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.

Guests: Ms. Elizabeth Sears, Counselor, Manassas Campus, Mr. Dan Dusseau, Chief of Campus Police, Mr. Steve Brunelle, Emergency Management Coordinator, Mr. John DeGurse, Police Officer, and Mr. Dana Kauffman, Director, College Government and Community Relations.

Update on the Loudoun Campus

Dr. Leidig welcomed Council members and presented a power point to introduce new campus leadership that includes: Ms. Riley Dwyer, Dean of Humanities, Mr. Joseph Agnich, Acting Dean of Science, Ms. Debbie Wyne, Acting Dean of Students, Dr. Randy Fournier, Dean of Learning and Technology Resources, Ms. Sally Wrenn, Director of Campus Operations and Ms. Laura Siklo, Director of Off-Campus Sites. Dr. Leidig also provided a comprehensive update on new campus initiatives, the growth of the Loudoun campus, and new buildings on the horizon.

Loudoun County boasts 9,500 businesses, including 85 international businesses, 900 federal government contractors, with $100 million invested each year in biomedical research. It is a major hub for the country’s national data centers, with more than 50% of the world internet traffic passing daily through Loudoun County. Loudoun County has one of the youngest populations in the metropolitan area with 50 new schools opened since 1990.

Distinctive programs currently at the Loudoun campus include:
- Geographic and Geospatial Information Systems
- Biotechnology
- Music Recording Technology
- Interior Design
- Communication Design
- Historic Preservation
- Early Childhood Education
- Veterinary Technology
- Horticulture

The University of Virginia Bachelor of Interdisciplinary Studies is in its second year at the Loudoun campus, with two cohorts of 12-15 students admitted annually. The Summer Geospatial Leaders Workshop is in its third year. A SySTEMic Solutions Robotics Camp at the campus hosted 350 participants, was oversubscribed in large numbers, and led to a demand for a robotics club at every elementary, secondary and high school in Loudoun County.

A new partnership has been formed between NOVA and George Mason University at Signal Hill and a campus groundbreaking will take place in the near future on the new Higher Education Center.
Access

- **Fall Enrollment**: Dr. Gabriel distributed the weekly Fall enrollment figures which showed a slight increase of .6 percent when compared with the same time period last year. The VCCS FTE average for all colleges in the system was a negative -3.05.

Student Success

Dr. Gabriel explained that OIR has shifted student calls from recruitment to asking about what the registration problems students were encountering and then helping to either resolve the issues or direct them to the appropriate offices for solutions. As a result, 5,700 students were recovered from an original drop of 9,000. He stated that the communication to students about the payment process needs major improvement. He also identified several other specific areas connected to the payment process. He will collect the current data for further discussion at the next Administrative Council meeting.

Dr. Gabriel reminded Council members that the SLO reports would be due December 30, and that an e-mail would be sent out shortly from OIR to begin the process to organize campus workshops.

Clery Act Update

Mr. Bansal introduced the discussion on the Clery Act and briefly explained several of the far reaching implications to NOVA. Mr. Bansal advised that recently the penalties for noncompliance had become severe with several notable institutions of higher education being fined significant amounts of money. Mr. Bansal then introduced Mr. Stephen Brunelle and Police Chief Dan Dusseau who provided a comprehensive overview of the Clery Act as it presently applies to NOVA.

The presentation culminated with several requests including the establishment of a NOVA Clery Committee that would ultimately draft college policies to maintain full Clery compliance. Of note was the need to establish and oversee policies and procedures to track many of the NOVA community initiatives with Clery reporting requirements such as non-campus locations, Campus Security Authority training, athletic games and activities, student club activities, international student housing, travel abroad, and workforce development activities to name a few.

Dr. Templin directed the group to identify specific steps or targets for the Clery Committee, with specific charges, milestones, and timelines for completion.
Parking & Transportation Services

Dr. Templin highlighted the need to begin thinking strategically about the increased difficulties connected with parking, and the student presence in the neighborhoods, especially at the Annandale campus, and increasing at others.

Mr. Kauffman provided some basic facts about parking: the college relies on revenue from the parking permit system or other non-state funding streams to build and maintain parking lots and parking structures as state funds may not be used; parking is a finite resource and comparatively inexpensive when compared to other institutions like George Mason. The college must look to Fairfax County to put neighborhood parking restrictions in place when students choose not to park on campus. Roughly half of the college’s students do not purchase parking permits, resulting in problems like those experienced at Annandale where students park along Wakefield Chapel Road, with lines of cars extending more than a half mile away from the campus.

Dr. Templin proposed a task force to move forward with a two-stage process: addressing more immediately the Annandale parking issues and moving from there to look at the matter of transportation in a broader context and adding more college-wide representatives to interface with Board members and the local community. Ultimately, the task force will look at how the college is dealing with mass transit, how we make use of shuttles, where they fit and where they don't, and a looking at a comprehensive fee with a strategy that makes sense for all students. Beginning this Fall the task force needs to be in a position to develop a solution to Annandale and by February a final plan ready for approval by the Board.

Year-End Budget Results and Carry Forward Balances

Ms. Dimkova distributed a breakdown of all of the college revenue budgets and their fiscal year end balances, and explained which funds were local, which were state, and how each fund could be utilized. She also stated that NOVA's fiscal year 2013 actual expenditures were below the revised budget resulting in a positive carry forward for fiscal year 2014.

The carryover amount of 4.7 million dollars, if VCCS approval is received, could now be used to fund projects that were implemented in the previous fiscal year, but not yet paid. Dr. Templin asked that Council members bring large ticket items to the table to make allotment decisions. At the same time, he cautioned Council members that enrollment growth has to be in the area of 3 percent and if not at that level budgetary adjustments would need to be made.

Dr. Templin indicated that all of the budgets would be pulled together in November to develop a local budget spending plan, with continued capital growth, maintain parking, implement a comprehensive fee structure and not lose a necessary component along the way. In addition, discussions need to take place on the enrollment shortfall relative to the budget.
2013-2014 All USA Student Nominations

Ms. Libby Sears, Counselor at the Manassas campus, shared her thoughts on developing a comprehensive process to ensure that all of the college’s awards programs are well coordinated and that all qualified students are identified and nominated to receive awards. Ms. Sears plans to visit all of the campuses to speak at the honors receptions to promote the All USA Award, the Jack Kent Cooke Foundation Scholarship and the Georgetown Preferred Admission Consideration program. Dr. Templin asked that the Provosts send the honors program campus contacts to Ms. Hurst and he asked that honors coordinators confer with the Provosts to solicit nominees. Dr. Gabriel will craft communication to be sent out to all students as well as communication specifically tailored for use by the Provosts.

2013-2014 Committee Appointments

Dr. Templin, with assistance from Ms. Hurst and Ms. Flowers, gave an update on the status of the college-wide committee appointments. There remain only a few slots to be filled and those are being addressed.

President's Town Hall Meetings

Dr. Templin distributed the town hall meeting scheduled for all the campuses. The dates and times are:

- November 6 11:30 am – 12:30 pm ELI
- November 6 2:00 pm – 4:00 pm Annandale Campus
- November 7 9:00 am – 11:00 am Loudoun Campus
- November 8 9:00 am – 11:00 am Alexandria Campus
- November 13 1:00 pm – 3:00 pm MEC
- November 18 10:00 am – 12:00 noon Woodbridge Campus
- November 25 10:00 am – 12:00 noon Manassas Campus

Chancellor's Fall Listening Tour

Dr. Templin announced that the Chancellor’s Fall Listening Tour will take place November 12, starting at 10:30 a.m. at the Annandale campus. Chancellor DuBois will be conducting seven of these events at various VCCS colleges. It will focus on learning more about meeting the needs of the people, employers and communities that the VCCS serves.

Fall Semester Administrative Council Dates

The Fall semester Administrative Council dates were distributed. They are:

- September 3, 10, and 24 (24th at Manassas Campus)
- October 1, 8, 15, and 22 (22nd at MEC)
- November 5, 12 (following Chancellor’s Town Hall meeting) and Nov 19
- December 3, 10 and 17 (17th at Woodbridge Campus)
Other:

- Dr. Templin stated that the faculty evaluation plan was being revised with suggested VCCS changes and will be sent out again to all faculty for approval.
- Dr. Templin will send out a college-wide e-mail on mandatory training.
- A School Superintendent Summit will take place on September 30 to include George Mason and NOVA.

The meeting adjourned at 1:00 p.m. with the next Administrative Council meeting scheduled for September 3, at 9:30 a.m. at the Fairfax Administrative Center.

Tracking

- Update on Procurement – Sept 24