Administrative Council Meeting  
July 11, 2006

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Brian Foley, Associate Vice President Gabriel, Vice President Gary, Ms. Virginia Graves, Dr. Hill, Dr. Hinton, Dr. Saperstone, Vice President Sachs, President Templin, and Ms. Wilhelmi.

Ms. Joyce Samuels represented Dr. Tardd.

Dr. Tardd participated in a portion of the meeting via phone

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

2007-08 Capital Budget Request:
- Vice President Baker and Bill Chamberlain presented the proposed capital budget request for the short session (2007) of the General Assembly. Although funding for major state-funded capital projects is not normally submitted for the short session, circumstances suggest that such capital proposals from NOVA may be favorably received. Therefore, proposals for Phase 3 Manassas and Phase 3 Woodbridge are included in the proposal. Two major maintenance projects have also been included due to the assessment that structural or mechanical failure is likely unless repairs can be made quickly. These projects would allow structural repairs for the Annandale Plaza, and provide mechanical and electrical repairs for Alexandria. Normal short session requests include science building equipment for Annandale, cafeteria renovation for Annandale, and bookstore construction for Manassas.
- The Administrative Council approved the proposal, which will now go the College Board and, if approved there, to the VCCS.
- NOVA’s six-year capital plan will be considered by the Administrative Council in August. At that time, last year’s plan will be reviewed as to the status of various projects, and capital leases and other means for developing a diverse portfolio of capital projects will be discussed.

FY 2007 Annual Budget:
- Dr. Templin acknowledged the efforts of the college community that contributed to the additional funding for FY 2007. In particular, he noted the contributions made to this funding by NOVA’s increase in enrollment, the provision for differential tuition, and changes in the VCCS budget allocation model.
- Dr. Templin stated that the increased funding received this year provides an opportunity to more quickly realize the college’s and the system’s strategic goals as outlined in Strategic Vision 2015: Gateway to the American Dream and Dateline 2009. The college should proceed to deliberately make investments that will have the most positive impact on achieving these strategic goals, especially the goals of access and student success.
- Vice President Baker presented a proposed annual budget for Fiscal Year 2007.
As one point of reference, she noted that the State Board for Community Colleges has identified as priorities improving faculty salaries, enhancing professional development, and addressing deferred maintenance. The budget items discussed included the following:

- **Projected Revenue:** The projected sources of revenue include additional tuition revenue resulting from the VCCS tuition increase, the NOVA tuition differential, enrollment growth, and additions to the General Fund appropriated by the General Assembly in support of Base Budget Adequacy. A downward adjustment was made as a result of starting the three-year process of reducing the special appropriation for the Medical Education Campus.

- **Projected Expenditures for FY 2007:** The recurring expenditures for FY 2007 were presented in relation to maintaining comparable levels of service to FY 2006.

- **Decision Packages – Recurring Obligations:** A series of proposed decision packages were presented for such items as salary increases; new positions; new center operations; and increased funding for maintenance and operation (M&O), deferred maintenance, professional development, and library books. If adopted, these items would continue as ongoing expenses for the college (recurring obligations).

- **Tuition Reserves:** An analysis was provided of how additional tuition funding resulting from increased enrollment would be allocated to cover additional instructional expenses.

- **Non-Recurring Resources and Expenses:** An analysis was provided of anticipated non-recurring funds and proposed projects that these funds could be used for, to include such items as salary studies, campus beautification, tutoring program, Pathway to the Baccalaureate, and campus/unit initiatives. These items would be one year only (non-recurring), although they could be considered for continuation on a year-to-year basis.

  - It was agreed that increased M&O funds would be distributed now to each campus and unit. This funding will reflect an increase of 20% over the amount of M&O recurring funds received last year. Vice President Baker advised that for future budget planning, this new funding should be considered in terms of 5% recurring and 15% non-recurring funds.

  - More information on the recurring and non-recurring decision packages to include faculty and classified staff salary increases and new faculty and classified staff positions will be presented at the meeting on July 18. Dr. Templin noted that these funding decisions should support the institution’s plans for student success and enrollment management and that new funding should be considered in terms of expected outcomes.

**2006-07 Faculty & Staff Salary Plan**

- Dr. Templin reported that the details of the staff and faculty salary plans are still being considered and should be ready for review at the Administrative Council
meeting on July 18. He will also meet with the chairs of the College Senate and the Personnel Services Committee to review elements of the salary proposal. He noted that the salary plan must be approved by VCCS.

Enrollment Management & Student Success—Discussion Deferred.
- Implementation Status of 2006-07 Student Success Plans
  - Financial Aid
  - Faculty Advising

The next meeting of the Administrative Council will be on Tuesday, July 18, at 10:00 a.m. in the Large Board Room.

Tracking & Upcoming Items
- Curriculum Committee Items – July 18
- Faculty Handbook changes – August 1
- Annandale Campus Master Plan, Campus Beautification, Phase VI – August 1
- 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
- Loudoun Campus Phase III & Higher Ed Center – September 19
- Manassas Campus Phase III & Master Plan – October 17