Administrative Council Meeting
September 4, 2007

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Associate Vice President Gabriel, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Hinton, 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 September 4, 2007, reflects a 10.4% increase in FTES over a comparable period for Fall 2006. Dr. Gabriel noted that enrollment cancellation was completed over the weekend.
  - Based on the strong showing for the 16-week session, Dr. Gabriel expects a strong second eight-week session. Based on the present data, he anticipates a 9.9% increase in FTES for Fall 2007 over Fall 2006.

- Spring Enrollment Target
  - Dr. Gabriel presented historical data on the percentage relationship of Spring FTES to the preceding fall: 2002-03 to 2006-07. He noted that the spring to fall percentage was normally in the 92% range except for 2006-07 when it increased to 97%. Based on this trend, 92% was used to calculate the expected FTES for Spring 2008. Using data from Summer and Fall 2007, and projecting the FTES for Spring 2008, Dr. Gabriel predicted that the annual FTES growth for 2007-2008 would be 6.8%.
  - It was agreed that the Spring 2008 Schedule of Classes should be reviewed to ensure capacity for the number of students expected to attend. Dr. Dever will review the calendar for the development of the spring schedule to see if more time can be given for the last day of online schedule entry. Dr. Sachs noted that the new Unsuccessful Attempted Registration Report would be a useful tool for determining courses in high demand.

- Revised Annual Enrollment Target
  - As a result of the greater than expected increase for Spring 2007, the annual target for 2007-08 had been revised in May to 4.2%. Dr. Templin noted that this target needs to be recalibrated again to encompass the current momentum. He noted that this growth reflects both increased retention and a more successful outreach to new students.
  - Dr. Gabriel will distribute the revised targets by campus for discussion at the next meeting. He will also provide data as to trends identified as impacting this growth.

- Achieving the Dream
  - The membership for each campus leadership team should be sent to Dr. Tardd as soon as possible. Dr. Gabriel will also use this information to appoint the data team.
  - A tentative schedule has been received for the AtD coaches’ visit on September 10-11. This schedule will include a meeting with the college
leadership, a visit to each of the campuses, and a presentation to the College Board. The Core Team will meet prior to this visit.

- Dr. Tardd stated that the provosts will receive the same information that is distributed to the chairs of the campus teams.

**Budget Reduction Planning**

- **Projected Tuition Revenues from Revised Enrollment Targets**
  - The data indicate that the increase in FTES for 2007-2008 will be greater than the increase that was used for developing the FY 2008 budget. As a result, the college is expected to realize greater tuition revenue.

- **Status of Carry Forward Revenues**
  - Vice President Baker reported that the college will be able to keep the funds that were carried over from 2006-2007.

- **List of Vacant Positions**
  - Vice President Baker provided a list of classified vacancies as of August 30, 2007. Salary savings realized as a result of these vacancies will be considered when addressing the college’s budget reduction plan.

- **Process for Budget Adjustments**
  - NOVA’s 5% budget cut in General Fund Revenue for FY 2008 will be approximately $4.2 million and will be implemented following the general plan for contingencies included in the original budget approved by the Administrative Council. As it is still unknown whether additional cuts will be necessary, more contingency planning will be undertaken.
  - To this end, Dr. Templin appointed two ad hoc working groups within the Administrative Council.
    - An Ad Hoc Working Group on FY08 Contingencies will prepare contingencies for the potential of an additional budget reduction of $4.2 million during FY 08. This group will be convened by Vice President Baker and will report back at the Administrative Council meeting on September 18.
    - An Ad Hoc Working Group on Long-Term Budget Implications will be convened by Dr. Dever and will present a preliminary report at the meeting on October 9. This group will prepare a set of recommendations relating to
      1. Integrating the $4.2 million budget reduction into the FY 09 operating budget.
      2. Preparing contingency plans for the potential of an additional $4.2 million reduction for FY 09.
      3. Identify ways to gain greater efficiencies and to reduce costs while continuing to invest new resources where students and the region’s businesses demonstrate increasing demand.
  - Should no additional reductions be needed, the college must be prepared to utilize those funds that were reserved. Vice President Baker requested that council members provide a list of critical projects for consideration should monies become available at a later time.
• Communication Plan
  o Dr. Templin will distribute a message to the college community discussing NOVA’s response to the present budget reduction and its plans to develop future contingencies.

The next meeting of the Administrative Council will be on Tuesday, September 11, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
College Board meeting – September 10
2007-08 Goals & Objectives – September 11
Spring Enrollment Targets by Campus/Venue – September 11
Report on Student Activities - September 18
Report on Grants & Special Projects - September 25
Final Review of 2006-07 Enrollment & Retention
CE/WD Year-End & Prelim First Quarter Report – October 2
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Analysis of faculty hiring for 2007
Distribution of Faculty Positions for 2008-09
Enrollment Goals for 2008-09