Members Present: Acting Vice President Courter, Executive Vice President Dever, Mr. Foley, Interim Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Hinton, Vice President Sachs, and President Templin.

Dr. Jim McClellan represented Dr. Gueverra, and Mr. Gerald Boyd represented Dr. Saperstone.

Guests: Ms. Geri Dolan, College Events Manager
Mr. Milan Hayward, Special Assistant for Career and Technical Education
Dr. Paul McVeigh, Associate Vice President for Global Studies and Programs

Student Access and Success:
- Student Access
  - Dr. Gabriel provided the Daily Enrollment Report for Spring 2008 as of January 8, 2008. The data indicate a 5.3% increase in FTES over the comparable date in Spring 2007. He advised that the large number of students dropped during the cancellation process on January 8 should be considered in terms of the very large number of enrollments during the prior weekend.
  - He stated that more accurate numbers should be available by January 10 and that he is available to discuss campus internal numbers with the provosts and division deans.
  - Dr. Templin noted the importance of NOVA’s continuing enrollment growth as the General Assembly begins to address the state’s higher education needs.

Achieving the Dream:
- Dr. Templin discussed the importance of each campus and ELI reporting to the Administrative Council not only on specific Achieving the Dream activities, but also on special areas of interest or distinctive possibilities that are being considered for this initiative. Also included in these discussions should be the integration of related activities and strategies already in place that align with the focus group findings and data analysis.
- It was agreed that the Core Team should periodically present a substantive report on the status of the initiative. Clarification of the decision making process for AtD recommendations is also needed.
- Dr. Templin will meet with the AtD Core Team to discuss issues related to governance and communication so that there are clear ground rules on roles, responsibilities, and lines of communication across various efforts and entities.
- NOVA’s representatives to the Strategy Institute in February will report back to the Council on strategies that appear to best support this college initiative.
Employment Background Checks:

- Dr. Dever reviewed the new employment policy requiring background checks at all VCCS colleges. This policy was effective for all of NOVA’s new hires as of January 1. The intent of the policy is to promote a safe environment and protect the welfare of students, employees, and visitors to the college.

- Human Resources is overseeing the process and has retained Castle Branch to process the background checks. A 72-hour turnaround is expected. Applicants will have the option of submitting the required information directly on-line to Castle Branch or by fax or hard copy to the college Human Resources Office. Although some problems developed with the initial processing of on-line submissions, these are expected to be corrected soon.

- At the request of the Administrative Council, Dr. Dever convened a meeting of deans and HR representatives to discuss the impact of this policy on faculty hires, especially adjunct hires. Notes were provided about the meeting as well as the general communication about the topic from Human Resources. Dr. Dever was asked to convene the group at a later point in the semester to assess how the process is working and to address any remaining issues.

- Ms. Pam Becker, Associate Director of Employment, is the point of contact for any questions or concerns regarding this policy.

- The Human Resources Department will be requested to provide information on this topic to the College Senate and the Campus Councils. Information regarding the implementation of this new policy will also be put in the Intercom.

Virginia General Assembly Campus Visits:

- Geri Dolan distributed an information packet for NOVA’s campus visits to the General Assembly. She will be making appointments with the legislators and will need the names of all attendees.

- Dr. Templin will provide council members with a revised communication outlining NOVA’s 2008 Legislative Priorities.

- Dr. Templin noted the importance of NOVA being highly visible during this up-coming session of the General Assembly.

Business-Higher Education Conference – January 18:

- Dr. Templin noted the importance of NOVA having a strong presence at this event.

- Transportation will be provided. A list of attendees should be forwarded to the President’s Office as soon as possible.

International Travel:

- At its August 14th meeting, the Administrative Council approved, in concept, the proposed Faculty and Staff International Travel Policy and Procedures. This effort has been undertaken in response to the college’s increase in international travel resulting from various internationalization projects and the need to have in place
comprehensive policies and procedures and a clearly delineated structure for accountability.

- These policies and procedures, intended to build on existing policies and procedures, apply specifically to the different kinds of travel that faculty and staff may plan as individuals or with students as a part of the institution’s focus on international activity. The intent of this policy is not to restrict travel but to support expanded international opportunities.

- The following changes to the Administrative Services Procedures Manual (ASPM) and/or Faculty Handbook sections on international travel were recommended:
  - Change from 21 to 30 days the time prior to travel that the Travel Request and other require documentation must be submitted to the president. (ASPM)
  - For consistency and alignment with the state, adopt the Commonwealth Accounting Policies and Procedures (CAPP) Manual definition for international travel, i.e., “International travel consists of all travel to areas outside of the 48 contiguous United States.” (ASPM and Faculty Handbook)
  - Insert the approved policy in the Faculty Handbook in Section 3 and in the ASPM in Section 5.
  - Information contained in the Handbook: Field Trips and Courses will be superseded by these revised policies and procedures.

- It was noted again that the president has sole authority to approve international travel associated with the college, regardless of purpose, funding source, or destination. If more than three people are going abroad, the signature of the Secretary of Education is required.

- The office of Global Studies and Programs serves in a consulting capacity as well as monitors the trip reports required within the 60 days of return. This office will serve as a repository as to what is happening in the college’s international efforts.

- Dr. McVeigh noted that procedures for study abroad programs have been identified as an area for further review.

- The Administrative Council will revisit this topic for approval at its January 22nd meeting. Prior to that meeting, the provosts will review the proposed policy with their staffs, and Dr. Dever will review it with the Chair of the College Senate.

- Once approved, Dr. McVeigh will prepare an article highlighting the main points of this new policy for publication in the Intercom. He will also present it to the Academic Deans Council.

Governor’s Career & Technical Academy in Arlington:

- A grant to establish a Governor’s Career and Technical Academy in Arlington was recently announced by Governor Kaine. This is one of six academies in Virginia that will provide special instruction in STEM disciplines (science, technology, engineering, and mathematics). The academies are being developed as partnerships among school divisions, employers, business organizations, and colleges and universities. The academy’s focus on career preparation for students
is aimed at providing communities with the highly skilled workers necessary to compete in the global economy.

- The academies will build on existing programs at the high school and postsecondary levels and will serve as models for career and technical education programs that expand options for students and equip them with the knowledge, skills, and credentials required for high-demand and high-wage careers.
- Mr. Milan Hayward, Special Assistant for Career and Technical Education, will coordinate this grant with Arlington County Public Schools. He noted that this joint effort aligns with NOVA’s Strategic Vision 2015: Gateway to the American Dream in the areas of Access, Student Success, Partnerships, and Leadership.
- Prior to an organizational meeting of the partners involved in the academy in Arlington, Mr. Hayward will convene an internal strategy group of NOVA personnel. Although focusing on the Arlington model, this group may also consider future possibilities for other school divisions. He noted that this model provides a good opportunity to spotlight the strengths of the individual campuses as they contribute to this college-wide effort.
- Dr. Dever advised that focusing on the desired outcomes of this effort might be useful in developing an organizational plan. This would include clarifying the value added for students who participate in this academy, as well as defining relationship outcomes for NOVA with the school systems, area employers, and other interested parties.
- Mr. Hayward advised that this academy model provides the opportunity to develop a new instructional delivery system for NOVA as well as creates a new level of dialog with the public schools.
- It was agreed that a periodic reporting process for this project should be established.

Vice President of Financial & Administrative Services Search Process:

- Mr. Randall Edwards will chair the Search committee for the position of Vice President for Finance and Administration. Dr. Tardd will represent the Administrative Council on this committee.
- Dr. Charles Downs will chair the search committee for the position of Provost, Medical Education Campus. Dr. Gueverra will represent the Administrative Council on this committee.
- Dr. Dever will chair the Administrative Council’s interviews of the candidates for both positions.

Other:

- NOVA’s art faculty will have a joint exhibit with the art faculty of Yuhan College from Seoul, South Korea. This exhibit, “Art Crosses the Sea,” will be in the Verizon Gallery in the Ernst Cultural Center from January 15-30. An opening reception is planned for January 15 from 6:00-8:00 p.m.
- Dr. Gabriel provided banners for each of the campuses using NOVA’s new logo. These banners should be used as background for any published photographs.
- Information cards regarding MRSA were provided to the provosts.
Vice President Gary announced that NOVA has won an Security Exchange Commission contract to train its Washington, D.C. paralegal staff.

The next meeting of the Administrative Council will be Tuesday, January 22, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Commencement Report
Student Activities Proposal
2008 Marketing Plans
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
College/Campus Student Success Plans
Green Idea