Administrative Council Meeting
May 2, 2006

Members Present: Vice President Baker, Dr. Connolly, Associate Vice President Gabriel, Vice President Gary, Ms. Graves, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, President Templin, and Ms. Wilhelmi.

Ms. Graves announced that Dan Nechita, a student at the Alexandria Campus, has received a Jack Kent Cook Foundation Undergraduate Transfer Scholarship. Dr. Templin discussed this prestigious award and acknowledged the many members of the college community who were instrumental in this achievement. He also acknowledged the willingness of Drs. Hinton and Dever to serve on the JKC Foundation Undergraduate Transfer Scholarship Program Review Panels.

Enrollment Management & Student Success:
- Summer Session enrollment report calendar & format
  - Dr. Gabriel provided the daily enrollment report for May 2, 2006, as well as a comparison of Summer 2006 FTES to (1) the comparable date in Summer 2005 FTES and (2) Summer 2006 FTES target. This report reflected the first enrollment cancellation for Summer 2006 in which approximately 4100 students were dropped for non-payment. Dr. Gabriel noted that the number of students registered for Summer 2006 is still higher than the number registered in the comparable period for Summer 2005.
  - A letter will be sent to the 4100 students who were dropped for nonpayment. This letter will include information on the processes for re-registering and paying for classes, the FACTS program, and contact information for the Call Center. It was the consensus of the Council that following this initial mailing, future students dropped for non-payment should be contacted using the automated telephone system. Dr. Templin requested that Dr. Gabriel and Dr. Sachs collaborate on implementing this project.
  - Dr. Gabriel advised that enrollment reports will be distributed daily through May 15 and that the data available on Friday, May 5, should provide a more accurate comparison with 2005 data. He also noted that enrollment cancellation reports will be updated daily.
- The follow-up on recommendations from the marketing and student recruiting preliminary report was deferred to a future meeting.

2006-07 Planning:
- Draft 2006-07 College goals
  - Dr. Templin presented a draft of proposed 2006-2007 College goals that integrated the suggestions made at the April 18th Administrative Council meeting, the college’s strategic goals, and the 2006-2007 indicators of
institutional effectiveness targets. Council members were requested to advise Dr. Templin of any omissions or revisions.

- Dr. Gabriel will provide a template for formatting the goals. This template can be used later for the SACS self study.
- Both college and campus/unit goals must be considered in terms of available funding.
- College-level indicators of institutional effectiveness
  - This information was provided by Dr. Gabriel at the April 18th Administrative Council meeting.
- Unit-level assessment results & indicators of effectiveness
  - A preliminary discussion of proposed campus and unit goals for 2006-2007 will be held at the May 16th meeting. It is anticipated that these goals will be finalized by June 30.
  - Dr. Templin will meet with each Council member in early July for a preliminary assessment and a discussion of proposed 2006-2007 goals.
  - In addition to setting goals as part of the planning process, Dr. Templin discussed the importance of continuous planning for various areas within the college (e.g., facilities, financial, student success, and academic programs). Dr. Connolly briefly discussed the extensive planning being done by the Ad Hoc Committee on the Flu Pandemic Response. A report from this committee is due June 6.
- Vice President Baker stated that the Strategic Plan 2015: Gateway to the American Dream is due for review this year.

2006-07 budget scenario discussion:
- President Templin and Vice President Baker will present, at the next Administrative Council meeting, several possible scenarios should the state budget not be adopted prior to July 1. Dr. Templin discussed the importance of proceeding with the normal budget planning process even though the amount of funding is unknown.

Commencement Review:
- Ms. Wilhelmi stated that planning for Commencement was going well and that 3,268 names are listed in the program.

Consolidated Working Calendar:
- Dr. Templin stated that the 2006-2007 Consolidated Working Calendar would be considered and approved if no revisions were received by Friday, May 5. Vice President Baker suggested that the required payment date for each semester be included in the consolidated calendar. This request will be reviewed by Dr. Dever.

College Board Meeting – May 9:
- The final College Board meeting of 2005-2006 will be held on May 9 at 4:00 p.m. in Mason Hall at George Mason University.
Drs. Saperstone and Tardd will provide information on the Pathway to the Baccalaureate and Dr. Connolly, Mr. Brian Foley, and Ms. Gerry Hofler will address the HealthFORCE Alliance.

Dr. Templin reported that his campus open door meetings have been very successful and acknowledged the efforts of the provosts in assisting with the coordination of these sessions.

Tracking & Upcoming Items
- 2006-07 Salary Planning – May 16
- Report from Ad Hoc Committee on Flu Pandemic Response – June 6
- Evaluation of fall registration and advising process – September 12

The next meeting of the Administrative Council will be Tuesday, May 16, at 9:30 a.m. in the Large Board Room.