Members Present: Mr. Chamberlin, Dr. Dever, Ms. Dimkova, Dr. Edwards, Mr. Foley, Dr. Gabriel, Dr. Hinton, Dr. Leidig, Dr. Maphumulo, Dr. Saperstone, and Dr. Templin.

Mr. Gary was represented by Ms. Esther Perantoni
Dr. Sachs was represented by Dr. Jennifer Lerner
Dr. Hill was represented by Mr. Michael Turner

Guests:
Dr. Beth Harper, Associate Vice President for Student Services and Enrollment Management
Mr. Dana Kauffman, Director of College Government Affairs
Ms. Joan Zanders, Director of Financial Aid

Access

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2011, as of July 26, 2011, shows no change since the comparable date for Fall 2010.
  - Dr. Gabriel noted that our challenge is to reach out to these students and connect them to the information and services they need.
  - The following actions were agreed upon concerning fall enrollment:
    - Dr. Gabriel will create communications to students who have registered but not paid, indicating that the college has a deferred payment plan, and that campus business offices will work with students who need assistance applying for deferred payments.
    - Ms. Dimkova will work with business managers so that they are prepared to assist students with deferred payments.
    - Efforts will be made to try to make the deferred payment plan more prominent on the college’s web site.
    - Dean Turner will share the Woodbridge Campus Enrollment Action Plan with all provosts and other deans of students for their review and action as appropriate.
    - All campuses will be sure that their high school outreach offices are following up with recent high school graduates who have applied for admission but who have not registered and/or paid for the fall semester.
    - All campuses will initiate evening telephone calls to students who have registered but not paid. Those needing authorization to have employees work overtime, have that authorization. Those who need additional resources for evening calls will be reimbursed for part-time employees making evening calls. A request for reimbursement and a transfer of funds should be made to the President’s Office.
    - Provosts and deans will consider the potential of reviewing “Keep/Cancel” earlier to free up space for higher demand courses, if necessary.
    - Dr. Dever and Ms. Zanders will work with Dean Turner in determining whether campus financial aid staff have access to view the status of student awards and notes regarding missing documents on financial aid screens.
    - ELI and the college Marketing and Communications offices will continue their marketing of on-line courses to adult learners.
    - Dr. Templin will continue to work with other offices in seeking additional actions addressing fall enrollment.
Student Success – Follow-Up From Administrative Council Retreat
Deferred to August 2nd Meeting

Financial Aid Status Report

- The new outsourced Financial Aid Support Center through Blackboard Student Services is scheduled to go live on October 5, 2011.
- A Council for Financial Aid has been created. Dr. Jennifer Lerner is chairing the Council. Leadership for financial aid must come from both the Central Financial Aid Office and the Deans of Students. Dr. Hill represents the provosts on the council.
- Mr. Billy Ray Davis has been retained as the new Financial Aid Assistant Director for Communications. He will be working to improve Financial Aid communications from the viewpoint of the student and the parent.
- Financial Aid has experienced exponential growth over that last five years:
  - Financial Aid disbursements have increased 423%.
  - Applications have increased 138%.
  - Pell Grant volume has increased by 307.5%.
  - The percentage of NOVA students receiving financial aid is now 22.3%.
  - In the past five years NOVA has grown 25% in enrollment, but financial aid awards have grown 124%.
- In order to determine the ultimate size and extent of financial aid that NOVA should be targeting, we need to obtain metrics from community colleges serving comparable demographics. Dr. Gabriel will work with Ms. Zanders in obtaining these data.
- Dr. Templin noted that we need to disaggregate the data concerning students who receive financial aid packages but do not accept and register.
- Dr. Templin noted that this is a good opportunity to involve cross-functional process teams to review the way Financial Aid works at NOVA at both the college and campus levels, along with the new services to be provided by the Financial Aid Support Center.
- Dr. Templin asked that the Council for Financial Aid work with Mr. Bob Moran to begin the process mapping processes, as have been taking place in other areas of the college.

Six-Year Capital Plan – State Board Approval & Next Steps

- Mr. Chamberlin presented an overview of what is anticipated over the next three years as part of NOVA’s Six Year Capital Plan.
  - Projects that are fully funded for construction include:
    - Annandale Phase VI
    - Manassas Phase III
    - Loudoun Phase III
    - Woodbridge Phase III
    - Woodbridge Support Services
    - Loudoun Higher Ed Center
    - Tyler Replacement Building
    - Brault Renovation/Addition
  - Projects that are likely to be funded include:
    - Woodbridge Workforce Development Center
  - Projects which may be funded with private financing include:
    - Alexandria Student Housing/Student Center
    - Three Garages: Woodbridge, Annandale, and Loudoun
There are also General Funds projects that we will be seeking support for including in the Governor’s State Budget, such as the Annandale Phase VII Student Center, and renovations to the following buildings:
- Loudoun Reynolds.
- Manassas Howsman Colgan.
- Alexandria Bisdorf II.
- Woodbridge Seefeldt.
- Annandale CG.
- Major mechanical and engineering renovations at the Alexandria Bisdorf Building.

Projects on the horizon include Reston Campus/Center, Loudoun Campus/Center, MEC Expansion, Arlington Campus/Center, and Woodbridge Student Center/Athletic Center.

Mr. Chamberlin noted that a comprehensive fee is being considered as a way to help fund non-General Fund supported capital facilities projects.

Dr. Templin noted that there is a need for the Administrative Council to discuss in more detail the buildings and planning process. He suggested the Council return to this discussion at a future meeting, and consider retaining outside expertise to help inform and guide in the process.

**Convocation**
Deferred to August 2nd Meeting

**Student Excellence & Achievement Banquet**
- A recommendation has been made to recast the annual Who’s Who Banquet to include more areas of student excellence; to rename it the Student Excellence and Achievement Banquet
- This request has been reviewed and approved by the Deans Working Group.
- The Administrative Council approved the recommendation.

**Tracking**
- QEP Report – August 2
- Student Success – Follow-Up From Administrative Council Retreat – August 2
- AD/PH Release Time Work Group
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes
- Implementation of the Recommendations on Presidential Commission on College Safety & Security