Administrative Council Meeting
June 6, 2006

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

Dr. Monica Sasscer represented Vice President Sachs.

Guest: Mr. Rick Tittman, Chair, Ad Hoc Committee on Flu Pandemic Response

Enrollment Management & Student Success:

- 2005-06 Enrollment Reports
  - Dr. Gabriel distributed the reformatted report “Location/Venue FTES by Programmatic Contributors: Targets vs. Actual.” These data, based on the final AKT numbers, show the way in which the campuses’ programmatic FTES are realized through a variety of venues.
  - Dr. Gabriel also distributed a report showing campus and college targets and actual FTES by term (summer, fall, spring) and annual for 2005-2006. These data, based on Standard Enrollment Management Reports, also include comparable data for the previous three years.
  - Dr. Gabriel also distributed a report showing FTES generated by term at the divisional level for each campus over the past three years.
  - Dr. Gabriel provided an analysis of enrollment patterns in the second six-week session for Summer 2006. Based on the enrollment capacity of 13,470, 46% of the seats have been filled as of May 30, 2006. He advised that a query is available in PeopleSoft for monitoring the closed sections. He recommended that in addition to trying to fill the remaining seats in the second six-week session, additional sections could be opened in the discipline areas most in demand. Special attention should also be given to providing an adequate number of introductory courses for prospective students graduating from area high schools.

2006-07 Budget Scenarios:

- The Administrative Council continued the discussion of budget priorities and possible scenarios in anticipation of the approval of a final state budget by the General Assembly. Vice President Baker requested information be submitted on any additional initiatives that should be considered for inclusion in the budget.
- Dr. Templin stated that college plans for Student Services reorganization, Pathway to the Baccalaureate, and marketing, as well as specific campus plans should be reviewed in terms of their expected outcomes and funding requirements. He noted the importance of aligning resource distribution with specific college planning.
- Vice President Baker will provide a list of approved carryover funding from FY 2006 for review at the Administrative Council meeting on June 13.

Report from Ad Hoc Committee on Flu Pandemic Response:
• Mr. Rick Tittman, Chair of the Ad Hoc Committee on Influenza Pandemic Planning, discussed the committee’s initial report and recommendations. Charged to develop recommendations as to what the college should do to prepare for and respond to an influenza pandemic, Mr. Tittman noted that the primary thrust of the recommendations is toward ongoing and coordinated college planning for all aspects of emergency preparedness, response and recovery with particular attention to pandemic influenza.

• General emphasis is placed on
  o infection control practices, including education and support in areas of personal hygiene
  o electronic communication between faculty, staff, and students
  o preservation and protection of physical assets

• The committee recommended using the planning guidelines developed by Carnegie Mellon University as a foundation for the college’s pandemic planning efforts. This plan utilizes a graduated level of response and will need to be tailored to NOVA’s resources and requirements.

• Statistics from the Congressional Budget Office and the Center for Disease Control on the predicted infection and death rates, workplace absences, and the most susceptible population groups were presented. It is expected that higher education will be among the industries most severely impacted because of risk contributors.

• The Ad Hoc committee’s report included the following recommendations:
  o Appoint a College-wide Emergency Planning Committee charged with ongoing oversight of all emergency planning efforts (including pandemic influenza).
  o Task the College Safety Manager to develop a College-wide educational plan for the communication and training of infection control policies and procedures for faculty, staff, and students.
  o Assign the College Facilities Planning and Support Services to develop a plan for the conversion of all campus bathrooms to include hands-free hardware.
  o Advise Campus Provosts to direct Deans of Students, Academic Deans, and Directors to emphasize to students and faculty the importance of utilizing college e-mail and Blackboard and to routinely report the percentage of usage of these systems. Faculty will also be requested to include information and guidance on email communication procedures in every class syllabus.
  o Direct the Human Resources Department to complete all remaining tasks to bring the college in full compliance with DHRM Policy 1.61—Telecommuting.
  o Assign the Medical Education Campus responsibility for developing a comprehensive evaluation of the benefits, costs, policies, and procedures associated with the establishment of a Student Health Services function on each campus.
    o Recommend the President contact the Chancellor and suggest creation of a VCCS Task Force to develop comprehensive guidance regarding Influenza Pandemic planning.

• Dr. Templin stated that continuity of operation should be the main focus of this planning process. He will confer with Drs. Dever and Sachs and Vice President Baker on mapping out a process for consideration and follow-up on this report. The first step will be determining the three or four most critical actions to be addressed immediately.
Vice President Baker stated that campus emergency committees should also consider this report in assessing their preparedness.

It was suggested that information regarding the utilization of electronic communications be presented to the faculty prior to the beginning of the Fall 2006 semester.

College Board Campus Visits:

- The first visit of the College Board to the campuses has been scheduled for June 19. The Board will visit the Alexandria and Loudoun campuses and the Arlington and Reston Centers. The Board will visit the remaining campuses in the fall.

Virginia21:

- Ms. Graves reported that a chapter of Virginia21 has been approved at the Alexandria campus. She noted that the documents used for the Alexandria campus could also be adopted by other campuses. She will provide additional information on this organization to the Dean of Students.
- Dr. Templin discussed the importance of encouraging student leaders to participate in this non-partisan lobbying group.
- Dr. Dever noted that efforts were also underway by students and Student Activity coordinators to organize a college-wide student newspaper.

Tracking & Upcoming Items

- Web Development Proposal – June 13
- Report on Career Switcher program – June 13
- 2006-07 Technology Plan Approval – June 20
- Chancellor’s Annual Planning Retreat – August 10-11
- 2007 GA Session Request for Capital Outlay – August 31
- Evaluation of fall registration and advising process – September 12

The next meeting of the Administrative Council will be held on Tuesday, June 13th at 9:00 a.m., in Brault.