Administrative Council Meeting  
September 19, 2006

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

Also present: Ms. Jennifer Lerner, faculty administrative intern for Dr. Tardd

Dr. Dever welcomed the Administrative Council and thanked Dr. Tardd for hosting the meeting at the Loudoun campus. He also welcomed Ms. Jennifer Lerner. He explained that Dr. Templin would be joining the meeting in progress as he is coming from another meeting.

SIS Transitional Services During Version 8.9 Conversion:
- Dr. Sachs reported that the SIS 8.9 Conversion Steering Committee met last week to review the process for the conversion shutdown. The committee believed a college-wide decision needed to be made on the process that would be followed with the endorsement of the Administrative Council.
- He explained that the Steering Committee recommends suspension of registrations from credit students during the NovaConnect shutdown period beginning at 11:59 p.m. on October 2 and will ending at 8:00 a.m. on October 10. The Business Offices will be available to accept payment for any transactions during this shutdown period. The Continuing Education offices plan to continue their separate registration and payment activities, since they operate on a separate online system. He further explained that the staff will be involved in NovaConnect training during this shutdown period.
- Students will be able to receive “emergency” transcripts during this period and Dr. Dever emphasized the need for the Provosts and Deans to use appropriate discretion during this time on a case-by-case basis.
- Dr. Sachs stated that placement testing will continue, but staff will not be able to enter the scores electronically.
- The Administrative Council approved the plan for the transitional services during the SIS Version 8.9 Conversion shutdown.

Loudoun Campus Phase III and Higher Ed Center:
- Dr. Tardd presented to the Administrative Council the overview for the Loudoun Campus Phase III and plans for the Higher Education Center.
- The Loudoun campus sits on approximately 93 acres of land on Route 7 in Sterling and has six buildings on the campus. There are 14 soccer fields at the back end of the campus that the college allows the community to use, but the campus has the responsibility for the maintenance of the fields.
- Loudoun County is the fastest growing county in the United States and the County with the highest per capita income in the U.S. The campus itself has
grown 25% since 2001. There are currently 47,000 students in the Loudoun County high schools.

- He explained that the General Assembly approved $27 million dollars and 75,000 square feet of new construction and renovation on the campus. Dr. Tardd explained that he would like to use 60,000-65,000 of the approved square footage for Phase III and the balance to renovate or add to current facilities.

- He explained that in 2003 the Loudoun County Economic Development Commission (EDC) along with Congressman Frank Wolf conducted a higher education needs assessment for the county. The Higher Education Center concept was the outgrowth of that assessment. Today, there are currently 12 institutions of higher learning including NOVA, all in the immediate area of the Loudoun Campus. In April 2004, the Loudoun EDC affirmed its support for a Higher Education Center. Dr. Tardd stated that he would like to use the $27 million in General Assembly funding to move this initiative along. He commented that the campus Master Plan would need to be updated to reflect the addition of a new building. He would like to build a Higher Education Center on a section of land facing Route 7. The current plan for the building when combined with Phase III would be approximately 160,000-170,000 square feet.

- Dr. Tardd stated that it is the hope that this center will be an example of the campus strategy to continue to be sensitive to the needs of the community and to serve the community in a more enhanced way.

2007-08 Faculty Position Allocation:

- Dr. Gabriel reported on an analysis he conducted at Dr. Templin’s request on the number of full-time teaching faculty needed to accommodate the expected enrollment growth for Fall 2006. Dr. Gabriel explained that this analysis is based on fall semester enrollment, since historically fall enrollment is higher than spring.

- The projected enrollment growth for Fall 2006 is 2.9% with an expected increase of 613 FTES, which equates to a projected annual total of 24,873 FTES. The original annual enrollment target was 25,000 FTES, which results in a shortfall of 127 FTES. Dr. Gabriel provided a handout explaining the formula used to calculate the number of additional teaching faculty needed. Based on the formula, the College needs 18 new positions. He stated that this number is based on a teaching ratio of 60% full-time to 40% part-time.

- When finalizing the budget in July, the Administrative Council reserved 27 new faculty positions until the College enrollment projection for Fall 2006 was determined. Dr. Gabriel stated and Vice President Baker concurred, that the shortfall of 127 FTES calculates to approximately a $260,000 shortfall in the proposed budget. As a result of this shortfall, the available teaching positions need to be revised to 23 from 27.

- Dr. Templin recommended to the Council that the College fill 18 new nine-month teaching faculty positions for 2007-08. The remaining available 5 faculty positions will be held for new programs or enhancing existing programs. These positions will not be part of the funding model. Request for these positions will need to be forwarded to the President for consideration with clear support documentation and justification. If all the positions are not allocated, the funds will be deployed
elsewhere within the College. All faculty vacancies are subject to the faculty allocation process.

- Dr. Templin requested that Dr. Dever work with Ms. Blanchard on the current restricted positions and the outstanding faculty vacancies in preparation for the faculty allocation process, reporting back to the Administrative Council on October 10.

High School Outreach and Recruiting:

- Dr. Dever provided a draft proposal for High School Outreach and Recruitment. The draft proposal represented the work of a broad-based working group that had met twice on the subject.

- Dr. Gabriel and his staff have prepared two very helpful background documents to help assist the College with this initiative. The report on High School Graduates Attending NOVA: 2000 to 2006 provides detailed data campus by campus to assist with planning. The second report NOVA Feeder High School Information is also very informative about how current efforts are perceived.

- Dr. Dever explained that definitions, along with expanded explanations, are provided for the distinct but related activities of high school outreach and high school recruitment.

- The direct responsibility for these activities fall to the campuses, with college-wide offices providing significant support in designated areas.

- The Dean of Students on each campus, as specified in the new position description, is responsible for overseeing these activities and ensuring that they are carried out successfully.

- It is recognized that the outreach and recruitment activities of the Medical Education Campus have special circumstances, given that the MEC serves the entire Northern Virginia region.

- It is also recognized that general high school outreach and recruitment should be coordinated with specialized college programs that have regular interaction with high schools, e.g., Pathway to the Baccalaureate, Career Coaches, Tech Prep, MEC CCTI, and Dual Enrollment.

- Included is a matrix listing college-wide outreach and recruitment activities with specific responsibilities assigned to the President, Executive Vice President, Associate Vice Presidents and Marketing and Communications. Also listed are campus-based activities, with most of those assigned to the Dean of Students at the campuses. The bolded activities should be regarded as essential; others as desired or optional.

- Dr. Dever asked the Provosts to take the proposal back to their campuses and participate in active discussions. This document will remain in “draft” form for several more weeks as feedback is provided.

- Dr. Templin stated that should this plan should be fully implemented this academic year in preparation for Fall 2007. He asked Dr. Gabriel to report on the projection for June 2007 high school graduates and to propose a recruitment target for various high schools.

- Dr. Templin indicated that the three campuses (Alexandria, Annandale, and Woodbridge) that had requested new positions for a High School Outreach and Recruitment Specialist should proceed to submit an explanation for how those positions will be used. The
positions are then expected to be approved. Those campuses not requesting a specific position for high school outreach and recruitment should consider realigning responsibilities among existing staff or in conjunction with other new positions to achieve comparable results.

- After allowing several weeks for feedback, Dr. Dever will provide a summary to attach to the top of this document and will distribute it in final form.

Additional Item:
- Vice President Baker distributed to the Administrative Council electronically a draft membership for a College Emergency Response Advisory Committee. The initial focus would be on the Pandemic Flu issue. She asked the Council members to review the composition of the committee and advise her of any suggested changes. Dr. Templin asked Vice President Baker to move this proposal along, and it will be discussed with more specifics at the September 26th Administrative Council meeting.

The next meeting of the Administrative Council will be held on Tuesday, September 26, at 9:30 a.m., in the large Boardroom of Brault.

Tracking and Upcoming Items:
- 2007-08 Classified/Administrative & Professional Faculty Requests - September 26
- Marketing and Communications and Community Outreach – September 26
- College Emergency Response Advisory Committee- Pandemic Flu – September 26
- SCHEV Outstanding Faculty Awards- October 3
- Report on evaluation Summer and Fall registration and advising process – October 3
- Manassas Campus Phase III and Master Plan – October 24
- Analysis of Faculty Hiring for Fall 2006 – November 24