Members Present: Executive Vice President Dever, Associate Vice President Gabriel, Dr. Guererra, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Mr. David Courter represented Vice President Baker. 
Dr. Bruce Mann represented Dr. Saperstone.

Guests:
Mr. Jason Oh, project manager for Roam Secure Alert Network. Other representatives from Roam Secure Alert Network were also in attendance.
Ms. Sushie Rath, Nova Connect Support Services.

Emergency Text Messaging:
- Dr. Sachs discussed NOVA’s purchase of a text messaging system to provide direct communication to the college community. Representatives of Roam Secure Alert Network, led by Mr. Jason Oh, project manager, provided a presentation on this system.
  - A steering committee will develop a protocol for utilizing this emergency alert system. This committee will be charged with providing its proposal to the Administrative Council in September.
- Dr. Sachs provided a summary of NOVA’s emergency alert channels that are presently available as well as those that are anticipated in the near future.

Campus Highway Radio Systems:
- Dr. Sachs stated that, as soon as the final frequencies are received from the FCC, these systems can be implemented.
- He noted that highway sign placement will be determined by VDOT. These signs will designate the channel.
- The recorded message available will be specific to each campus & will only be 1-2 minutes long. They can easily be changed.

Enrollment Management & Student Success:
- Summer Enrollment
  - Dr. Gabriel reported that the 6% increase in FTES for Summer 2007 over Summer 2006 is holding steady.
- Fall registration
  - Dr. Gabriel advised that comparing the Fall 2007 FTES and the Fall 2006 FTES is problematic as the registration trends have been very different for these two sessions. Once enrollment cancellation is completed on August 4, a more accurate comparison will be possible.
  - Letters from the college have been sent to those students who have not paid. Dr. Guererra noted that, of the students contacted by the Alexandria Campus staff, a number had not paid in anticipation of financial aid.
assistance. Dr. Dever will provide clarification on the process for placing a Do Not Drop indicator on the records of financial aid applicants.

- Dr. Templin distributed a status report on NOVA’s Capital Outlay projects for FY 2003-08. He noted that the institution has realized significant success in this area.

Convocation:
- Dr. Templin will address the Achieving the Dream initiative in his remarks to the college community.
- Dr. Gabriel stated that the campuses will receive preliminary data soon on each of the tracks used for this initiative.

Review of the “Green” Principles:
- A statement of principles developed by the NVCC Committee for Environmentally-Friendly Construction was presented for consideration by the Administrative Council. The intent of these principles is to incorporate sustainable, environmentally sound best practices and resources in new construction and renovation projects and to include environmental considerations among top priorities in maintenance and operations.
  - In new construction and in renovation projects, environmentally friendly, energy-efficient principles and practices will be a major consideration.
  - NOVA will use energy and water efficiently, promote good environmental quality both indoors and out, and use sustainable and non-toxic materials whenever possible.
  - NOVA will give significant priority to energy efficiency and environmental impact when purchasing equipment, materials, and supplies.
  - NOVA will seek to institute and maintain an effective recycling program.
  - NOVA will seek to increase awareness of sustainable principles and practices among its faculty, staff, and students.
- It was agreed that the LEEDS principles (Leadership in Energy and Environmental Design) should be considered in all planning for new construction and renovation.
- The Administrative Council endorsed the statement of principles. Dr. Templin will request that the present committee continue to serve for the 2007-2008 academic year and that it recommend a structure, membership, and charge for a standing committee. This standing committee will be responsible for monitoring the college’s efforts in the areas noted in these principles.
- A communications campaign to make the college community aware of NOVA’s commitment to these principles is needed. Dr. Templin noted that this is a project that belongs to everyone.

Allocation of Perkins & College Tutoring Funds:
- Dr. Dever discussed NOVA’s earlier decision to focus its Perkins activities on improving retention through peer tutoring in selected English, ESL, and mathematics classes. In the last two years, M&O funding has also been allocated
to this project; both the Perkins and the M&O funding have been increased for FY 2008.

- At the beginning of the Perkins Peer Tutoring Program, the funds were distributed based on the number of students enrolled in selected ESL and English courses. Dr. Dever noted that, due to various factors including adding peer tutoring in math to the program, questions have arisen about the adequacy of the old distribution formula. Four options were offered for distributing the funds in 2007-2008:
  - Option 1. Maintaining the original distribution formula.
  - Option 2. Basing the formula on the fall FTES.
  - Option 3. Using the average (mean) of the first two methods. This was suggested as a way to transition from option 1 to option 2 before going completely to option 2 for 2008-2009.
  - Option 4. Utilizing option 3 and designating $25,000 for assessing the outcomes of this program. It was agreed that a common methodology for assessing this program throughout the college is needed as is a methodology to assess the return on the college investment.

- In reviewing the data, there were questions about the way MEC FTES was allocated to Annandale. In collaboration with Ms. Rosen, Drs. Dever and Gabriel will review these data and report back to the Administrative Council.

- The Administrative Council endorsed the fourth option.

Commencement Review. Discussion Deferred.

Unsuccessful Attempted Registration Report:

- Ms. Sushie Rath of NovaConnect Support Services provided a presentation on the NVCC Unsuccessful Attempted Registration Report. Dr. Dever noted that this report is a customization adapted from a JSRCC model.
  - The report provides data on unsuccessful registration attempts when a class is full and tracks whether or not the student is subsequently successful in getting into the course.
  - Using the various queries and reports available in this function, data can be collected on students’ attempts to register for another section, the sections that fill most quickly, the courses showing the highest unsuccessful enrollment attempts, and the students who are lost to the college.
  - Ms. Rath noted that the number of failed attempts to register in a specific course greatly decreased in Spring 2007 as compared with Spring 2006.
  - Dr. Gabriel advised that this information will be updated each week on Monday and Thursday.
  - Ms. Rath is available to meet with the various campuses regarding the utilization of this report.

- Dr. Dever noted the correlation between the decrease in failed attempts and the increase in enrollment for Spring 2007. The focus on increasing course capacity has had very positive results.
• He noted the usefulness of the report as a tool for identifying demand in future schedule planning as well as helping to identify areas where additional faculty are needed.
• Dr. Sachs stated that Resource 25 is an excellent tool for ensuring the most efficient use of space.

Submission of Draft Goals & Outcomes 2007-08:
• Dr. Gabriel distributed the timeline for the annual planning and evaluation cycle. He noted that the draft 2007-2008 goals are due today with the final document due on September 15.

The Administrative Council received a copy of “A Marketing Campaign: Financing Northern Virginia Community College.” This 2006 document was provided by the Office of Finance and Administration.

The next meeting of the Administrative Council will be Tuesday, August 7, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
International Travel Processes & Procedures- August 7
Telecommuting Policy Recommendation – August 7
Vice President of Financial & Administrative Services - August 7
Annandale Schematic Designs Phase VI
Chancellor’s Annual Planning Retreat – August 8-10