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

Dr. Florence Richman represented Mr. Foley.

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

Enrollment Management & Student Success:
- Fall Enrollment
  - Dr. Gabriel presented the daily enrollment report for August 31. Using comparable dates for the two registration periods, the data show a 2.9% increase in Fall 2006 FTES over Fall 2005 FTES. Census date for the sixteen-week session is Tuesday, September 5.
  - Dr. Templin noted that NOVA is experiencing the highest FTES enrollment in the history of the institution. Based on present data, Dr. Gabriel projects a 3% increase in FTES for Fall 2006.
  - A more comprehensive analysis of enrollment data will be provided at the Administrative Council meeting on September 12. Vice President Baker and Dr. Gabriel will confer on the implications of the projected enrollment targets on the 2007-2008 budget, especially as it impacts the number of new faculty.
  - A systematic analysis of what worked and what did not work for Fall 2006 can provide a basis for Fall 2007 planning. Dr. Templin stated that each campus also needs to assess and identify its own best practices.
  - Dr. Gabriel will provide the council with data on the number of high school graduates expected from the various jurisdictions over the next few years. He noted that the Office of Institutional Research is presently in the process of compiling detailed data on the high schools in NOVA’s service area.
  - Dr. Templin suggested that information on best practices from NOVA’s peer institutions and on regional trends should also be considered in this planning.
- Student Success Initiatives—Discussion deferred.

Capital Outlay Planning:
- 2007 General Assembly Session Request
  - Vice President Baker and Bill Chamberlin reviewed the proposal for 2007 short session funding by the General Assembly that has been submitted to the VCCS. Vice President Baker noted that all projects recommended for this 2007 funding are also included in NOVA’s six-year plan for the 2008-10 biennium. Dr. Templin stated that this request is based on the necessity to address critical needs within the institution.
- 2008-2014 Capital Plan
Dr. Templin requested that council members review the capital projects proposed for funding in the 2008-10 biennium with a focus on priority. The proposed projects for the 2010-12 biennium and for the 2012-14 biennium should also be reviewed to ensure that all anticipated capital projects are included in this plan.

The council agreed that it would be advantageous to have the proposed Six-Year Capital Plan reviewed by VCCS staff charged with review at that level.

Vice President Baker and Dr. Gabriel will confer on integrating enrollment projections into the justification for requested projects.

- Dr. Templin stated that the Six-Year Capital Plan conforms to NOVA’s *Strategic Vision 2015: Gateway to the American Dream*. The “Expansion Plan” is described as one in which the institution will “develop a capital plan to include 1 million square feet of additional college space, and achieve funding for facilities and campus expansion through private, local, state, and federal funding.” He noted the importance of formulating a broad strategy for obtaining needed financing for these projects, continuously monitoring each stage of the process, and being prepared to take advantage of every opportunity that is presented.

SIS Version 8.9—Discussion deferred.

2006-07 Classified/Administrative & Professional Faculty Requests—Discussion deferred.

- Classified Position Requests: Marketing & Communications; Call Center; & Web Strategy Team to be discussed at the Administrative Council meeting on September 5.
- Classified Position Requests: Community Outreach Specialists to be discussed at the Administrative Council meeting on September 12.
- Round Two Classified & A/P Faculty-Ranked Positions

2006-07 Faculty & Staff Salary Plan:

- Dr. Templin stated that comments received regarding this plan have been positive.
- Detailed information on this plan is being finalized for submission to the VCCS.
- Rank and salary letters are due to go out by the end of September.

Emergency Conference Calls:

- Dr. Sachs provided information on the process to be used for setting up conference calls in an emergency situation. These calls can either be set up on the NOVA telephone system (if available) or by using an external conference system that has been retained by the college.
- Dr. Sachs provided council members with a wallet card providing user information for both of these processes.

Tracking & Upcoming Items:

- High School Outreach & Related Position Requests – September 12
- Meeting with Chilean DuocUC delegation – September 6 – 12:15 pm
- College Board Meeting – September 11
- Revised Enrollment Projection & Budget Implications – September 12
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- 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

The next meeting of the Administrative Council will be on Tuesday, September 12, at 9:30 a.m., in the large Boardroom of Brault.