETF & Public Service	6,605,783	7,980,713		
Total Revenue	\$273,184,155	\$270,697,325	\$ (2,486,830)	-0.91%
Expenditures				
Personnel				
Teaching Faculty	\$ 44,353,817	\$ 47,871,416		
Administrative Faculty	20,574,033	21,524,120		
Classified	44,546,872	46,413,408		
Full-Time Salary Base	109,474,722	115,808,944		
Adjunct	28,755,557	25,861,677		
Hourly/Wage	9,299,005	8,189,663		
Fringe Benefits	47,582,917	47,453,741		
Total Personnel	195,112,200	197,314,025		
Non-Personnel				
Continuous Charges	12,216,577	6,486,217		
Contractual Services	38,482,684	33,302,410		
Equipment	12,222,492	7,527,048		
Supplies & Materials	6,426,978	3,535,087		
Total Non-Personnel	69,348,732	50,850,762		
Total Expenditures	\$264,460,932	248,164,787	\$ (16,296,145)	-6.16%
Balance (Revenue less Expense)	\$ 8,723,223	\$ 22,532,538		

TAB 6



Northern Virginia Community College

Agenda Item 2.6

September 14, 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: Final Report, FY2020 Workforce Development Operating Budget

Item Description

The final report for Workforce Development shows revenue by source and expenditures by natural category.

Overview and Background

In accordance with the Policies and Procedures Manual of the Northern Virginia Community College Board, a statement of revenue and expenditures for fiscal year 2020 is provided for information to the Northern Virginia Community College Board.

Funding/Financial Implications

Actual FY2020 revenue was \$6,841,474 and (13.6%) or (\$1,077,668) below the budget revenue of \$7,919,14 for the fiscal year. The loss in revenue was due to a reduction in business contract and open enrollment activity related to COVID-19. Expenditures were \$7,698,661 and exceeded current year revenue by \$857,187 relying on prior year carryforward to balance the budget.

Past Actions of the Board

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

Recommendation 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 statement of revenue and expenditures for the fiscal year 2020 Workforce Development and accepts it for information.

Action Responsibility:

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

NORTHERN VIRGINIA COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT
FY2020 Revenue and Expenditures Statement
as of June 30, 2020

	FY2019	FY2020	FY2020	FY2020
	ACTUALS	ACTUALS	\$ Chg from	% chg from
			FY2019	FY2019
Revenue				
ACLI	3,143,716	2,731,844		
BUS/Contract	1,182,846	1,372,726		
WD Open Enrollment	841,909	248,392		
Health/Tech	901,745	2,036,219		
Automotive	379,601	336,202		
Other	202,882	116,090		
Total Revenue	\$ 6,652,699	\$ 6,841,474	\$ 188,775	2.8%
Expenditures				
Personnel				
Administrative Faculty	\$ 270,851	\$ 204,254		
Classified	2,038,514	1,659,189		
Full-Time Salary Base	2,309,365	1,863,443		
Adjunct	1,195,031	1,108,221		
Hourly/Wage	140,158	87,632		
Fringe Benefits	1,212,181	1,076,747		
Total Personnel	4,856,736	4,136,044		
Non-Personnel				
Continuous Charges	5,954	12,746		
Contractual Services	2,084,285	3,198,213		
Equipment	34,255	12,197		
Supplies & Materials	352,273	338,227		
Scholarships and Fellowships	20,877	1,234		
Total Non-Personnel	2,497,644	3,562,617		
Total Expenditures	\$ 7,354,380	\$ 7,698,661	\$ 344,281	4.7%
Prior Year carryforward	\$ 701,681	\$ 857,187		
Balance (Revenue less Expense)	\$ -	\$ -		



Northern Virginia Community College

Agenda Item 2.7

September 14, 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: FY2021 State E&G Operating Budget

Item Description

The FY2021 State E&G Operating Budget shows distribution of funds for educational and public service activities.

Overview and Background

In accordance with the policies of the Virginia Community College System, a copy of the distribution of funds for the fiscal year 2021 State E&G Operating Budget for the period July 1, 2020 through June 30, 2021 is provided for information to the Northern Virginia Community College Board.

Funding/Financial Implications

The distribution of fiscal year 2021 funds was based on the recommendations from various elements of the College. Approved staffing levels controlled specific appropriation of funds for the classifications of Teaching Faculty, Administrative Faculty, Classified, and Adjunct Faculty. The remainder of the funds was distributed on the basis of requirements and by College approved allocation formulas.

Past Actions of the Board

On January 27, 2020 the Northern Virginia Community College Board reviewed Mid-Year Statement of the State E&G Budget for the period July 1, 2019 through December 31, 2019 and accepted it for record purposes.

Recommendation 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 distribution of funds for the fiscal year 2021 State E&G Operating Budget and accepts it for information.

Action Responsibility:

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

July 1, 2020

	FY2021 State E&G Approved	FY2021 Public Service Approved
Key Drivers		
FTE Student Enrollment	23,760	
Revenue		
General Fund & Appropriation Transfers	\$ 95,752,616	\$ -
Tuition, Fees & Differential Fee Revenue	132,792,843	-
ETF & Public Service	4,972,071	1,149,429
Total Revenue	\$ 233,517,530	\$ 1,149,429
Expenditures		
Personnel		
Teaching Faculty	\$ 49,360,920	\$ -
Administrative Faculty	22,193,409	109,252
Classified	49,351,969	372,013
Full-Time Salary Base	120,906,298	481,265
Adjunct	20,257,850	-
Hourly/Wage	4,860,595	329,601
Fringe Benefits	50,428,128	217,863
Total Personnel	196,452,871	1,028,729
Non-Personnel		
Continuous Charges	11,701,660	23,680
Contractual Services	30,595,145	45,300
Equipment	6,798,173	21,500
Supplies & Materials	2,911,014	30,220
Total Non-Personnel	52,005,992	120,700
Total Expenditures	\$ 248,458,863	\$ 1,149,429
Balance (Revenue less Expense)	\$ (14,941,333)	\$ -
Temporary Carryforward Revenue	14,941,333	
Balance (Revenue less Expense)	\$ -	\$ -

TAB 8



Northern Virginia Community College

Agenda Item 2.8

September 14, 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: FY2021 Workforce Development Operating Budget

Item Description

The operating budget for Workforce Development shows projected revenue by source and expenditures by natural category.

Overview and Background

In accordance with the policies of the Virginia Community College System, a copy of the distribution of funds for the fiscal year 2021 Workforce Development Operating Budget is provided for information to the Northern Virginia Community College Board.

Funding/Financial Implications

With the uncertainty of COVID-19 and anticipated loss in business contract and open enrollment, the FY2021 budget is projected at \$5,981,627. The FY2021 budget represents a decrease of (12.6%) or (\$859,857) from the FY2020 actual revenue of \$6,841,474.

Past Actions of the Board

On January 27, 2020 the Northern Virginia Community College Board reviewed Mid-Year Statement of the Workforce Development Operating Budget Report for the period July 1, 2019 through December 31, 2019 and accepted it for record purposes.

Recommendation 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 distribution of funds for the fiscal year 2021 Workforce Development Operating Budget and accepts it for information.

Action Responsibility:

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

NORTHERN VIRGINIA COMMUNITY COLLEGE
FY2021 WORKFORCE DEVELOPMENT OPERATING BUDGET

July 1, 2020	FY2021 BUDGET
Revenue	
ESL	1,861,000
BUS/Contract	1,813,537
WD Open Enrollment	218,567
Health/Tech	2,088,523
Total Revenue	\$ 5,981,627
Expenditures	
Personnel	
Administrative Faculty	\$ 162,859
Classified	1,542,916
Full-Time Salary Base	1,705,775
Adjunct	801,710
Hourly/Wage	82,817
Fringe Benefits	865,711
Total Personnel	3,456,013
Non-Personnel	
Continuous Charges	2,330
Contractual Services	2,322,234
Supplies & Materials	201,050
Total Non-Personnel	2,525,614
Total Expenditures	\$ 5,981,627
Balance (Revenue less Expense)	\$ -

TAB 9



Northern Virginia Community College

Agenda Item 3.2

September 14, 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 FY2022 Local Board Budget

Item Description

The Proposed FY2022 Local Board Budget report shows distribution of funds to 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 proposed fiscal year 2022 Local Board Budget is being submitted 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.

Enclosures:

1. Proposed FY2022 Local Board Budget
2. Statement of Justification for each of the line items recommended in the proposed budget
3. Proposed Fair Share Allocation based on projected population figures for the nine cooperating political jurisdictions
4. Comparison of fiscal year 2021 and fiscal year 2022 Fair Share Allocation

Funding/Financial Implications

The administration recommends a Local Board Budget for fiscal year 2021 of \$339,921, based on revenue of \$250,000 as contribution from the cooperating political jurisdictions; and \$89,921 of carryforward unspent balances from previous years.

Past Actions of the Board

On May 22, 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.

Recommendation 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 proposed Local Board Budget for the Fiscal Year 2022 in the amount of \$339,921. The cooperating political jurisdictions will be requested to contribute \$250,000; the same as was requested for fiscal year 2021. The Northern Virginia Community College Board approves the proposed budget and authorizes its submission to the nine cooperating political jurisdictions. The Northern Virginia Community College Board further directs the President to submit this budget to the State Board for review.

Action Responsibility:

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

NORTHERN VIRGINIA COMMUNITY COLLEGE
Proposed FY2022 Local Board Budget

Category	FY2021 Budget	FY2022 Proposed Budget
REVENUE		
Request to Local Jurisdictions	\$ 250,000	\$ 250,000
Carryforward from FY19	11,171	11,171
Carryforward from FY20	-	78,750
Total Revenue	261,171	339,921
EXPENSE		
President's Office		
Community Obligations	\$ 8,000	\$ 8,000
College Board		
Travel and Memberships	50,000	80,000
Special Events	10,000	16,000
Student Services		
NOVA Work Study Program	40,000	55,000
Book and Access Grants	41,000	56,000
Loan Match - SEOG	56,000	56,000
Emergency Student Assistance	45,000	68,921
Total Expense	\$ 250,000	\$ 339,921
Balance	\$ 11,171	\$ -

NORTHERN VIRGINIA COMMUNITY COLLEGE
Proposed FY2022 Local Board Budget
Statement of Justification – Page 1

President's Office - Community Obligation

Budgetary guidelines for the utilization of funds provided by the General Assembly of the Commonwealth of Virginia for the operation and maintenance of the College preclude the use of those funds by the president to meet community obligations. Thus, there continues to be a requirement for funds for the Office of the President. The requirements included the expenses of meetings involving regional and area consortium activities; meetings of the occupational advisory committees; meetings with local officials, organizations, and individuals providing assistance to the College; GMU-NVCC orientation dinner for Northern Virginia representatives to the General Assembly; College Forum activities; and other incidental expenses of the President's Office.

College Board - Travel and Memberships

Limited State M&O Funds are made available to cover the cost for members of the Northern Virginia Community College Board to attend the joint annual meeting with the State Board for Community Colleges. These state funds are adequate for only a portion of travel expenses for this annual meeting. Funds are also needed to reimburse members of the Northern Virginia Community College Board for travel from home to the college for scheduled meetings and other travel in connection with Board business. At present, there are eleven members of the College Board. The City Council and/or Board of Supervisors of the participating political jurisdictions appoint the Northern Virginia Community College Board members. The Northern Virginia Board maintains membership in the Association of Community College Trustees.

College Board - Special Events

The funds requested under special events for the Northern Virginia Community College Board are to support the following events: The Annual Appreciation Dinner for former Northern Virginia Community College Board members. Attendees at the dinner include members of the Board and spouses, Northern Virginia Community College President and other top administrative staff members. The Board, on occasion, host other events considered essential to its function. Also, the Board honors each retiring Northern Virginia Community College faculty or staff member with an appropriate plaque.

Work-Study Program

The need for student employment funds continues to grow while the federal work-study program funds have remained constant for the past ten years. The federal criteria for establishing financial needs are restrictive. Therefore, Northern Virginia Community College students with financial needs must seek other forms of support. This program also provides needed help to many campus departments and organizations that serve the college's growing student body.

**NORTHERN VIRGINIA COMMUNITY COLLEGE
Proposed FY2022 Local Board Budget
Statement of Justification – Page 2**

Book and Access Grant

Northern Virginia Community College has only a limited number of scholarships donated from private resources. The student aid population at Northern Virginia Community College consists of over 70% financially independent, self-supporting adults whose need for financial aid is critical. This population is not appropriately served by borrowing, although many of these students are forced to take loans to finance their programs of study at Northern Virginia Community College. In addition, many students have insufficient funds to purchase books at the beginning of classes. Acquiring books and materials when courses begin is essential to academic success.

Student Financial Aid Matching Funds

These funds are used to meet the 25% cash match requirement of the Federal Perkins Loan Program. The federal appropriation for the Perkins Loan Program varies annually based on congressional action. The College is also required to provide a 25% cash match for the Supplemental Educational Opportunity Grant (SEOG). For this purpose, the college uses the State funded Virginia Student Financial Aid Program funds. The Federal Perkins Loan Program and the Supplemental Educational Opportunity Grant are directed to needy students. These funds, which bear a five percent interest rate, have taken on a greater importance as a resource to pay for tuition and fees.

Emergency Student Assistance

Emergency Student Assistance line item, administered by Campus Provosts and College Vice President of Student Services

NORTHERN VIRGINIA COMMUNITY COLLEGE
Proposed FY2022 Local Board Budget
Fair Share Allocation

- I. **FORMULA:** The Northern Virginia Community College Board, in September 1976, approved a formula for allocation of fair share requests based on the population of participating jurisdictions.
- II. **POPULATION:** The population figures are from the Weldon Cooper Center for Public Service Demographics & Workforce Group (released January 27, 2020).

Jurisdictions	Population	Percent
Alexandria City	159,152	6.3%
Arlington County	242,152	9.6%
Fairfax City	23,943	0.9%
Fairfax County	1,143,528	45.4%
Falls Church City	14,331	0.6%
Loudoun County	413,546	16.4%
Manassas City	41,757	1.7%
Manassas Park City	16,636	0.7%
Prince William County	465,498	18.5%
TOTAL	2,520,543	100.0%

- III. **FAIR SHARE ALLOCATION:** The percentages above are applied to the \$250,000 that will be requested from local jurisdictions for fiscal year 2022 yielding the following allocation of funds.

Jurisdictions	Amount
Alexandria City	\$ 15,785
Arlington County	24,018
Fairfax City	2,375
Fairfax County	113,421
Falls Church City	1,421
Loudoun County	41,018
Manassas City	4,142
Manassas Park City	1,650
Prince William County	46,170
Total	\$ 250,000

NORTHERN VIRGINIA COMMUNITY COLLEGE
Proposed FY2022 Local Board Budget
Fair Share Allocation Comparison

Jurisdictions	Fiscal 2021	Fiscal 2022
Alexandria City	\$ 16,009	\$ 15,785
Arlington County	23,959	24,018
Fairfax City	2,441	2,375
Fairfax County	113,912	113,421
Falls Church City	1,437	1,421
Loudoun County	40,392	41,018
Manassas City	4,180	4,142
Manassas Park City	1,643	1,650
Prince William County	46,027	46,170
Total	\$ 250,000	\$ 250,000

TAB 10



Northern Virginia Community College

Agenda Item 3.3

September 14, 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: Local Capital Outlay Requirements, Fiscal Year 2022

Item Description

Local Capital Outlay requirements and request for local jurisdiction funding contributions. This assumes that the request to Fairfax County will be for funding to continue the Online Early College High School Pilot Project for the Fairfax County Public School System. This initiative is detailed in a separate action item to be presented as a part of the President’s Report.

Overview and Background

Northern Virginia Community College makes annual requests for Local Capital Outlay Fund contributions to the local jurisdictions in September of each year. These requests are made in consonance with resolutions passed by the local jurisdictions to support Northern Virginia Community College. This support includes the land acquisition and site development of all campuses; and, as determined by the Northern Virginia Community College Board, certain temporary and permanent buildings.

Funding/Financial Implications

The administration recommends \$2.25 per capita for a total Local Capital request of \$5,671,221 for fiscal year 2022. The requested amount will be asked from the cooperating political jurisdictions based on the enclosed Fair Share Allocation for fiscal year 2022.

Past Actions of the Board

The Northern Virginia Community College Board, in September 1976, approved a formula for allocation of fair share requests based on the population of participating jurisdictions. The Board revised the allocation formula in September 2013 by approving the administration request to use \$2.25 times the participating political jurisdiction’s population to calculate the jurisdiction Fair Share allocation. The Administration recommends a \$2.25 per capita rate for fiscal year 2022.

Recommendation 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 approves the Local Capital Outlay plan for fiscal year 2022 with a total amount to be requested from the cooperating political jurisdictions of \$5,671,221. The Board authorizes the administration to submit fair-share requests to the jurisdictions for funding in their fiscal year 2022 budgets. The Northern Virginia Community College Board further directs the President to submit this budget to the State Board for approval.

Action Responsibility:

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

**NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Capital Outlay Funds Status and
Forecast for Fiscal Year 2022**

Resources:

Balance in account as of June 30, 2020	10,751,889
Fair-share amount due from Local Jurisdictions through June 30, 2021	5,658,869
through June 30, 2022	<u>5,671,221</u>

Total Resources Available **\$22,081,979**

Current Projects, Fiscal Year 2021:

Loudoun Renovate Reynolds Building	8,370,000
Woodbridge Renovate Seefeldt Building	1,500,000
Manassas Renovate Howsman & Colgan Halls	<u>750,000</u>

FY 2021 Project Total \$ 10,620,000

Future Projects, Fiscal Year 2022:

Woodbridge Renovate Seefeldt Building	1,500,000
Manassas Renovate Howsman & Colgan Halls	750,000
Loudoun Renovate Reynolds Building	<u>1,475,000</u>

FY 2022 Project Total \$ 3,725,000

Estimated Account Balance **\$7,736,979**

Enclosure 2

**NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Capital Outlay Budget Fiscal Year 2022
Fair Share Allocation**

- I. **FORMULA:** The Northern Virginia Community College Board, in September 1976, approved a formula for allocation of fair share requests based on the population of participating jurisdictions. The Board revised the allocation formula in September 2013 by approving the administration request to use \$2.25 times the participating political jurisdiction's population to calculate the jurisdiction Fair Share allocation. The Administration recommends a \$2.25 per capita rate for fiscal year 2022.
- II. **POPULATION:** The population figures are from Weldon Cooper Center for Public Service Demographics Research Group (published January 27, 2020).

Jurisdictions	Population	Percent
Alexandria City	159,152	6.3%
Arlington County	242,152	9.6%
Fairfax City	23,943	0.9%
Fairfax County	1,143,528	45.4%
Falls Church City	14,331	0.6%
Loudoun County	413,546	16.4%
Manassas City	41,757	1.7%
Manassas Park City	16,636	0.6%
Prince William County	465,498	18.5%
Total	2,520,543	100.0%

- III. FAIR SHARE ALLOCATION: The population numbers in part II are multiplied by \$2.25 to arrive at the Fair Share Allocation for fiscal year 2022.

Jurisdictions	Amount
Alexandria City	\$ 358,092
Arlington County	\$ 544,842
Fairfax City	\$ 53,872
Fairfax County	\$ 2,572,937
Falls Church City	\$ 32,245
Loudoun County	\$ 930,479
Manassas City	\$ 93,953
Manassas Park City	\$ 37,431
Prince William County	\$ 1,047,370
Total	\$ 5,671,221

Enclosure 3

NORTHERN VIRGINIA COMMUNITY COLLEGE
Local Capital Outlay Budget Fiscal Year 2021 and 2022
Fair Share Allocation

- IV. Comparison of Fiscal Year 2021 and Fiscal Year 2022 Requests:

Jurisdictions	Fiscal 2021	Fiscal 2022
Alexandria City	\$ 362,363	\$ 358,092
Arlington County	542,320	544,842
Fairfax City	55,242	53,872
Fairfax County	2,578,450	2,572,937
Falls Church City	32,535	32,245
Loudoun County	914,299	930,479
Manassas City	94,619	93,953
Manassas Park City	37,188	37,431
Prince William County	1,041,853	1,047,370
Total	\$ 5,658,869	\$ 5,671,221

TAB 11



Northern Virginia Community College

Agenda Item 3.4

September 14, 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 Parking Plan 2020-2022 Biennium

Item Description

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

“Colleges shall establish a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for the construction, repair, and maintenance of college parking facilities approved by the College Board, which shall be submitted to the Chancellor by July 1 of each new biennium.”

Overview and Background

On a biennial basis, the Local Board reviews the proposed Auxiliary Parking Plan for the next biennium.

Funding/Financial Implications

The proposed plan aligns with the projected budget for the 2020-2022 biennium.

Past Actions of the Board

Every two years, the Local Board is requested to review and approve the proposed Auxiliary Parking Plan for the next biennium.

Recommendation 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 approves the attached Auxiliary Parking Plan for the 2020-2022 biennium.

Action Responsibility:

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



Virginia Community College System
Auxiliary Reserve Plan for College Parking Facilities
2020-22 Biennium (FY 2021 and FY 2022)

FY 2021

College: Northern Virginia Community College

A. Projected FY '20 Parking Reserve Balance (June 30, 2020) \$ 30,580,260.00

FY '21 Planned Use of Funds (thru June 30, 2021)

Project Description

Budget

1	AP-2 Beauregard Garage Retaining Wall	\$ 20,000.00
2	Dawes Garage Signage	\$ 20,000.00
3	Metered Parking Lot Re-Paving	\$ 125,000.00
4	B15 Parking Lot Re-Paving (Full Depth Reclamation)	\$ 300,000.00
5	CP Elevator Modification (HVAC)	\$ 198,374.00
6	Additional Projects (See Continuation Sheet)	\$ 1,687,000.00

B. FY '21 Planned Use of Funds Total \$ 2,350,374.00

FY '21 Projected Revenue (thru June 30, 2021)

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 1,500,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ 2,500,000.00
3	Local Government Contributions	\$ -
4	Interest	\$ 50,000.00
5	Auxiliary Reserve	\$ 2,000,000.00
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '21 Projected Revenue Total \$ 6,050,000.00

D. Projected FY '21 Available Parking Fund Total (A+C) \$ 36,630,260.00

Projected FY '21 (June 30, 2021) Parking Fund
Ending Balance (D-B) \$ 34,279,886.00

Virginia Community College System
Auxiliary Reserve Plan for College Parking Facilities
2020-22 Biennium (FY 2021 and FY 2022)
FY 2022

College: Northern Virginia Community College

A. Projected FY '21 Parking Reserve Balance (June 30, 2021) \$ 34,279,886.00

FY '22 Planned Use of Funds (thru June 30, 2022)

Project Description

Budget

1	CP Elevator Renovation -Phase III	\$ 500,000.00
2	LO B3 Parking Lot Re-Paving	\$ 60,000.00
3	LO B4 Parking Lot Re-Paving	\$ 220,000.00
4	A1 North Lot Mill & Repave (Manassas)	\$ 300,000.00
5	Redo the Lot Designation Flags on the Light Poles	\$ 250,000.00
6	<i>Additional Projects (See Continuation Sheet)</i>	\$ 150,000.00

B. FY '22 Planned Use of Funds Total \$ 1,480,000.00

FY '22 Projected Revenue (thru June 30, 2022)

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 1,500,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ 4,500,000.00
3	Local Government Contributions	\$ -
4	Interest	\$ 50,000.00
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY '22 Projected Revenue Total \$ 6,050,000.00

D. Projected FY '22 Available Parking Fund Total (A+C) \$ 40,329,886.00

**Projected FY '22 (June 30, 2022) Parking Fund
Ending Balance (D-B)** **\$ 38,849,886.00**

Summary	
2018-20 Projected Reserve Balance (June 30, 2020)	\$ 30,580,260.00
2020-22 Planned Use of Funds	\$ 3,830,374.00
2020-22 Projected Revenue	\$ 12,100,000.00
2020-22 Projected Reserve Balance (June 30, 2022)	\$ 38,849,886.00

Date Approved by Local Board: _____

Signed by: _____

Title: President, Northern Virginia Community College

Date: _____

TAB 12



Northern Virginia Community College

Agenda Item 5

September 14, 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: Revision to Local Capital Outlay Budget, for Fiscal Year 2021, to fund an Online Early College High School Pilot Program

Item Description

Re-allotment of FY 2021 Local Capital support funds received from the Fairfax County Board of Supervisors to fund the NOVA Online Early College High School Pilot Program for Fairfax County Public Schools (FCPS).

Overview and Background

Northern Virginia Community College makes annual requests for Local Capital Outlay Fund contributions from our local jurisdictions each September for the coming fiscal year. This past regular session, the Virginia General Assembly acted to amend Section 4.400 of the State Code to remove this local capital support requirement for *existing* college campuses. Beginning in early August, President Kress has held discussions with Fairfax County Executive Bryan Hill on the possible re-direction of the County’s FY2021 capital support to fund an online early college high school pilot project. The detailed proposal (Case Statement) is provided behind TAB XX. The pilot program will provide academically qualified seniors in the FCPS system, including those already in dual enrollment classes, with the opportunity to take up to two additional college courses online from NOVA at a third the cost of tuition. Subject to annual evaluation and review, the intent is for this new alignment of our local partnership with Fairfax County to be ongoing, to grow as driven by student need and to expand to include other school systems as agreements can be initiated and concluded with a target of the Fall 2021 semester.

Funding/Financial Implications

Subject to supporting action by the Fairfax County Board of Supervisors, the administration recommends that \$.50/capita of the \$2.25 per capita in Local Capital provided be preserved as a “carve-out” to support the IT Employment Pipeline (Workforce) initiative, already approved by the County Board, and the remaining funds be used to fund up to two courses over the academic year for interested and eligible FCPS high school seniors. Staff estimates that approximately 4,000 to 6,000 of the 14,000 seniors in the FCPS system will take full advantage of this opportunity (or some combination of students taking one or two classes). Assuming the higher level of participation, the County’s FY2021 commitment to NOVA (\$1,145,978) would fall short of the funding necessary to serve 6,000 seniors by approximately \$250,000. With Board approval, the College will absorb this shortfall from the existing balance of local capital outlay funds.

Past Actions of the Board

The Northern Virginia Community College Board, in September 1976, approved a formula for allocation of fair share requests based on the population of participating jurisdictions. The Board revised the allocation formula in September 2013 by approving the administration request to use \$2.25 times the participating political jurisdiction's population to calculate the jurisdiction Fair Share allocation. On September 16, 2019, using this formula, the College Board approved asking Fairfax County for \$1,145,978 in Local Capital Outlay Support. The Fairfax County Board of Supervisors approved this request as part of their FY2021 Budget and will be asked by the County Executive to revisit this funding as a part of the FY2021 Carryover Review on September 22, 2020.

Recommendation 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 approves the re-allotment of Fairfax County's Local Capital Outlay support for fiscal year 2021 to fund the NOVA Online College High School Pilot Program for Fairfax County Public Schools; subject to like action by the Fairfax County Board of Supervisors. The College Board also approves the re-allotment of up to an additional \$250,000 in Local Capital Outlay balances to fully fund the pilot program. The Northern Virginia Community College Board further directs the President to submit this re-allotment to the State Board for review.

Action Responsibility:

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

Sheri Robertson
Acting Chief Academic Officer
srobertson@nvcc.edu (703) 323-3087

Dana Kauffman
Director, College Government Affairs
tkauffman@nvcc.edu (703) 629-8637 Cell