Administrative Council
August 1, 2006

Members Present: Executive Vice President Dever, Mr. Foley, Associate Vice President Gabriel, Ms. Graves, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and Ms. Wilhelmi.

Mr. Dave Courter represented Vice President Baker.

Guests: Ms. Myrtho Blanchard, Director, Department of Human Resources
Mr. Ryan Dineen, Managing Director, DenoSys
Mr. Bill Chamberlin, Director, Facilities Planning
Ms. Janet Bush, Editor, College Publications

Dr. Dever convened the meeting in Dr. Templin’s absence.

Human Resources System Roll-Out:

- Ms. Blanchard stated that in November 2005, a joint project between NOVA’s Information Technology and Human Resources departments was initiated with the goal of providing an HR information system that would better serve the institution. DenoSys, a Human Capital Management firm, was selected as the vendor for this project.
- Mr. Ryan Dineen, Managing Director for DenoSys, reported on the status of this project.
  - To date, significant milestones have been completed in data conversion, interfaces to eliminate duplicate data entry, and process improvements.
  - Future functionalities of the HR system scheduled for release include:
    - Employee Self Service (tentative rollout—September 2006) that will allow employees to electronically update their records as well as to complete timesheets and leave requests. (The electronic submission of P-14 timesheets is presently being tested in the Brault building.)
    - Manager Self Service (tentative rollout—September/October 2006) that will allow the viewing of direct report information and vacant positions as well as the approval of time sheets and leave requests. This latter includes the ability to view projected annual leave schedule of requests by the month.
    - New Leave System (tentative roll-out—September 2006) that will calculate and maintain leave balances for various types of leave while advanced accrual processing will assist with annual leave liability reporting.
  - It was noted that an additional functionality for on-line employment applications and job postings can also be implemented.
  - Mr. Dineen stated that the advantages of this system are
    - anytime, anywhere access to real-time data
    - workflow notification processes for quicker turnaround of requests
    - elimination of redundant data and multiple systems
- advanced systems integration capabilities
- easier conversion/integration with PeopleSoft AIS and HR

- Dr. Sachs stated that this database would be the single source of administrative information for all college telephone directories. Ms. Blanchard advised that, because Human Resources is required to use the role code for each position, this code will be reflected in the directories. However, working titles can continue to be used within the departments.

- Ms. Blanchard advised that training would be required of appropriate personnel as each roll-out occurs. Web-based training will also be available at a later date.

Enrollment Management & Student Success:

- Fall Enrollment report
  - Dr. Gabriel presented the daily enrollment report for August 1. Using comparable dates for the two registration periods, the data show a 0.4% increase in Fall 2006 FTES over Fall 2005 FTES. Based on this data and past trends in August registrations, Dr. Gabriel anticipates a 3% increase in enrollment for Fall 2006. He noted in particular the positive response received from the last mass mailing and stated that all marketing efforts are being tracked for outcomes.
  - Dr. Gabriel reported that 4,100 students were dropped for non-payment on July 25. Letters are being sent to the 2500 students who have not yet re-registered. Enrollment cancellation continues as scheduled.
  - Various processes for contacting students following enrollment cancellation were discussed. Dr. Sachs stated that the central automated call system was utilized immediately following the July 25th enrollment cancellation.
  - Council members agreed that central automated calling should continue to be utilized following enrollment cancellations as the campuses do not have adequate staff for follow-up calls. Drs. Sachs and Gabriel will confer on this matter, and Dr. Sachs will provide the members of Administrative Council with the automated message presently being used. It was suggested that follow-up calls by the campuses might be best done at the division level.
  - Dr. Gabriel advised that random calls to students who have been dropped reflect a greater awareness of NOVA’s payment process than in the past. He also advised that an assessment of the college’s payment policy is expected by November.
  - Council members agreed that there appears to be an increased interest in shorter academic sessions.

Faculty Handbook Changes:

- Dr. Dever presented a revised listing of proposed changes to the 2006-2007 Faculty Handbook. He acknowledged the helpfulness of the close review provided by the College Senate and the Administrative Council in keeping this document current.
- He advised that additional revisions had been proposed but were not included in this listing as they had not been reviewed by the College Senate. As the College Senate is a
major stakeholder in this process, all substantive revisions will be forwarded for its review. Dr. Dever noted that clarifications can be made to the online version of the *Faculty Handbook* as needed.

- Dr. Dever will send a message to the college community when the 2006-2007 *Faculty Handbook* is available online. Approximately one hundred copies will be printed and distributed to the provosts.

**The Administrative Council approved the 2006-2007 Faculty Handbook as presented.**

**Annandale Campus Master Plan, Campus Beautification, Phase VI:**

- Dr. Saperstone presented an overview of the Annandale Campus Master Plan, various campus beautification projects, and the status of AN-Phase VI. She acknowledged the commitment of the Annandale campus staff and other departments within the institution as well as the increased funding that had allowed various campus plans to be realized.
- She stated that on-going campus planning ensures that projects are ready for implementation when monies are available.
- A major focus considered in all areas of campus planning is the need to include gathering spaces for students.
- AN-Phase VI has been funded and will provide an additional 90,000 square feet of space. Among the services to be located in this venue will be the one-stop Student Services Center, the business office, the Learning Resources Center and the bookstore as well as offices for the Dean of Students and for the police. The building will also contain an assembly area and a student area.

**Other topics:**

- Dr. Hill reported that a consultant has been engaged by the VCCS to assess the professional development needs within the system. Focus groups will be held at various sites in the state, and each institution will send one representatives from the college administration, one from the faculty, and one from the classified staff.
- Dr. Dever stated that a meeting on Financial Aid processes is scheduled for August 3. This is in response to an earlier discussion in the Administrative Council regarding the need to review and assess the front office/back office financial aid reorganization. The Financial Aid Leadership Team and a representative from Kukovich and Associates will participate in this meeting.

Dr. Dever will forward to council members the report on financial aid compiled by Kukovich and Associates.

- All requests for position allocations should be submitted to Dr. Templin by Monday for discussion at the Administrative Council meeting on August 8.

The next Administrative Council meeting will be on Tuesday, August 8, at 9:30 a.m. in the Large Board Room.
Tracking & Upcoming Items

- Status of Fall Semester Plans – August 8
- Convocation – August 8
- 2006-07 Faculty & Staff Salary Plan – August 8
- Student Success - Financial Aid Report – August 8
- SIS Version 8.9
- 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 24