Administrative Council Meeting  
February 13, 2007

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

Guest: Ms. Lorraine Booker, CEWD Financial Consultant.

Enrollment Management & Student Success:
- The data continue to indicate a 7% increase in FTES for Spring 2007 over Spring 2006.
- Dr. Templin, Dr. Dever, and Vice President Baker will confer regarding the possibility of an additional distribution of funds. Vice President Baker stated that planning for projects should be in the final stages so that work can be completed by the end of the fiscal year. She reminded council members of the spending deadlines and noted that carry-forward funds are limited to 2% of the annual budget.
- Dr. Gabriel will be reviewing the student success plans. Provosts are to advise him as to the present status of their plans.

Institutional Advancement Reorganization Plans—Discussion Deferred.

Pandemic Flu Planning Reports:
- Academic.
  - A basic continuity of student learning and operations plan was developed by the Academic Subcommittee of the Emergency Planning Committee (EPC). In consultation with Dr. Dever, the subcommittee has developed additional questions and considerations based on two scenarios: (1) issues to be addressed for the completion of a semester in progress when the campus has to close; and (2) issues to be addressed for starting a new semester if the college is closed. It was agreed that the time period for the first scenario would be at the end of the fifth week of class.
  - Dr. Dever noted that these questions are predicated on the availability of trained personnel and adequate delivery systems, as well as the premise that classes will continue to be administered campus by campus and through ELI under the existing framework.
  - A report from the expanded workgroup tasked with providing responses to these questions is expected by mid-April.
- Technology.
  - Dr. Sachs discussed the anticipated capabilities of both the VCCS and local internet providers should NOVA’s continuity of operations be dependent on technology resources such as Blackboard, email, and the internet. He stated that keeping processes as simple as possible is a main consideration in evaluating various technology tools.
There was consensus that the following actions are critical to continuity of operations planning:

- By Fall 2007, all faculty should have a contingency plan for completing their classes if prevented from meeting in a regular classroom setting after the fifth week of class. (Exceptions for this expectation may be made in those instances, e.g., labs, studio, and clinics, where alternatives cannot be arranged.)
- ELI courses will be surveyed to determine which are ready to go. This survey should identify gaps as well as ascertain the extent of faculty resources available for ELI courses. In addition, divisions should consider having ELI or hybrid offerings for those classes required for graduation.
- A process for certifying faculty to teach distance learning or hybrid courses needs to be considered.
- A plan will be developed to facilitate both communication among faculty and the continuation of the college decision-making process if the college is closed. Dr. Templin noted the importance of routinely utilizing virtual meetings in order to become more proficient with this technology. The Administrative Council will incorporate virtual meetings into its schedule.

- Dr. Templin, Dr. Dever, and Dr. Sachs will develop a statement as to a strategy for implementing these actions. Dr. Templin will address this topic during his spring campus visits. Dr. Sachs noted that the continuity of operations plan will guide technology planning for next year.
- Providing access to students who do not have computers at home will be addressed in this planning.

**Personnel/Organizational Issues.**

- Responses to the questions on continuity of operations planning distributed earlier by Vice President Baker are due February 24. These responses, as well as the recommendations from the Academic Work Group, are critical to the identification of essential activities and support systems.
- The VCCS Policy Manual, Section 3.11.1, and the Department of Human Resource Manual, Section 1.3, provide policy guidelines for personnel actions by the institution. Vice President Baker noted the importance for each campus and unit to identify its essential positions and then ensure that the Employee Work Profiles address the specific requirements of these positions.
- It was agreed that specific segments of the emergency plan should be tested whenever possible.

**Gaps in the Communication Plan**—Discussion Deferred.

**Peer Institutions for Program Planning & Benchmarking:**

- Dr. Templin distributed a listing of “program” peer institutions that have been identified as most closely resembling NOVA.

- Dr. Templin stated that relationships with these peer institutions could provide opportunities for cooperation as well as serve as a valuable resource for both planning and data comparison.
CEWD Quarterly Report:

- Dr. Templin noted that these quarterly reports are aimed at providing information at regular intervals on the status of the CEWD program. Implementing a monitoring process has resulted in more accurate data collection and more focus on strategic concerns.
- Due to the large amount of activity in the CEWD program during January 2007, Vice President Gary and Ms. Booker presented a supplemental report reflecting seven months of activity in addition to the regular 6-month report for the second quarter. This supplemental report showed that revenues for the seven-month period in FY 2007 had increased over the same period in FY 2006 while overhead had decreased.
- Comparable campus data for the six- and seven-month periods as well as estimates for the remaining five months in FY 07 were also presented. These estimates were based on last year’s trends. The provosts were requested to review these data with their CEWD staff to validate these estimates. Vice President Gary should be informed of any significant changes in these numbers.
- It was agreed that the focus of all CEWD programs must be on responding to market needs. In an effort to better coordinate this response, Dr. Templin proposed implementing a shared organization and marketing strategy, effective Fall 2007, for the Manassas and Woodbridge CEWD programs and for the Annandale and Alexandria CEWD programs. These joint efforts could provide a means of reducing overhead while better serving the community.
- Vice President Gary will convene a workgroup to develop a reorganization proposal. It was suggested that reviewing the workforce organization at the community colleges identified as NOVA peer institutions could be a valuable resource in this discussion.
- Council members agreed on the critical need to find a better registration process for the CEWD programs. The present situation is a barrier to the students as well as very labor intensive for the staff. Vice President Baker stated that Fairfax County Public Schools has a very efficient registration system in place for its adult education program.

Proposed Institutional Memberships for 2007-08:

- Dr. Dever distributed a revised proposed listing of 2007-2008 Institutional Memberships that included all changes provided to date.
- Any omissions or changes to this proposed list should be forwarded to Dr. Dever as soon as possible. Justifications for new memberships and any additional revisions will be provided to council members prior to the review of these memberships at the February 27th meeting.
- The 2007-2008 Institutional Memberships are scheduled for approval at the Administrative Council meeting on March 20.

Inclement Weather:

- Drs. Guevara and Tardd will provide the Administrative Council with a proposal addressing some concerns regarding the present inclement weather policy.

The next meeting of the Administrative Council will be on Tuesday, February 27, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
• Policy on Reimbursing Travel Expenses for A&P Faculty Candidates—February 27
• Achieving the Dream Planning – March 6
• Admin Council Planning Meeting & Celebration—March 6, 12:30-5:00 pm
  2941 Restaurant – Falls Church
• NOVA Educational Assistance Policy
• Approval of Institutional Memberships—March 20
• Approval of Consolidated Working Calendar—March 20