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

Mr. David Karstens represented Dr. Hill.

Guest: Ms. Myrtho Blanchard, Director of Human Resources.

Mr. Foley reported on a meeting with Congressman Moran and representatives from the Medical Affairs Office of the Defense Department. The discussion focused on a possible earmark for training disabled veterans.

Enrollment Management & Student Success:

- **Summer Enrollment**
  - Dr. Gabriel distributed the Daily Enrollment Report for Summer 2007 as of June 19. The data reflect a 6% increase in FTES over the comparable date for Summer 2006.
  - He noted that the rate of increase appears to be holding at 6% and that registration for the second six-week session appears to be strong.

- **Fall registration:**
  - The Daily Enrollment Report for Fall 2007 as of June 19 was also distributed. FTES enrollment was 4,802.
  - It is anticipated that, beginning next week, enrollments should begin increasing on a daily basis.

2007-08 Budget:

Vice President Baker presented a draft FY 2008 budget for consideration by the Administrative Council. Among the items noted in this discussion were:

- The budget has been built on the assumption that we will realize an enrollment of 26,652, which is approximately 4% higher than the total enrollment in FY 2007.
- Tuition increases generated approximately $2.4 million in new revenue. However, due to actions by the General Assembly, the additional tuition differential was capped at $0.35 per credit hour and generates only about $400,000 in new revenue this year.
- This year the Technology Fee has been included by the VCCS as a revenue source. An offsetting expenditure item for the Technology Plan has been set out in the recurring budget.
- Sixty-eight percent of the available new revenues are directed at salary increases for faculty and staff. The balance of the recurring funding has been targeted at special programs designed to address instructional quality, enrollment growth and retention.
• In considering salary increases, the Council agreed to make $235,000 of the Library Acquisitions budget contingent on enrollment, and use the established recurring funding to support competitiveness increases for classified staff.
• Dr. Templin agreed to continue funding college-wide student success pilots through the Innovation Fund.
• The Council noted the decline in support for work-study students. Dr. Dever agreed to put together a work group to review our policies and procedures for work-study students to see if we cannot find a way to grow funding for this program.
• The state’s revenue shortfall apparently will not affect annual carry forward funding. However, a recurring budget reduction of at least 2% is expected. In anticipation of such a budget cut, the Council agreed to hold $5,140,500 in non-recurring funding until the situation becomes clear. At that point any remaining funds not required to satisfy the budget cut will be distributed in an agreed upon priority order.

The Administrative Council approved the budget as amended and will implement it for FY 2008.

Salary Increases:
• The Personnel Services Committee and the College Senate reviewed and approved a salary administration plan and submitted it to the President for his review and approval. Human Resources has taken this plan and tailored it to match the funding available.
• The Administrative Council agreed with the proposed methodology which includes the following provisions:
  o Teaching faculty salaries will increase an average 5.75% plus promotional increases. Faculty will receive an average 4% increase based on their merit evaluations. Then, a fixed salary amount will be added to each faculty member’s salary based on academic rank. These fixed amounts have been derived based on the faculty salary competitiveness study recently completed by the Segal Company. Nursing faculty will receive an additional 10% salary increase in response to legislative action in this critical area.
  o Administrative and professional faculty will receive an average 5.5% increase plus promotional increases. An average 4% will be distributed to those faculty based upon their merit evaluations. The balance will be allocated among those positions whose salaries were found to be most substantially below their peers as determined by the Segal salary study of administrative and professional faculty salaries.
  o Classified staff will receive a 4% across-the-board increase as required by the Virginia Department of Human Resource Management (DHRM). An additional 1% will be distributed to those positions whose salaries are most substantially uncompetitive as determined by a salary study that the Segal Company has just begun. DHRM regulations limit the
amount of salary increase any one staff member may receive to 10% in a year.

- Dr. Templin described the efforts of the College to invest in the College’s faculty and staff. The special salary increases approved in the past few years have raised NOVA’s faculty salary scales 15% above the VCCS average. An analysis of the budgetary plans for the past three years and for FY 2008 demonstrates that increasing employees’ salaries has been a top priority. Of the three employee groups over the five year period, classified staff have received the highest average increases.

- Dr. Templin will prepare a comprehensive communication concerning the salary increases as soon as the salary increase plan is approved by the VCCS.

Northern Virginia Regional Commission Follow up. Discussion deferred.

- Study with business community
- Provosts/Board members/elected officials

The next meeting of the Administrative Council is Tuesday, June 26, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
2007-08 College, Campus & Administrative Goals (June 26)
International Travel Processes & Procedures (June 26)
Follow up on Commencement (June 26)
Student Deletions Due to Non-Attendance (July 17)
Telecommuting Policy Recommendation (July 17)