Administrative Council Meeting  
October 2, 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, Dr. Saperstone, Dr. Tardd, President Templin, and Ms. Wilhelmi.

Dr. Monica Sasscer represented Dr. Steven Sachs.

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

Enrollment Management & Student Success

• Fall Enrollment
  o The daily enrollment data continue to indicate approximately 10% increase in FTES for Fall 2007 over the comparable period for Fall 2006. Dr. Gabriel noted that this increase is 5.6% above the fall enrollment target.

• Results of Campus Recruitment of Recent High School Grads
  o A report was distributed reflecting the number of 2007 Northern Virginia public high school graduates enrolled at NOVA in Fall 2007. The data indicate that the college is very close to reaching its target for these high schools. Dr. Gabriel noted that the 2007 target was 3% over the 2006 target.
  o The high school coding problems with the on-line admission application continue to be addressed. Dr. Gabriel stated that a more accurate high school graduate report is expected at the end of the semester.
  o Council members requested that subsequent reports include the number of graduates from each high school attending each campus as well as NOVA’s penetration rate for the high school market.
  o Dr. Gabriel will also provide several years of comparative data for each campus and the college.
  o Drs. Dever and Gabriel will confer with the High School Outreach Roundtable and the Deans Working Group as to the integration of their outreach efforts with those of Marketing and Communication.

• Enrollment Targets for 2008-09 by Campus/Venue
  o The proposed college-wide 2008-2009 annual target reflects a 4.5% increase in FTES over 2007-2008.
  o The individual campuses and ELI will break their annual targets into separate semester targets
  o Available facility capacity, both present and future, is a major factor in determining these targets. A clearer understanding of the methodology for determining capacity as well as a strategy for effective facility management are critical to maximizing space utilization.

• Data on “Never Attending” Students
  o Dr. Gabriel presented data on the Potential Loss of FTES Due to Policy Change: Fall 2007. These data were based on students reported as never
attending class by faculty, and processed by Student Services Center as NVRK.

- As of September 25, if the new deletion policy had been fully implemented, 136.4 FTES would have been lost due to non-attendance. After grades are submitted for Fall 2007, another report will be run to determine if additional changes occurred later in the semester.
- Dr. Sasscer noted that the definition of “never attended” for an ELI class has changed.

- Achieving the Dream
  - Dr. Tardd reported that NOVA’s representatives to the recent VCCS meeting on Achieving the Dream were very enthusiastic about this opportunity to share ideas and brought back good ideas for campus roll-out of this initiative.
  - An Achieving the Dream workshop that would be open to the college community is being considered.

Report of the Ad Hoc Working Group on FY08 Budget Contingencies:

- A plan has been developed for meeting the 5% budget cut presently required by the state. This has resulted in a budget cut of $4.2 M.
- This group was also charged with determining the potential effects of an additional 5% cut as well as an additional 10% cut. Vice President Baker reported that an additional 5% cut could probably be covered by reserving the balance of the discretionary spending. Dr. Templin noted that good budget planning has allowed the institution to manage these cuts.
- The group determined that it would be very problematic if the additional required budget cut is 10%.
- In response to the concern over the timeframe for expending funds, Vice President Baker advised that the funds held in reserve pending another budget cut could most likely be spent in February or in April should the cut not be required. As to the concern regarding a backlog in purchasing, she suggested that purchasing decisions be made early and paperwork prepared in advance in anticipation of available funding.
- The next steps in the planning process include
  - Clarification of future actions. The implementation stage will be dependent on receiving the information on additional budget cuts.
  - Identifying previously unanticipated needs. Dr. Templin requested that members of the Administrative Council inform him of any such budgetary needs that are critical to the college’s ability to achieve this year’s goals.

Analysis of faculty hiring for 2007:

- Diversity Characteristics
  - Ms. Blanchard and Dr. Gabriel presented a report on the composition of teaching faculty at each campus and college-wide in September 2006, the composition of new teaching faculty hired in September 2007, and the composition of teaching faculty as of September 2007. Ms. Blanchard
discussed summary tables, both by campus and college-wide, on new hires by gender, ethnicity, location from which recruited, and hire status.

- Subsequent reports will be refined as follows:
  - Restricted appointments will be removed from the data, so that only permanent faculty positions are considered.
  - Permanent faculty positions will be reviewed to determine the number previously employed as adjuncts.
  - A summary of these data and the implications for recruitment and retention will be developed. This summary will include an assessment of what has been done as well as recommendations for improving the process.

- Concern was expressed regarding the length of the recruiting and hiring process.

- **Allocation of Regular and Restricted Appointments**
  - A status report on the positions allocated for the Faculty Class of 2007 was distributed. Dr. Dever noted that this process occurred as set forth in the Plan for Faculty Recruitment, with the first round in October and the second round in February. Additional recruitment resulted from later vacancies and the identification of critical needs. The majority of these positions were initially approved for restricted positions and will be put through the allocation model for the Faculty Class of 2008. Based on special circumstances, five of these positions were approved as permanent in anticipation of campuses’ allocation for 2008-2009.
  - MEC faculty are reported separately as the MEC allocation is handled in a different way.
  - At present, there are thirty-one vacant positions to go through the allocation model for the Faculty Class of 2008. Provosts were requested to verify the list of vacant positions.
  - Projected enrollment growth is a critical factor in determining the number of new faculty needed. Vice President Baker and Dr. Gabriel will provide a proposal for the number of new faculty for 2008-2009, based on budget considerations.

**Classified Staff Salary Increases:**

- Ms. Blanchard reported on the classified compensation study recently completed by the Segal Company. The results of this study show that while significant progress has been made in making classified salaries more competitive, more needs to be done.
  - The Administrative Council approved the implementation of this study, which will result in approximately 180 employees receiving competitive increases between 1-10% in addition to the state approved increase of 4%.
  - Ms. Blanchard will distribute a communication on the results of this study.

- Dr. Templin noted the college’s continuing focus on salary increases based on competitiveness.
Strategic Plan Update. Discussion deferred.
  - Draft Revisions
  - Goals to be Dropped/Added
  - Focal Points of Excellence

Financial Aid. Discussion deferred.

October 9 Public Hearing on Campus Safety & Emergency Preparedness. Discussion deferred.

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

Tracking & Upcoming Items
WD/CE Year-End & Prelim First Quarter Report – October 9
Distribution of Faculty Positions for 2008-09 – October 23
Report on Grants & Special Projects -October 23
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Commencement Report