Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, Dr. Lorinzo Foxworth, Vice President Gabriel, Dr. Hill, Dr. Leidig, Dr. Loochtan, Dr. Ramsammy, Dr. Sachs, Dr. Saperstone, and Executive Vice President Schiavelli.

Guests: Ms. Julie Garcia, Director of Human Resources, Mr. Rob Johnson, Director of College Enterprises and Sustainability and Ms. Maria Liappis, Associate Director of Human Operations & Employee Relations.

Access

- Fall Enrollment: Dr. Gabriel distributed the Fall enrollment report and while there was a negative 1.7 percent when compared to the same time period last year, enrollment is moving in a positive direction. Two campuses contributed with positive numbers: Loudoun (4.7%) and Manassas (4.0%). ELI enrollment was up by 9.3 percent. The college remains below the VCCS average of -2.68 percent.

It is also expected that the retention efforts will translate into a stronger Spring semester. Student demand is for shorter sessions, with the eight-week sessions increasingly popular. These shorter sessions will help students by providing a double set of options each semester and thereby speeding up the timeframe for graduation.

Student Success

Dr. Gabriel handed out figures on the Fall 2014 student orientation, including GPS students that showed 202 total group orientation sessions with 5,099 attendees for non-GPS students and 6,357 GPS student attendees. The difference in the participation numbers was due to those GPS students who met individually with First-Year Advisors to fulfill their orientation requirement. Preliminary indications are that there is a need to shorten the orientation program so that students may move through the process more efficiently and be registered for class. Student Success Coordinators will evaluate lessons learned from this report to enhance the orientation program for the next semester.

Dr. Gabriel reported two challenging issues: finding campus computer labs and the need to look at a better protocol for the labor intensive manual removal of student holds.
Environmental and Sustainability Action Committee Report

Director of College Enterprises and Sustainability (and Acting Sustainability Officer) Mr. Robert Johnson presented an overview of the Committee’s activities over the past year in which actions are either being taken or are requested and include:

- **Facilities**: Contract with an energy services company to coordinate energy reducing actions, reduce our carbon footprint, and fund energy and environmental projects with efficiency savings. The Committee reviewed potential cost and energy savings with an energy efficiency company (Cenergistic, Inc). They are also reviewing janitorial and waste hauler contracts to ensure appropriate handling of waste and recycling and to determine potential cost savings.
- **Organization**: Fill relevant open positions with individuals who have knowledge and experience in sustainable practices. The Facilities Director search is in progress.
- **Academics**: Increase academic course offerings and/or professional development opportunities to help bring awareness to students, faculty and staff on sustainable practices. The Committee has recommended a list of courses with sustainability integration potential.
- **Community Outreach**: Increase sustainability efforts internally and externally and engage in organizational memberships that benefit the college such as the National Council on Science and the Environment/NCSE. College-wide efforts currently include “green” events, yearly climate change symposium, campus green clubs and support of external environmental events such as the Earth 2100 Conference at George Mason University.

Parallel engagement is needed on two fronts: updating the college infrastructure with energy-savings devices and secondly and perhaps more importantly, promoting good individual behaviors and practices by faculty, students and staff to promote sustainability and reduce the college’s carbon footprint. NOVA is a big player in the community and should therefore be a role model for sustainability.

Dr. Schiavelli asked that Mr. Johnson forward the formal recommendations to him from the Environmental and Sustainability Action Committee.

Fair Labor Standards Act

Director of Human Resources Ms. Julie Garcia reported that the policy dealing with non-exempt classified employees working as adjuncts is being revised to ensure full compliance with federal regulations.

Other:

Searches:

- **VP Search for Workforce Development**: The search committee has narrowed down a large pool of 285 candidates to 8 semifinalists who will meet with the search committee. Three finalists will be chose from this group for final interviews. Dr. Schiavelli reported that there are several strong candidates for the position.
• **Annandale and Alexandria Provosts**: The two searches are proceeding with the same protocol which includes forming search committees charged with seeking input and recommendations from the two campuses as well as college-wide. After visits to both campuses search consultants chosen by the college will begin building a pool of prospective candidates in order to select the semifinalists. Campus and college-wide interviews will take place with the final candidates - in February for the Annandale campus - and in March for the Alexandria campus. The final selections will take place shortly thereafter.

• **President**: A NOVA Ad Hoc committee is in place and will provide support to the VCCS for various needs and roles that are required during the search process. The Chancellor has appointed Dr. Schiavelli as the interim President after Dr. Templin retires on February 1, 2015.

VCCS Vice Chancellor Dr. Chris Lee is the primary liaison with the VCCS Screening Committee, the NOVA Board Chair, and the NOVA community throughout all stages of the search.

A survey was recently conducted with the internal NOVA community as well as key external stakeholders to help identify important needs for the college and leadership qualities considered essential for a new president. Those results are being tabulated now and will be used by the VCCS to help create the job description, followed by a nation-wide search by a firm selected by VCCS.

The Chancellor will select two current VCCS Presidents to serve as the Chair and Vice Chair of the Screening Committee, and the NOVA Board will appoint four of its members to serve on the screening committee along with other stakeholders. Three final candidates will be chosen and forwarded to the college for interviews, with the final selection made by the NOVA Board.

**Tracking**

- Annual Continuity of Operations Plan (COOP) exercise – Oct 21
- Policies Project Report – Oct 28
- Clery Update – Oct 28
- CETL Advisory Committee
- Veterans’ Issues and Organization
- Web Discovery Session
- Student Learning Outcomes