Administrative Council
February 4, 2014

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

Guests: Ms. April De La Rosa, Division Manager, Facilities Planning, for Mr. Bansal, Dr. Lorinzo Foxworth, Associate Vice President for Workforce Development for Mr. Gary, and Mr. Dana Kauffman, Director of College Government and Community Relations.

Access

- **Spring Enrollment:** Dr. Gabriel distributed the enrollment figures for the week of February 4 which showed zero growth when compared to the same time frame last year. The VCCS average picked up slightly to 0.14 percent.

Dr. Templin stated the majority of the meeting would focus on the six policy changes and what resources will be required and expectations from Council members and campus implementation teams.

Student Success

- **FY 14 & FY 15 Budget Requirements for Student Success Policy Changes:**

Dr. Gabriel distributed a draft of the ATD policy changes resource needs divided into two time periods and broken down by campus and by policy. As place holders for a draft budget, it was determined that approximately $500,000 will be needed for the remainder of this year and 1.1 million dollars over the course of the next two year period.

Dr. Templin indicated that there would be some level of recurring costs this year and it was important to track them to have a better feel for these costs in the coming year. Secondly, the resources for facilities will be needed to finalize the budget.

Dr. Templin asked that the Provosts meet with Dr. Gabriel and Ms. Dimkova to: estimate the number of positions needed and the approximate costs to ensure funding is in the right places and the right amounts; the timing on the funding; the facilities requirements map out the costs and timing for these; and produce a draft budget for the Spring semester. He asked that Dr. Gabriel assemble the Provosts with Mr. Bansal and Ms. De La Rosa on space needs for the SDV demand and map them to the fiscal years to include completion dates. He asked that Ms. Dimkova compile fiscal year projections for this year and next year once the General Assembly has met.

Dr. Templin also asked that Drs. Schiavelli and Gabriel meet with Ms. Kerin Hilkcr, the Director of the Pathway Program, to look at their financial aid design to see whether it would be a good fit and apply to GPS students.
- **Decision on Moving Forward with Policy Changes**

All Administrative Council members agreed to move ahead on the six policy changes for Fall implementation. Council members also approved two full-time restricted positions for a web designer and graphic designer and funding for the print shop.

Dr. Templin stated that these positions should be considered a priority and asked that Dr. Gabriel consult with Mr. Bansal to move this forward and get the actual funding numbers to Ms. Dimkova.

- **Campus Implementation Teams**

Dr. Gabriel distributed a draft list of the Campus Level Implementation Committee to be chaired by the Provosts and comprised of the appropriate stakeholder groups needed for the ATD policy change implementations. Each was identified as an integral part of the process because of the nature of their responsibilities. The draft includes the following positions and/or categories:

  - Provost (Chair)
  - Academic Dean
  - Dean of Students
  - Student Success Coordinator
  - Testing and Tutoring Center Coordinator/Dean of LTR
  - Financial Aid Manager
  - Technical Team Member
  - High School Outreach
  - Pathway Advisor
  - GPS Advisor
  - Campus/Community Outreach
  - IT Representative
  - Developmental English Faculty
  - Developmental Math Faculty
  - SDV Instructor(s)
  - Counselor
  - Campus Operations

The Steering Committee which is comprised of the leaders of the technical and campus teams will make final implementation decisions.

Dr. Templin asked that the Provosts help their campuses by making them aware that the teams will be called the Campus Implementation Team to lessen any confusion in the terminology.
International Student Issue

A report will be presented at the next Administrative Council meeting from the International Student Task Force regarding fraudulent student transcripts from other regionally accredited institutions which were presented as official transcripts to NOVA.

2015 50th Anniversary Celebration

Mr. Kauffman brought the attention to Council members of NOVA’s impending 50th anniversary, with a recommendation to begin thinking about a 50th anniversary celebration. He recommended that starting January 2015, we will want to hold college-wide events and several smaller kinds of celebrations at the campuses. Decisions will need to be made on the manner in which these should be orchestrated and those individuals who should be recognized.

Mr. Kauffman and Mr. Ruffino, Executive Director of the Educational Foundation, will form a celebration committee for Dr. Templin’s review, to include a diverse group (years of service, gender, race and all college areas) and will do some advance planning, with attention to monthly significant events, (fund raisers, Foundation dinner) and the proposal to name the CA building in honor of Former Governor, now Senator Warner. Major groups and individuals to recognize would include students, faculty, and the NOVA College Board.

Dr. Templin asked that Dr. Gabriel launch broad outreach to determine those individuals we should be in touch with (former employees and successful NOVA graduates), how we should celebrate, and possibly enlist the help of graphic design and film students to capture the NOVA story in video.

Delegation of Authority

Dr. Templin informed Council members that routine delegation of authority will now be administered through Dr. Schiavelli for the approval of standard requests such as faculty overload, release time, routine faculty contracts, permission for 3 or more to travel, etc. This will streamline the process for faculty and speed up the timeframe for approvals. A communication will be sent college-wide to inform all faculty and staff.

The meeting adjourned at 1:00 p.m. with the next Administrative Council meeting scheduled for Tuesday, February 11, at 9:30 a.m. at the Fairfax Administrative complex.

Tracking

- International Student Task Force Report – Feb 11
- FY2014 Budget Forecast – Feb 11
- High School Outreach & Recruitment – Feb 11
• Financial Aid Review – Feb 11
• Military Contract Rate Tuition Proposal – Feb 18
• Differential Tuition Proposal – Feb 18
• Student Activities Report – Feb 18
• Student Fees Proposal – Feb 18
• CBO Program Review – Feb 18
• Grants Office – March 4
• Payment Process – March 4
• AAS in Cybersecurity – USMC proposal – March 4
• Preliminary Results of GPS for Success Implementation – March 18
• Veterans' Issues and Organization – March 18
• Education Summit Follow Up
• Assistant Dean/Program Head Compensation