Members Present: Mr. Lynn Bowers - Dean of Learning and Technology Resources & IT, Dr. Mark Kidd - Dean of Students, Dr. Molly Lynch - Dean of Communications Technologies and Social Sciences, Ms. Essala Lowe - Director of Campus Operations, Dr. Roger Ramsammy - Provost, and Dr. Diane Mucci - Interim Dean of Science and Applied Technologies, and Ms. Serife Turkol – ACLI Coordinator

Absent: Ms. Heidi Adamson – Director of Enrollment & Academic Administration

Guests: Mrs. Jenni Barlet - Enrollment & Academic Administration, Ms. Yvonne Carey – Human Resources, and Ms. Emily Southers – Business Office Manager, and Lt. Dave Smith – Campus Police

Combining Support Staff for Credit & Developmental Math

Mr. Bowers and Dr. Mucci have been in discussion and wanted to bring to the table the idea of combining the support staff for credit and developmental math together. Mr. Bowers reported that neither department individually can provide the necessary hours for math labs and tutoring to operate well enough to meet the needs of the students. By combining the two units, they will be able to meet the needs to support the students.

Dr. Ramsammy asked Dr. Mucci and Mr. Bowers to look into and further discuss the usage of the testing center and math lab usage of testing and to see if the test being administered in the math labs can be done in the testing center. In addition, Dr. Ramsammy advised that a meeting with faculty take place before a decision is made.

Budget

Dr. Ramsammy reported that the budget originally projected will be further decreased based off of declining FTE.

PCI Meeting

Dr. Ramsammy shared that Dr. Molly Lynch will host the next PCI meeting on August 4, 2015.

Senior Registration

Dr. Ramsammy reported that Associate Dean, Steven Rakoff will now assist with handling senior registration along with Meghan Killoran in enrollment services. This will make the process easier for seniors who register late.
**Business Office**

Ms. Southers reported that the business office has made an adjustment to the refund and forgiveness of debt after the deadline policy due to discovering that there were issues with financial aid and SAP approval with the old process. She explained that if the reason was college error, then the grade would be removed but if there were mitigating circumstances, the “w” grade will remain but the refund and forgiveness of debt can still be processed.

In addition, Ms. Southers reminded staff that parking permits are due on August 1, 2015 and tuition is due on July 27, 2015.

**ACLI**

Ms. Turkol reported that ACLI registration will begin August 3rd and classes will start on September 1, 2015. She also reported that Workforce is switching to a new enrollment system called WES - Workforce Enterprise System. Phase 1 will begin on September 3rd and will transition completely to WES by the spring semester.

**Academic Administration**

Mrs. Barlet reported that academic administration is focusing on outreach strategies for the adult population.

Dr. Ramsammy asked that academic administration begin strategizing and prepare to plan for an event open to the community to come on campus and learn about all the resources and availability we have for their educational needs. Dr. Ramsammy stressed the importance reaching out to our community and providing all the necessary information on the services NOVA can offer to adults.

In addition, Ms. Barlet briefly discussed Convocation and requested any ideas or suggestions for door prizes from our local businesses.

**Human Resources**

Ms. Carey reported that most of the full time hire packets have been completed and continuing to work on restricted hires.

Ms. Carey shared that VCCS had a task force administered on the Admin and Professional Faculty Evaluation process. She reported that they are conducting presentation and webinars and wanted to make sure that professional faculty were aware of the presentations and provided there feedback.

Ms. Carey suggested that when new org charts are updated, that we list everyone from faculty to P-14. She advised that position numbers should be listed to help assist with position control.
**Campus Police**

Lt. Dave Smith introduced himself as the new Lieutenant for the Woodbridge and Manassas campuses.

**Communication Technologies & Social Science**

Dr. Lynch reported that Dr. Mucci and the two Associate Deans are working on information packets to give to faculty at start up that will help guide them and answer questions they may have.

**Student Services**

Dr. Kidd reported that he attended a training regarding “free speech and expression”. Dr. Kidd advised that he will be reaching out to make sure that free speech and expression is understood by faculty and staff across campus.

**Campus & Community Relations**

Mrs. Young reported the following outreach events:

- August 15, 2015 – Community Night at Potomac National Stadium
- September 27, 2015 – Manassas Campus is sponsoring the Latino Festival
- October 1, 2015 – Chairman Debate between the two candidates for the Board of County Supervisors
- October 3, 2015 – GLC is hosting a Fiesta in celebration of Hispanic Heritage Month

In addition, Mrs. Young announced that NOVA Manassas is now on twitter under the name Novamanassas1.

**LTR & IT Support**

Mr. Bowers reported that permanent cameras will be installed in each conference room. In addition, Mr. Bowers reported that the language for hybrid testing has been modified to include that “all exams have to be done in classrooms”.

*Meeting adjourned at 11:04 am.*