Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Vice President Gary, Dr. Gueverra, Dr. Hill, Vice President Sachs, Dr. Saperstone, and President Templin. Dr. Hinton participated by phone.

Ms. Joyce Samuels represented Dr. Tardd, and Dr. Ted Maguder represented Dr. Hill for part of the meeting.

Guest: Dr. Monica Sasscer, Associate Vice President, Instructional Technology.

Dr. Templin welcomed Dr. Jonathan Gueverra, the new provost of the Alexandria Campus to the Administrative Council.

Enrollment Management & Student Success:
- Spring Enrollment Update
  - Dr. Templin stated that the enrollment numbers for Spring 2007 look very promising and that Dr. Gabriel continues to monitor these data.

Status of Distance Learning Program & Positions:
- Dr. Sachs provided a status report on the Distance Learning Growth Initiative that was approved by the Administrative Council in July 2004 and funded by the Entrepreneurial Fund. The original objectives of this initiative included generating distance learning opportunities for an additional 500 students, the repayment of all costs, and the generation of a profit.
- It was originally estimated that it would take four years for the initiative to generate a profit of approximately $215,649. However, as of the end of Fall 2006, ELI had generated an additional 777.8 FTES, resulting in a profit of $476,474. This is double the original projection and was accomplished one and one-half years ahead of schedule.
- Dr. Sasscer noted that ELI presently offers more than 300 courses through 750 sections and employs 195 faculty.
- Dr. Templin acknowledged the significant successes of this initiative and the institution’s continuing commitment to it, specifically the seven positions associated with it which are now integrated into the recurring budget of the college.

January 29 College Board Meeting:
- Dr. Templin discussed the agenda for the College Board meeting for January 29. This will be a combination regular board meeting and work session.

U.Va. Bachelor of Interdisciplinary Studies Program:
- Dr. Templin discussed the next steps in the consideration of a joint effort between NOVA and the University of Virginia to offer the Bachelor of Interdisciplinary Studies program through U.Va’s School of Continuing and Professional Studies. Ms. Donna Plasket made the original presentation to the
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Administrative Council in October. This degree program focuses on the needs of adult learners by offering a part-time program with evening and weekend classes.

- In an effort to determine the feasibility of offering this program to NOVA students, Ms. Plasket will meet with provosts and students. Dr. Sheri Robertson, Associate Vice President for Academic Services, will serve as NOVA’s contact person for coordinating these meetings.

Faculty & Staff Salary Study:

- Dr. Templin stated that faculty and staff salaries will continue to be based on competitiveness with classified positions benchmarked to the regional market and faculty benchmarked to the 60th percentile of its national peer group as well as to peers in regional community colleges.
- As the salary study data previously used are outdated, comprehensive salary studies are being initiated for both faculty and staff. The Segal Company has been retained to conduct the faculty study.
- A list of proposed job summaries for NOVA’s 2007 faculty market study to be used for comparison with positions identified by the College and University Personnel Association (CUPA) was distributed for review. Any questions or suggested revisions should be forwarded to Ms. Blanchard.

Flu Pandemic Plans:

- Vice President Baker discussed the initial report of the Emergency Planning Committee (EPC) on the NOVA Pandemic Flu Planning. The committee requested that the Administrative Council provide policy guidelines in specific areas to assist in the development of a final comprehensive college-wide plan. She noted that the development of this plan will put in place an emergency response structure applicable to any situation that removes the college’s ability to bring people together on campus to learn.
- There was consensus that if the college closed its campuses the institution would continue operations, but decisions as to the extent of these operations would be based on various factors. Vice President Baker requested that the provosts and the vice presidents respond to her by February 24 on the following:
  - What college-wide operations must go on?
  - Which of your unit operations must go on?
  - Who is in charge of each of these unit essential operations?
  - What is the succession plan for each of the people in charge?
  - What level of each of these essential operations would be necessary?
    - In a scenario in which the college is completing a semester?
    - In a scenario in which the college is starting a semester after campuses are closed.
  - What would your communication plan be in regard to maintaining the effectiveness of these essential operations?

- Vice President Baker stated that each campus must identify a Campus Emergency Coordinator responsible to the provost for ensuring that all the campus emergency
plans are up to date and are practiced. A succession plan will be needed for the emergency coordinator. Vice President Baker should be informed if the vice presidents are not the emergency coordinators for his or her unit.

- Continuity of instruction will be coordinated by the executive vice president and the provosts. Vice President Baker noted that there is precedent for considering semester-long classes completed within a 14-week period. Other scenarios will also need to be considered.

- In an attempt to provide the policy guidelines requested by the EPC, reports on the following actions will be presented to the Administrative Council at its meeting on February 6:
  - Dr. Dever will confer with the EPC members responsible for working on academic issues and others as needed to clarify the academic considerations to be addressed in this emergency plan.
  - Dr. Sachs will provide an outline of the major technological issues to be considered.
  - Vice President Baker will identify personnel issues for consideration.
  - Council members will review the section of the pandemic planning document on “Emergency Pandemic Communication Plan,” noting any gaps or needed revisions.

- Mr. Foley and the MEC will take the lead in identifying available resources as well as developing information and an appropriate distribution process for informing students and faculty about the flu pandemic. This proposal will be forwarded to the EPC.

- Vice President Baker will provide council members with the membership list for the EPC.

The next meeting of the Administrative Council will be on Tuesday, January 30, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Faculty Hiring Procedures – Operational Readiness – January 30
Internationalization Task Force Report – January 30
CEWD Quarterly Report – January 30
NVCC Educational Foundation Capital Campaign- January 30
Strategic Plan for Educational Programs – February 6
Policy on Reimbursing Travel Expenses for A&P Faculty Candidates – February 6
Proposed Institutional Memberships for 2007-08