Administrative Council Meeting
February 23, 2006

Members Present: Vice President Baker, Dr. Connolly, Executive Vice President Dever, Associate Vice President Gabriel, Ms. Graves, Dr. Hinton, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Dr. Gordon Cook represented Dr. Hill.

Guest: Ms. Myrtho Blanchard, Director of Human Resources

Update on various topics of interest:

- General Assembly
  - Dr. Templin provided an update on legislation related to issues of higher education presently before the General Assembly. He discussed the confluence of activities regarding these issues in the General Assembly, the State Council of Higher Education for Virginia, the VCCS, and the Office of the Governor.
  - He emphasized the importance of being proactive at all stages of capital project planning. He further noted the importance of developing alternative plans should anticipated funding not be available.
  - Dr. Templin discussed the additional revenue anticipated from the revision of the VCCS budget allocation model and the proposed differential tuition.
  - Ms. Blanchard addressed the status of the Faculty Compensation Study presently being conducted by the SEGEL Company. Dr. Templin noted that the study has been driven by the external factor of competitiveness and can provide a framework for future salary planning.
  - The VCCS has approved the use of PeopleSoft for its Administrative Information System.

Enrollment and planning for 2006-07

- Enrollment Planning by Campus & Division
  - Dr. Gabriel presented a comparison of course credit needs and offerings for Fall 2005 and for the current Fall 2006 schedule. He reviewed the process for calculating the course credits needed to meet the enrollment targets.
  - Dr. Dever noted that the data for Fall 2005 validate the schedule building process being used for Fall 2006.
  - Dr. Dever and Dr. Connolly will collaborate on a specialized methodology to better calculate the credit needs and offerings of the MEC.

- Fall schedule submissions
  - Dr. Dever stated that the last day for entering classes to be included in the printed Fall 2006 Schedule of Classes has been extended to 5:00 p.m., March 1.
  - Dr. Templin noted the importance of offering classes sufficient to meet the needs of our service area and to reach the approved targets based on
the needs of the community. He recommended comparing courses offered at NOVA with those offered at other institutions.

**Student Success Planning**

- **Campus Plans**
  - Dr. Gabriel distributed the updated draft of *Promoting Student Success at NOVA: Three Part Plan*.
  - Campuses now have the opportunity to review each other’s strategies and make any revisions.
  - This document will be finalized at the Administrative Council meeting on March 7. Any revisions should be given to Dr. Gabriel prior to that meeting.
  - Dr. Templin stated that the college success plan can be an effective tool for increasing both enrollment and retention. It can also be used to develop funding proposals that could positively affect enrollment for Fall 2006. These funding proposals will be further discussed at the March 7th meeting.

**Tracking & Upcoming Items**

- Expanded Hours of Service—March 7
- Administrative Review of Hiring Procedures – March 1-2pm
- CEWD/Provosts meeting – April 4 (1:00-3:00) Brault
- Review of upcoming meeting with SCHEV – March 7
- Update on FY 2007 budget – March 7
- Contingency planning for potential flu pandemic – March 7
- Student Services Reorganization & Resource Recommendations – March 14

The next meeting of the Administrative Council is Tuesday, March 7, at 9:30 a.m. in the Large Board Room.