Administrative Council
February 19, 2008

Members Present: Acting Vice President Courter, Executive Vice President Dever, Mr. Foley, Interim Vice President Gabriel, Vice President Gary, Dr. Gueverra, Dr. Hill, Vice President Sachs, Dr. Saperstone, and President Templin.

Dr. Ronald Buchanan represented Dr. Hinton, and Ms. Joyce Samuels represented Dr. Tardd. Dr. Sharon Robertson represented Dr. Dever following his departure from the meeting. Dr. Butch Herod, ACE Fellow, also attended.

Guests:
Mr. Lowell Weiss, Vice President for U.S. Programs, Bill and Melinda Gates Foundation
Ms. Kerin Hilker-Balkissoon—Director, Pathway to the Baccalaureate Program
Ms. Jane Serbousek—Director, Achieving the Dream Initiative
Mr. Bill Browning—Director of Business Development, Workforce Development
Ms. Laraine Booker—WD/CE Financial Analyst
Ms. Gerri Hofler—Program Director, NoVaHealthFORCE

Student Access & Success: Conversation with Lowell Weiss – Gates Foundation:
Dr. Templin welcomed Mr. Weiss to NOVA. During his visit, Mr. Weiss will be looking at several current college-wide initiatives focusing on access and student success. These initiatives often target underserved populations.

Mr. Weiss noted that the Bill and Melinda Gates Foundation is considering an initiative that could dramatically increase the number of individuals, ages 16 to 26, who receive post-secondary credentials. The linkages between community colleges and high schools, employers, and four-year institutions are among the areas being reviewed. The focus would be on students from low income families, students of color, and immigrant students.

Presentations were given on the following NOVA initiatives that align with the goals of the Gates Foundation:

- Pathway to the Baccalaureate
  - NOVA, George Mason University, Fairfax County Public Schools, and Loudoun County Public Schools began the Pathway program in 2005 in response to the diminishing capacity in institutions of higher education, the number of students who expressed interest in attending college but did not enroll, and the students who were academically qualified but at risk of not being successful in a college environment.
  - Ms. Hilker-Balkissoon noted that ninety-three percent of students presently in the Pathway program meet one or more of the Department of Education criteria known to adversely affect academic persistence in college. This program provides structured support and interventions to students as they transition from high school to NOVA, throughout their
time at NOVA, and as they transfer from NOVA to George Mason or another university.
  - The data indicate the success of this program in areas such as transition from high school to college, retention, and good academic standing. There are presently 1,850 students in the program, thirty-seven percent of whom receive financial aid.
  - The Pathway to the Baccalaureate Program currently operates in twenty-eight high schools and centers across Northern Virginia, and Pathway students attend all six campuses of NOVA and the Fairfax campus of George Mason University. Arlington County Public Schools have recently joined the program. Future expansion is anticipated to additional school systems within the Northern Virginia region.

- Achieving the Dream
  - Ms. Serbousek discussed NOVA’s participation in the national multi-year Achieving the Dream initiative. The initiative focuses on identifying and helping to close gaps in achievement and success for community college students. It emphasizes the use of data to drive change. With the ultimate goal of institutional transformation, Achieving the Dream encourages colleges to create a culture of evidence, to track and monitor student success, and to develop best practices for serving and supporting students.
  - NOVA's priorities for the initiative are student persistence and improving developmental mathematics. Strategies to address the two priorities will be implemented and evaluated for effectiveness as part of a plan for continuous improvement to address the fundamental goal of student success.

- Training Futures
  - The Training Futures Program, a joint effort between NOVA and Northern Virginia Family Service (NVFS), aims to provide low income adult breadwinners with the skills and support needed to launch careers in office administration, while earning college credit at NOVA.
  - NOVA has been a part of this partnership for five years, and trainees currently complete this 6-month program with up to 17 hours of college credit. The college provides financial aid to fund NOVA tuition and employs some Training Futures trainers as adjuncts. Participants are encouraged to continue their college education after completing this program and beginning their new careers.
  - Among the outcomes are significant wage gains for those completing the program as well as an 85-90% success rate both for program completion and job placement. Future plans include joint NOVA-NVFS exploration of new occupations for potential program expansion.
  - This NOVA-NVFS partnership has recently received a 3-year national demonstration project grant from the Aspen Institute as one of six national partnership models chosen from 87 applicants nationwide.
NoVaHealthFORCE

- Mr. Foley discussed the critical shortage of workers in the healthcare workforce and the important role community colleges play in the training of these workers. NOVA is the region’s leading provider of trained health care workers.
- In collaboration with the area’s healthcare CEOs and college and university presidents, NOVA has been a leader in developing a regional model for addressing the healthcare workforce shortage. The NoVaHealthForce coalition has received financial assistance from the Virginia General Assembly, a grant from the Department of Labor, and matching funds from regional health systems.
- NOVA has substantially grown its Nursing Program last year and has added new programs and venues. In response to regional Diagnostic Imaging needs, the Radiation Technology program has been increased and new programs in Sonography and Radiation Oncology have been added.

2008 Faculty Recruitment – Round II:
- Recommendations for the second round allocation of 2008 faculty should be submitted to the president as soon as possible.

Quarterly report on CEWD revenues/expenditures:
- Vice President Gary reported on the Workforce Development/Continuing Education end-of-year forecast summary.
  - Campuses have forecast revenue to be up over the previous year and should exceed the budgeted plan.
  - Although campuses have forecast expenses to be slightly higher than the previous year, program expenses are not projected to exceed revenue.
  - It is expected that the program will result in a positive net position for this fiscal year, provided the campus forecasts are realized, contract training revenues continue to increase, and expenses are controlled.
- The following next steps have been identified:
  - Efficiency analysis (indirect cost, space efficiency, deficit elimination at Alexandria and Annandale)
  - Program measurement (consolidation of contract training activities and better tracking and reporting systems)
  - WDCE Regionalization (AL/AN Regionalization Plan has been approved; expected approval of WO/MA Regionalization Plan by April 2008)
  - WDCE Total Reorganization (Proposal to Administrative Council by the end of June 2008)

Economic Outlook & Implications:
- Commonwealth of Virginia revenues
  - Dr. Templin reported on the present budget situation in the General Assembly. He noted that funding for capital proposals and tuition flexibility are both critical to NOVA.
Governor’s Executive Order on Expenditures
  o Dr. Templin advised that, although higher education is presently exempted from this executive order calling for a freeze on hiring, travel, and unnecessary purchases, the college community must remain cognizant of the present financial situation when making budget decisions.

College Budget Contingency Plan
  o Dr. Templin noted that NOVA was able to absorb the initial budget cut due to excellent planning. The college must continue with its comprehensive planning to avoid a crisis management situation should additional cuts be required.

Long-term Budget Planning.
  o Dr. Dever and Vice President Courter continue to work on long-term budget planning.

Managing Full-time Position Vacancies
  o Because of the present financial situation, position vacancies need to be considered in terms of priority.

Recommendation of Personnel Policies Committee on Release Time. Discussion deferred.

Federal Earmarks:
  o Provosts will be notified if a letter is needed regarding their requested project. The final packets must be submitted this week.

The next meeting of the Administrative Council is Tuesday, February 26, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:
Final Action on International Travel Policy & Procedures- Feb 26
Student Activities Proposal
Draft 2008 Marketing Plan – March 4
Action on Task for on Student Mental Health – March 25
OIR reorganization – March 25
Long-Term Budget Review
Telecommuting Policy Recommendation
Analysis of faculty hiring for 2007
Policy on Firearms on Campus
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time