Administrative Council Meeting
November 20, 2007

Members Present: Vice President Baker, Executive Vice President Dever, Mr. Foley, Interim Vice President Gabriel, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Tardd, and President Templin.

Mr. Jerry Boyd represented Dr. Saperstone.
Dr. Ron Buchanan represented Dr. Hinton.
Mr. Art Cavanagh represented Vice President Sachs.

Guests:
Ms. Debbie Rosen, Director of Grants and Special Projects
Mr. Josh Wyner, ACE Fellow.

Dr. Templin welcomed Mr. Josh Wyner, Executive Vice President of the Jack Kent Cooke Foundation, who is presently serving as an ACE Fellow. Although most of his fellowship will be with the College of William and Mary, he will also be spending some time at NOVA. Dr. Weiner discussed the work of the Foundation’s Community College Scholarship Program that aims to advance the education of gifted students with financial needs.

Dr. Templin acknowledged the efforts of the Alexandria Campus in hosting the November College Board Meeting and its students’ participation in this event. He stated that it was a very productive meeting with a presentation on the recently initiated partnership with U.Va. to offer the Bachelor of Interdisciplinary Studies Program at NOVA and with the approval of several new academic programs, the Loudoun Campus Master Plan, and the updated college strategic plan, NOVA 2015: Gateway to the American Dream.

Enrollment Management & Student Success:

- Enrollment
  - Dr. Gabriel reported that the data continue to indicate a 10% increase in FTES for Fall 2007 as compared with Fall 2006.

- Spring Pre-registration
  - Dr. Gabriel noted that enrollment for Spring 2008 is off to a strong start and that the priority registration by appointment process appears to be working as planned.
  - Day-to-day enrollment comparisons are expected to be available beginning next week.

- Achieving the Dream
  - Dr. Tardd acknowledged the excellent support given by the Office of Institutional Research to the AtD core and data teams.
  - He requested that information on Achieving the Dream be included in each campus’s spring convocation and noted that the team leaders are an excellent resource.
The schedule for the coaches’ visit is in place and will include all campuses except the Medical Education Campus.

NOVA has requested additional representation at the AtD Strategy Institute in February. Participation in this conference should provide an opportunity to hear about other institutions’ initiatives as well as to identify likely focus areas for NOVA.

Reports on AtD activities at various campuses will be scheduled for future Administrative Council meetings.

Report on Grants & Special Projects:
- In response to a request by the Administrative Council for an update on Grants and Special Projects, Ms. Rosen presented an overview of grant activity over the past two years.
- Summaries were provided on recent grant submissions, to include The National Endowment for the Humanities (NEH) proposal for a Faculty Humanities Workshop for 2007-2008, “The Humanities in the Twenty-First Century” (funded); National Science Foundation (NSF) grant proposal for a project aimed at increasing student success in the STEM fields (science, technology, engineering, and math), the NOVA Science Scholars Program (pending); STARTALK grant for training Chinese and Arabic NOVA faculty as well as teachers from other educational institutions (funded); DOL Community-Based Job Training Grant for Diagnostic Imaging Education and Training (funded).
- Spreadsheets were provided on comprehensive grant activities for 2006-2007 and 2005-2006 as well as a list of grant activities for October 2007. Ms. Rosen also discussed InfoEd International, a website containing information on grant opportunities that is available to the college community, and Grants.gov, the portal for submitting federal grants.

Status Report on Budget Planning:
- Vice President Baker reported that earlier budget projections appear to be on track. She noted that final decisions concerning additional budget cuts may not be made before mid-February and could be as late as April. The Short-term Budget Committee has recommended maintaining contingency funds until the state’s fiscal condition is clearer.
- Resources are needed in several areas not included in the FY 08 budget such as an enhanced janitorial contract in response to MRSE concerns, additional funding for Achieving the Dream, background checks for all new employees, and furniture for the off-campus rental site for the Manassas Campus. The Short-Term Budget Committee agreed that these items should be funded from the contingency fund and that any monies remaining, which are not required to cover additional budget cuts, be distributed through the M&O model. The committee will provide the Administrative Council with a recommendation for distributing these remaining funds.
- Dr. Gabriel will provide enrollment projections to be used in predicting possible revenues.
Vice President Baker reported that the carry-forward funds were allocated and have been distributed.

The Long-Term Budget Committee continues to address planning for the potential of further cuts for FY 2009.

Faculty Positions for 2008-09:
- Dr. Templin distributed the preliminary round one for the FY 2009 nine-month teaching faculty positions. He noted that no decision has been made regarding the discretionary positions and that additional information was needed for certain positions. Dr. Dever will review with the provosts those positions for which additional information has been requested. A final decision is expected by the next meeting.

College Senate Resolutions:
- Martin Luther King Jr Holiday
  - The following resolution was passed by the College Senate and approved by the Administrative Council:
    “The NVCC College Senate recommends that the Martin Luther King Holiday be made the permanent holiday in the Spring Semester. This action would eliminate the practice of alternating the MLK Holiday with that of Presidents’ Day.”
  - The college is already scheduled to observe the Martin Luther King Holiday in January 2008.
  - The 2008-2009 General Information Working Calendar will be revised to reflect this change. As a result, the census date for the first eight-week session and the beginning of the schedule adjustment with permission period for the sixteen-week session will also be changed.

- Religious Holidays
  - The College Senate also recommended that a statement regarding the accommodation of religious observances be included on the college website and in both the Student Handbook and Faculty Handbook. Included on the website will be a link to a listing of commonly observed religious holidays.
  - It was agreed that this statement appropriately recognizes the extensive diversity of the NOVA student body.
  - The Administrative Council approved the recommended statement as presented.

VCCS Background Investigations Policy:
- Dr. Templin stated that VCCS policy now mandates criminal background checks for all college personnel. This policy will be effective January 1, 2008, for all new employees.
• Dr. Dever will convene a meeting with the Director of Human Resources and the Division Deans as to the implementation of this policy. Procedural guidelines will be developed to ensure consistent and efficient implementation throughout the college, particularly in instances where quick action is required, such as hiring adjunct faculty.
• It was agreed that this mandatory background check should be appropriately referenced in recruitment ads.

MRSA Follow-up:
• Mr. Foley reported on the status of the college’s efforts to address MRSA.
  o Information has been provided in the Intercom to educate the college community on MRSE.
  o Information is available in the gyms regarding cleaning of equipment.
  o The janitorial contract is being reviewed for both immediate changes as well as future needs.
  o Mr. Tancretti has visited all the campuses and is presently working on a projected cost analysis for implementing the work group’s recommendations.

Proposed Modifications to 2007-2008 Calendar:
• Dr. Dever presented the following proposed modifications to the 2007-2008 General Information Working as recommended by the Operations Group.
  o Add Advising Week (April 7-11, 2008) the week before the start of Fall 2008 Priority Registration for continuing students.
  o Close Priority Registration on May 5, 2008, three weeks after it starts on April 15.
  o Add August 1 as the Fall 2008 tuition payment deadline for all students who enrolled by July 31, 2008. There will not be an earlier payment deadline for students who enroll during the priority registration period.
The Administrative Council approved the recommendation as presented. The online Working Calendar will be revised to reflect these changes.

Woodbridge Campus Division Change:
• Dr. Hill advised that plans are underway to change the name of the Math and Natural Sciences Division on the Woodbridge Campus. He noted that the new name would better describe the current offerings as well as the technology programs included in this division.

Review of Inclement Weather Procedures:
• The Administrative Council reviewed NOVA’s procedures for inclement weather.
• Dr. Dever reviewed the information and FAQs provided on the college website for Weather & Closing.
• Vice President Baker reviewed the internal processes for making the decision to close the college and for notifying the public. Any changes in the emergency
contact numbers should be reported the Office of Finance and Administration as soon as possible.

- Each campus should have its own emergency contact list in place.
- Dr. Gabriel will pursue providing a direct link to the Weather & Closing page from the college homepage.
- Dr. Sachs noted that text messaging could be a very effective notification tool, especially for a mid-day closure.

Professor Emeritus Nominations:

- Dr. Dever reviewed the nomination process for Professor Emeritus and advised that the College Board has requested that only those nomination packets that clearly meet the criteria should be forwarded to the Board’s Curriculum and Community Relations Committee. Reviewers should ensure that the nominations are well substantiated prior to forwarding them to the President.
- All packets must be received in the Office of the President by January 15 in order to be considered this year.

Annual Evaluations:

- Dr. Templin requested that council members provide him with their 2007 accomplishments and goals one week prior to their scheduled evaluation. He advised that items of possible concentration for the coming year could also be included.


Outstanding Faculty Award Nominations:

- Dr. Dever announced NOVA’s nominees for the 2008 SCHEV Outstanding Faculty Awards:
  - Ms. Margaret Leary, Professor of Information Systems Technology, AL
  - Dr. Jennifer Lerner, Assistant Professor of Sociology, LO
  - Dr. Walerian Majewski, Professor of Physics, AN
  - Ms. Maria Rynn, Associate Professor of Information Technology, AN
- Dr. Dever stated that the preparation of the nomination packets requires great effort, and he acknowledged the commitment of both the nominees and the Awards Committee in this rigorous process.
- Dr. Templin noted the strong record of NOVA faculty receiving these awards and the importance of recognizing faculty excellence in the context of Virginia higher education.

Congressional Earmark Requests:

- Dr. Templin reported that the requests for Congressional Earmarks have been forwarded on the VCCS.
Other Items:

- Mr. Foley will participate in a panel discussion on “Caring for Those in Harm’s Way” at the December Northern Virginia Tech Council.

- Vice President Gary reported that NOVA’s Workforce Development has been designated by the governor to oversee the project management role for the state’s response to BRAC (Base Realignment and Closure). He is presently working with the Governor’s office on the guidelines and expected outcomes for this project. This is an excellent example of NOVA’s being on the front line for workforce development in Virginia.

- Dr. Templin briefly discussed the legislative priorities for 2008.

The next meeting of the Administrative Council will be Tuesday, November 27, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Telecommuting Policy Recommendation
Green Idea – Nov 27
Vice President of Financial & Administrative Services search process – Nov 27
Concept for 15-Week Semester – Dec 4
Commencement Report – Jan 8
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
International Travel