Administrative Council Meeting
August 28, 2007

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

Enrollment Management & Student Success:

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2007 as of August 28 reflects a 10.4% increase in FTES over a comparable date for Fall 2006. Dr. Gabriel stated that these numbers may be slightly inflated due to the Do Not Drop indicators still in place, and that more accurate numbers should be available following the September 5th Census Date.
  - Dr. Gabriel will provide the Administrative Council with enrollment projections for Fall 2007 and Spring 2008. These data are critical in projecting revenue, responding to the state-mandated budget cuts, and readjusting the 2007-2008 FTES targets.
  - An enrollment report will be provided that differentiates between new students and returning students. These data should be useful in evaluating efforts in both outreach and retention.
  - Dr. Templin advised that there are 125 more F-1 international students attending NOVA this fall than in Fall 2006. He noted that this is a measurable and successful outcome of student services restructuring, which included the establishment of the Office of International Student Services.

- Achieving the Dream
  - Dr. Tardd reported that the core team will meet next week and requested that all campuses identify their leadership teams.
  - Dr. John Pickelman, NOVA’s Achieving the Dream coach, and Mr. Dan McConochie, Achieving the Dream data coach, will visit the college September 10-11. During their visit, they will make a presentation to the College Board.
  - Dr. Tardd is coordinating NOVA’s participation in a VCCS-sponsored Developmental Education conference on September 25. Ten representatives are expected to attend.
  - Council members agreed that hiring a sufficient number of adjuncts is a major challenge and that the need is especially critical in English and ESL. A major review of the present processes for recruiting, hiring, compensating, supporting, developing, and retaining adjunct faculty is needed.
Budget Reduction Planning:

- Governor’s Instructions
  - As a result of the state budget shortage, the VCCS General Fund revenue for 2007-2008 will be cut by 5%. General Fund revenue provides approximately 50% of NOVA’s funding. It is expected that this budget reduction will be recurring.
  - A decision is expected soon from the Governor on whether 2006-2007 year-end balances will be approved for carryover.

- Initial Actions
  - To respond to the 5% reduction in General Fund revenue, Vice President Baker advised that the Administrative Council had anticipated some possible contingencies when the FY 2008 budget was approved. Based on further review of this strategy, the Administrative Council will develop the college’s budget reduction plan.
  - Another critical factor in this plan is projected additional tuition revenue. Dr. Gabriel will provide updated enrollment projections at the September 4th meeting.
  - Dr. Templin will send a message to the college community regarding this situation. He noted that, because of the council’s early planning and the significant increase in enrollment, NOVA is in a relatively strong position to deal with these budget cuts.

- Long-Term Implications
  - In addition to responding to the short-term effects of this situation, the college needs to have a long-term strategy in place. Dr. Templin will appoint two ad hoc committees; one to consider a short-term response and the other a long-term response.
  - It was agreed that among the areas to be reviewed in the long-term planning is program performance.

September College Board Meeting:

- Student Presentations
  - Dr. Templin advised that a “student voice” will be on the agenda at each College Board meeting. These presentations, to be coordinated by Dr. Dever, offer an opportunity to focus on student leaders, students involved in honors programs or in other areas of excellence, and on specific student activities.
  - The “student voice” at the September board meeting will be Ernesto Galeas. Mr. Galeas appealed the interpretation of the Virginia policy that prevented students with Temporary Protective Status (TPS) from establishing domicile and becoming eligible for in-state tuition. As a result of his appeal, this interpretation has been changed. Mr. Luis Parada who served as Mr. Galeas’s attorney in this matter will also attend. Dr. Templin noted that this recent change in public policy will greatly benefit the immigrant community.
• Vice President Baker reported that the costs of the Financial Aid Reconciliation process can now be paid from state M&O funds instead of from local funds as in the past. A proposal will be presented to the College Board for the reallocation of $25,000 in local funds that were budgeted for FY 2008 for Financial Aid Reconciliation.
  o The proposal recommends that $18,000 of the $25,000 originally in the Financial Aid Reconciliation Fund be put in a new line item for Emergency Student Assistance under the category of Student Services. This would allow the college to respond to unanticipated financial circumstances that could interfere with the ability of students to stay in college and complete their studies.
  o The remaining monies are being recommended for reallocation to other categories within the Local M&O budget, to include Community Information under the category of Community Services, Travel & Memberships for the College Board, and Contingency.
• Follow-up Meetings with Board Members
  o Provosts will be arranging meetings with their board representatives and selected local jurisdiction officials in the near future. These meetings will focus on raising awareness in the local jurisdictions as to NOVA’s needs based on present and projected growth, as well as the status of various capital projects.
• Campus-Based Board Meetings
  o Some of the College Board meetings will be held at different campuses. Meetings during the current year are planned for the Alexandria, Medical Education, and Woodbridge campuses. The meetings will include a presentation by the provost and a tour of the host campus.
• The October Board Meeting will be a work session. The focus will be on updating NOVA’s strategic plan.

Other items:
• A Civil Rights Memorial is scheduled to be installed on Capitol Square in Richmond in 2008. As this project complements the Phi Theta Kappa honors topic of “Gold, Gods, and Glory: The Global Dynamic of Power,” the Chancellor has challenged each PTK chapter to raise at least $500 by December 2007. Dr. Dever will send a message to PTK chapters, and provosts are asked to encourage their campus PTK to support this project.
• Dr. Gueverra shared a DVD entitled “On the Move” that was used as part of the Alexandria Campus’s kickoff for the new academic year. He also distributed the booklet “Student Leadership Opportunities” that was developed as part of Alexandria’s student success initiative.
• Dr. Hill distributed the CD that was developed for the Woodbridge Campus on completing the Free Application for Federal Student Aid (FAFSA). This project was also a student success initiative. He acknowledged the assistance of the TAC
staff in developing this product and noted the need for a Spanish language version.

The next meeting of the Administrative Council will be on Tuesday, September 4, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
College Board meeting – September 10
CE/WD Year-End & Prelim First Quarter Report – October 2