Administrative Council  
August 8, 2006

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

Mr. Gerald Boyd represented Dr. Saperstone.  
Mr. Dave Courter represented Vice President Baker.  
Ms. Jennifer Lerner represented Dr. Tardd.

Guest: Mr. Lorenzo Esters

Dr. Templin introduced Mr. Lorenzo Esters, the representative to the College Board from the City of Alexandria, who is presently serving an internship in the office of the president. Mr. Esters is pursuing a Doctorate of Education in Higher Education Administration with a concentration in Community College Leadership at Morgan State University. His project is to identify practices and programs at NOVA’s benchmark peer community colleges that could be modeled here.

Enrollment Management & Student Success:

• Summer Session Wrap Up
  o The Summer 2006 Daily Enrollment Report for August 8 was distributed. Using comparable dates for the two registration periods, the data show a 4.7% increase in Summer 2006 FTES over Summer 2005 FTES.
  o A report on what worked and what did not work for Summer 2006 is expected in September. Dr. Templin stated that Summer 2006 had the highest session enrollment growth in five years. The positive enrollment trend for ELI and the Reston and Arlington Centers was also noted.

• Financial Aid Report:
  o Dr. Dever and Ms. Graves discussed the positive response to the recent meeting on the financial aid front office/back office reorganization. The integral part played by the Financial Aid Leadership Team and the importance of having the new infrastructure in place were noted as well as the integral part that financial aid should play in future college planning.
  o Marketing the financial aid opportunities at NOVA to prospective students and their parents, and partnering with Sallie Mae to develop a more customer friendly on-line resource for students to manage their accounts are examples of the efforts being made to enhance the financial aid program. Coordinated efforts, including marketing and outreach as well as easy access provided by the front (campus) office and efficient processing in the back office, are all critical components for increasing the college’s financial aid opportunities and thereby promoting the goal of access.
• Student Success Pilot Activities 2006-07
  o Dr. Templin stated that each campus has been requested to pilot a specific project focused on student success. With resources invested by the college and the campuses, these pilots will explore possible models for college-wide implementation. These projects will be added to the college-wide and campus-based activities and are as follows:
    ▪ Academic Advising—Loudoun
    ▪ Achieving the Dream project—Loudoun
    ▪ Program Retention—Medical Education Campus
    ▪ Customer Service—Manassas and Annandale
    ▪ Student Activities—Alexandria and Woodbridge
    ▪ Financial Aid—Alexandria and Woodbridge
  o Dr. Templin announced that $25,000 from the Innovation Fund will be given on a one-time basis to help fund each project. He suggested identifying and contacting model peer institutions with comparable populations or retaining a consultant if needed to assist with the projects.
  o As it will be critical to measure the results of these pilot projects, funding will also be provided for OIR assistance in identifying expected outcomes and assessing the extent to which they are realized.

Fall Semester:
  • Convocation
    o Student success is the theme for this event. Participating in this program are three former NOVA students who will address the college’s contributions to their success.
  • Fall Enrollment Report
    o Dr. Gabriel distributed the August 8th Daily Enrollment Report for Fall 2006. Using comparable dates for the two registration periods, the data show a 3% increase in Fall 2006 FTES over Fall 2005 FTES.
    o Enrollment cancellation continues. Dr. Gabriel noted that payment patterns on some campuses may warrant further examination in the fall.

2006-07 Classified/Administrative & Professional Faculty Requests:
  • Dr. Templin distributed a list of requested positions for classified staff and for administrative and professional faculty. He advised that existing size and rate of growth were two factors considered in determining the position distribution targets.
  • He noted that resources will be deployed so as to most effectively advance the college’s strategic goals of access and student success. Outreach to area high schools is one such effort for increasing access in 2006-2007. The Dean of Students is responsible for establishing a relationship with the high schools in their service area as well as for providing the overall campus leadership for this effort.
  • Dr. Templin will approve approximately one-third of the positions immediately and will hold the remainder for further deliberation.

2006-07 Faculty & Staff Salary Plan:
Dr. Templin reported that the college has not received a decision from the VCCS on the salary plan submitted for teaching faculty and administrative and professional faculty. He anticipates a decision in time for the salary plan to be included in his remarks at Convocation.

He stated that all NOVA employees will receive the full extent, based on their merit performance, of the increases approved by the General Assembly and the State Board for Community Colleges. In addition, the institution is committed to providing additional increases based on competitiveness for employment categories and groups.

Entrepreneurial Fund:

Dr. Templin announced that the Entrepreneurial Fund will now be known as the Innovation Fund. Because the original purpose of the fund was to generate needed funding for the college, all projects were considered in terms of future revenue return. As the needs of the college have changed, the emphasis has gone from producing revenue to providing a catalyst to stimulate innovation.

Chancellor’s Annual Planning Retreat:

Topics to be discussed at the Chancellor’s retreat include
- Achieving the Dream
- increasing financial aid
- smart marketing
- recruiting a diverse work force

Those from NOVA attending the retreat will convene at the end of this meeting for a follow-up discussion as to its impact for the college.

The next meeting of the Administrative Council will be on Tuesday, August 15, at 9:30 a.m. in the Annandale Provost’s Conference Room.

Tracking & Upcoming Items

- 2007 GA Session Request for Capital Outlay – August 31
- SIS Version 8.9 – 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