Administrative Council Meeting
April 24, 2007

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

Ms. Joyce Samuels represented Dr. Tardd.

Dr. Dever convened the meeting in the absence of President Templin.

Status of Emergency Planning:
- Council members reviewed and provided recommendations for President Templin’s message to the college community regarding emergency planning. The intent of the message is to reassure the college community that NOVA is taking as the highest priority the issues of campus security and emergency planning, and to inform them of actions underway or planned in relation to these matters. It will also explain what actions people can do to enhance their personal safety and the safety of those around them.
- Each campus is expected to have its emergency plan posted on the campus website by May 4.
- Numerous issues, to include effective communication and incident management, continue to be reviewed.

Enrollment Management & Student Success:
- Summer Enrollment
  - Dr. Gabriel distributed the Daily Enrollment Report for Summer 2007 as of April 23, 2007. In comparison with the same period for Summer 2006, the data reflect a decrease in enrollment of 6.8%.
  - He requested that the provosts review their campus data to identify potential problem areas and confer with staff regarding possible proactive measures.
  - At the request of the council, large banners announcing registration will be made available to the campuses.
- Fall registration
  - Dr. Gabriel also provided data on priority enrollment for Fall 2007. As of April 23, the data reflect a decrease in enrollment when compared with the same date for Fall 2006.
  - More accurate data should be available after April 30. This data will be reviewed for possible factors contributing to this decrease in enrollment.

SACS Fifth-Year Report Status:
- Dr. Dever stated that the specified purpose of this report is to demonstrate NOVA’s compliance with the SACS requirement of institutional effectiveness.
- Dr. Gabriel reported that the report on the learning outcomes for the instructional programs is nearing completion. He noted the improved quality of the reports and acknowledged the work of the cluster chairs in this effort.

Institutional Advancement Reorganization Plans: Discussion deferred.

Federal Career Day Follow Up:
- Vice President Gary reported that the Federal Career Day held on April 23 was a great success for the college, the students, and the participating agencies. A final report on the event will be provided at a later date, but preliminary data indicate the attendance of more than 800 students.
- He acknowledged the excellent work of Bill Browning and his team for this event as well as the support received from the Administrative Council and the college community.
- The follow-up to this event will focus on marketing, outreach, and enhanced relationship-building between the college and the participating agencies.
- Further follow-up discussion will occur at the next Administrative Council meeting.

Final Actions of the Virginia General Assembly 2007: Discussion deferred.

Specialized Accreditation Expenses:
- Dr. Dever noted that special accreditation is administered at NOVA in accord with Section 3.8500, Accreditation, of the Faculty Handbook. Based on this policy, he presented a proposal for budgetary procedures for specialized accreditation.
  - If a program is required to prepare a major report and/or host an on-site visit by its accrediting agency, the program and sponsoring division should submit a request for a budget amount by April 1 of the preceding fiscal year. This request should be initiated by the program, be approved by the dean and provost and submitted to the executive vice president. After reviewing the request, the executive vice president will submit any approved request to the vice president for finance and administration. Funding will then be assigned to the appropriate account code with communication back to the program, dean, and provost.
  - The request should specify estimated amounts for lodging, transportation, per diem, hospitality, and specified miscellaneous costs. Brief explanations of these amounts should be included.
  - Requests for reassigned time should normally be handled through the separate campus allocation for that purpose.
- Dr. Saperstone expressed concern that this proposal did not provide any college funding for reassigned time.
- Annual membership for these organizations should be handled through the college-wide process for institutional memberships.

The Administrative Council approved this proposal with one nay vote.
Disaster Recovery Planning:
- Dr. Sachs reminded the Administrative Council of the importance of the disaster recovery planning. He noted that it is not sufficient to document the security of NOVA’s internal systems, but the security of all external systems used by the college must be documented as well.
- These planning documents will be audited by the VCCS and the Auditor of Public Accounts.
- Dr. Sachs will advise council members by June 1 if additional information is needed from their units.

Federal Grant Opportunities: Discussion deferred.

The next meeting of the Administrative Council is on Tuesday, May 1, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Achieving the Dream Planning
Continuing Education Workforce Development Budget Report
Imaging and Logo Project
Assistant Provost Position
FY 2008 Budget Planning