Members Present: Vice President Baker, 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
  o The Daily Enrollment Report for Fall 2007 as of October 9 continues to reflect an increase in FTES of approximately 10% over the comparable date for Fall 2006.
- Campus Recruitment of Recent High School Grads
  o As requested at the Administrative Council meeting on October 2, Dr. Gabriel provided some historical data on the number of area public high school students who attended NOVA following their graduation. The table, Northern Virginia Public High School Graduates at NOVA by Campus: 2001-2002 to 2006-2007, shows four years of annual trend data for each campus and for the college. The data reflect an increase in the number of area high school graduates attending each campus in 2006-2007 as compared to 2005-2006.
  o Dr. Gabriel noted that fifty-seven high schools are serviced by NOVA and provide 80-85% of the high school graduates attending the college.
  o Additional data will be provided showing the number of graduates from each high school as well as the campus attended.
- Achieving the Dream
  o The Achieving the Dream coaches are scheduled to return to NOVA in November.
  o Dr. Tardd reported that focus group training is scheduled for October 30, and November 1 and 2.
  o Dr. Hinton recently attended the national conference Double the Numbers 2007: Diplomas, Degrees, and Credentials for Underrepresented Youth. Represented at the conference were numerous foundations that focused on identifying programs to enhance the educational opportunities for underserved groups from high school to college, improving college completion rates, and increasing post-secondary success for historically underserved populations. She noted that the importance of establishing and utilizing a culture of evidence was a major theme of the conference.

Strategic Plan Update:
- A Strategic Planning Work Session has been scheduled for Monday, October 15, from 3:00-8:00 p.m. in the Ernst Center Forum. The goals of this meeting are to
  o update the 2004 Strategic Plan
  o reaffirm the present direction of the institution
- define what NOVA should be in 2015
- The work session will include presentations on both emerging job opportunities and demographics for the Northern Virginia region.
- Council members reviewed the proposed 2007 updates and revisions to be presented at this meeting. It was noted that, in some cases, recalibrations were needed as a result of an improved methodology for data collection.
- Among the areas for discussion during this session will be
  - educational programs and services that are important to fulfilling the college’s mission and serving the region’s educational and/or workforce needs.
  - focal points of excellence in educational programs and services that are among the best in the nation.
  - emergency planning.
  - underserved populations
  - student success.
- Recommendations from the work groups will be considered in the development of the final document to be presented to the College Board.

WD/CE Year-End & Preliminary First Quarter Report:
- Vice President Gary and Ms. Booker presented both the Workforce Development year-end revenue and expense summary for Fiscal Year 2007 and a preliminary report for the first quarter of Fiscal Year 2008.
  - For Fiscal Year 2007, although the revenue target was not reached, earned revenue increased
    - Due to improved monitoring and tracking processes, the campuses are able to better analyze revenue and expense activity.
    - Contract training revenues doubled over the previous year.
    - Total expenses exceeded total revenue. Although the net deficit does appear to be decreasing as a result of increased vigilance, it is critical that the structural factors causing this deficit be identified. In addition to eliminating this deficit, we must also ensure that WD/CE fulfills the college mission while bringing revenue to the college.
  - The preliminary data for the first quarter of FY 08 show a significant increase in earned revenues compared to the same period in FY07.
    - The estimated FY 2008 first quarter indirect expenses appear to be holding steady compared with the same period in 2007.
    - Final numbers for the first quarter are expected soon. Based on these numbers, a report on the first quarter will be provided to the Administrative Council upon receipt of final budget figures from the college budget office, anticipated to be the end of October.
  - Dr. Templin noted that WD/CE has made significant progress and realized some positive outcomes in FY07.
- Vice President Gary discussed the next steps:
The WD office, working with Provosts and Directors, will conduct detailed cost analysis of WD/CE programs and operations to improve efficiencies, grow programs, increase revenues, identify additional resources and best practices, and reduce expenses. This analysis will begin with the Annandale WD/CE 7630 Center, with final results to be reviewed at the end of October 2007.

Initiatives focusing on “regionalization” will continue.

Review of the WD/CE draft reorganization plan by the President.

- Dr. Templin stated that identifying the market realities for each campus is critical to future planning for this program.

Space Utilization & Capital Outlay Request:

- Dr. Templin advised that recalculations on space utilization and justification for capital projects have been requested. Council members will collaborate with Facilities Planning and Support Services to ensure accurate data for these reports.

New Faculty Positions for 2008-09. Discussion Deferred.

The next Administrative Council meeting will be Tuesday, October 23 at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:

Allocation of Faculty Positions for 2008-09 – October 23
Report on Grants & Special Projects - October 23
Report of the Ad Hoc Working Group on Long-Term Budget Implications
Telecommuting Policy Recommendation
Vice President of Financial & Administrative Services search process
Commencement Report
Analysis of Faculty Hiring for 2007
Financial Aid