Administrative Council Meeting
May 30, 2006

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

Dr. Paul McVeigh represented Ms. Graves.

Guest: Mr. William Chamberlin, Director, Facilities Planning and Support

Enrollment Management:

- 2005-06 Final Enrollment
  - Dr. Gabriel distributed a report on the final enrollment data for 2005-2006. This report compares the FTES for 2005-2006 by campus and college to (1) the FTES for 2004-2005, and (2) the FTES target that was set for 2005-2006. The data show an increase of 1.69% in the number of FTES for 2005-2006 and a 2.48% shortfall in reaching the target.
  - Another report was distributed showing the targets and actual enrollment by location/venue in relation to campus programmatic contribution.
  - Dr. Templin noted that the trend at NOVA appears to be an acceleration in the rate of growth from term to term.
  - Vice President Baker discussed the financial implications of the current PeopleSoft problem in linking the enrollment data for out-of-state students and contract students to the financial reports. Dr. Templin, Vice President Baker, Dr. Gabriel, and Dr. Sachs will continue to monitor this issue.

- Summer, 2006 Enrollment
  - Dr. Gabriel reported that the Daily Enrollment Report for May 30, 2006, indicates a 4.8% increase over the same date in 2005. This report also shows that the college needs to add 763 FTES by the end of the summer term to reach its enrollment target.
  - Marketing for the second six-week session was discussed. Dr. Gabriel will provide a status report on enrollment for the second six-week session for each campus. There was agreement that the college should send out post cards marketing this session.
  - As the college will be marketing the remaining summer sessions, Dr. Dever advised that each campus review its available capacity as well as the number of introductory courses available for the second six-week session and any remaining dynamic and ELI sessions.

Update on General Assembly Budget Actions:
- Dr. Templin reported on the status of the General Assembly budget process. Although a budget has not yet been passed, he advised that progress has been made and that the outlook is much more positive with no disruption expected in
state services. Dr. Templin will provide a budget update to the college community.

- Dr. Templin noted that rank and salary proposals are being delayed in anticipation of the General Assembly passing a budget in the very near future.

2006-07 Campus and Administrative Unit Goals:

- Dr. Templin advised that the campus and administrative unit goals are due today.
- The council members agreed that the completion date for Part I of the Annual Planning and Evaluation (AP&E) form for 2006-2007 should be changed from June 6 to June 13.

Facilities Planning & Capital Campaign:

- Vice President Baker stated that NOVA’s capital plan for the 2007 General Assembly (short session) and an updated six-year capital plan must be submitted to the VCCS by mid-July and mid-October, respectively. She discussed the planning process for both timeframes and the status of various projects included in each.
- Vice President Baker and Mr. Chamberlin will provide the Council with a list of recommendations for the short session. The College Board will have to review and approve these requests prior to submission to the VCCS.
  - The following projects will be considered for the short session:
    - Funding to cover the shortfall for General Obligation Bond Projects.
    - Equipment for Annandale Phase 2 (CS Bldg) and Alexandria Phase 3.
    - Approval of two auxiliary projects—a freestanding bookstore on either the Manassas or Loudoun campuses and additional renovation of the Annandale cafeteria.
    - If planning monies only are provided for Annandale Phase 6 and Loudoun Phase 3 in the current session, construction monies may be requested.
    - Planning monies will be requested for Woodbridge Phase 3 and Manassas Phase 3.
  - Projects for the 2008-2010 biennium budget need to be ready for consideration by the College Board in September.
    - Vice President Baker requested that the provosts discuss future capital projects with their staffs. Based on this information, the list of capital projects developed last year for the 6-year facilities plan needs to be reviewed for possible modifications and changes in priority.
    - The institution should be anticipating construction projects on a long-term basis. A comprehensive strategy to meet the needs of the institution and the corresponding funding strategy should be in place by August 2007 to present NOVA’s capital priorities for the 2010-2012 biennium. This planning will inform the College’s capital campaign.
    - To assist with this review, Mr. Chamberlin will provide each provost with aerial photos of his or her campus as well as a copy of the campus master
plan and the space utilization and entitlement data based on justified space.

- At a later date, Mr. Chamberlin will provide a briefing to the Administrative Council on the process for capital projects from concept to construction.
- Facilities planning and the capital campaign will become a regular feature on the 2006-2007 Administrative Council agenda. A working calendar was distributed for each campus to present specified components of its facilities plan. One aspect of the presentation will be identifying how the facility plan will advance each campus’s distinctive character and programmatic focal points of excellence and how the appearance of the campus is envisioned to be perceived by those seeing it from a distance.

Web Development Proposal:
- Dr. Gabriel reported that a web design company will be retained and will collaborate with Kukovich and Associates in the revision of the college website. It is anticipated that this process will include three stages.
  - The research and discovery period will consist of technical assessment of the current web site and getting input from the key stakeholders (e.g., faculty, staff, current and potential students).
  - The findings from the research and discovery will be submitted to two committees for discussions. One of the committees will be a decision making committee, while the other one will be a technical committee.
  - The implementation stage is expected to take between 6-12 months.
- Dr. Gabriel advised that two webmaster positions are anticipated to be filled in support of this project.

Tracking & Upcoming Items
- 2006-07 Budget Scenarios – June 6
- Report from Ad Hoc Committee on Flu Pandemic Response – June 6
- College Board Campus Visits – June 19
- Chancellor’s Annual Planning Retreat – August 10-11
- Evaluation of fall registration and advising process – September 12

The next meeting of the Administrative Council will be Tuesday, June 6th at 9:30 a.m., in Brault.