Administrative Council  
January 29, 2013

**Members Present:** Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Mr. Foley, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Leidig, Dr. Ramsammy, Vice President Sachs, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Dr. Templin thanked the Administrative Council members for their attendance and participation at the recent NOVA Board meeting. He also announced that the current regulation concerning weapons on campus would become effective January 30 and asked Council members to contact Therman Coles with any questions that arise. Mr. Bansal was asked to prepare a briefing to distribute to the college.

Dr. Templin introduced Mr. Bansal who was asked to lead a work group and prepare a briefing for Council members on effective executive team characteristics.

In setting the tone and direction, Mr. Bansal stated the conversation was more about raising the right direction setting questions and offered several:

- How do we translate our educational mission and business strategy into a manageable set of clear priorities?
- How do we create shared ownership of priorities?
- What mechanisms should be put in place to permit appropriate input and involvement on the part of those affected by a decision?
- How do we make sure that we all clearly understand how important decisions will be made?
- How should we ensure that mechanisms are in place to deal with differences of opinion and permit closure on important decisions in a timely way?

Mr. Bansal opened the group discussion by offering key components for success:

- Good communication to identify priorities and look at how to avoid duplication and possible conflict.
- Alignment to look at mutual and measurable goals, driving down the alignment to the division and faculty level, to the “staff at the front.”
- Consensus both from the bottom up as well as the top down.
- Sharing the overall mission and vision.
- Providing clear structures and processes.
- Implementing the Common Good Theory.

The work group came up with six team building themes for discussion: shared priorities, trust, collective support, internal customer service, rewards/penalties and problem solving.

Dr. Templin pointed out the necessity for new problem solving mechanisms. One example he gave was to manage better by using data and with a shared language. He expressed the need to create new conventions, that not everything that needs attention also requires solutions by the entire group all the time. He explained that there was nothing wrong with the thinking that changes must be made, but equally important, was how the change would be done, to find the blind spots and work together to solve the problems.
Dr. Templin summarized that new structures were beginning to form: Provosts are meeting together now; Mr. Bansal and his staff are meeting at campuses on a regular basis; the Administrative Council is setting aside one meeting a month to address an important issue.

Mr. Bansal closed the discussion by proposing an exercise in which each team member would develop a one-page strategic plan for the college and their campuses. Mr. Bansal will put the assignment together and will forward it to each Administrative Council member. Council members will reflect on this task for a discussion at the February 12 Administrative Council meeting.

Dr. Templin reminded Council members that the next work group topic would focus on Student Success policy design and that there would be no Administrative Council meeting the following week.

The meeting adjourned at 12:30 p.m. with the next Administrative Council meeting scheduled for Tuesday, February 12, at 9:30 a.m.