Administrative Council Meeting  
May 20, 2008

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

Dr. Sharon Robertson represented Executive Vice President Dever.

Guest: Mr. Ben Pittman, Budget Director

Student Access & Success:
- **2008 Summer Enrollment**
  - The Daily Enrollment Report for Summer 2008 as of May 20 indicates an increase in FTES of 7.7% over the comparable date for Summer 2007. Based on past data, Dr. Gabriel expects that an additional 500 FTES could be added in the second six-weeks. This would meet the Summer 2008 target.
  - Dr. Gabriel stated that transient/visiting students comprise a major segment of the summer student population. The fact that students are enrolling primarily in science and math classes should be considered in future planning. Dr. Templin noted that NOVA should position itself to offer what is needed by the community and requested that Dr. Gabriel provide additional information on transient/visiting student class patterns.
  - In contacting students who were dropped, Dr. Gabriel noted that the most frequent responses were that they were waiting for a bill or were expecting financial aid.
  - Dr. Gabriel will provide a 2007-2008 enrollment summary at the Administrative Council meeting on May 27.
  - It was agreed that more information should be available to students regarding the Deferred Tuition Payment Plan (FACTS). Acting Vice President Courter will provide data on student use of this payment option.

- **Achieving the Dream**
  - Dr. Tardd reported that NOVA’s Implementation Plan has been filed with Achieving the Dream. Copies of this report will be provided to Council members.
  - Several NOVA representatives will attend training on learning communities this summer.
  - The Deans Working Group is working on first-year experience activities. Information regarding this is available on several of the campus websites.
  - It was agreed that professional development needs will increase as learning communities and other AtD activities are implemented. Planning is critical to ensure that adequate opportunities are available.
  - Budgeting for the AtD initiative will be considered during the regular budget discussions.
2008-09 Technology Plan:

- Dr. Sachs presented the draft 2008-09 Information Technology plan. He noted that this centrally funded college plan, developed by the college-wide Information Technology Committee (ITC) is based on input from throughout the college. The final plan is due to the VCCS by June 30. The draft plan was based on estimates of available funds and some system-wide costs as tuition rates for FY 09 have not been set. Likewise, the plan may need revisions as enrollment numbers are confirmed. There is also a possibility of significant revenue increase if the student Technology Fee is increased.
- Dr. Sachs also distributed an estimate of the 2008-2009 College Technology Plan Allocation. This report reflects the Campus/Unit Technology Plan Support for 2008-09 for the campuses, ELI, and college staff. These funds are available for discretionary purchases by the campus or unit.
- Several changes were noted in the 2008-09 plan:
  - An increase in the cost of VCCS centrally-licensed software due to a significant increase in the cost for Blackboard and Microsoft products.
  - Replacement of a larger number of computers.
  - Telephones in classrooms.
  - Reserve funds for audit and special projects.
- The draft plan was approved. Administrative Council will revisit the plan once tuition and technology fees are approved.
- Future discussions will focus on the development of technology priorities.

Budget Advisory Committee Recommendations:

- Acting Vice President Courter provided the Budget Advisory Committee’s proposed fiscal year 2009 budget allocation methodologies for State M&O Budget, Campus and Community Life Revenue Fund Budget, Student Activity Fee Budget, and Equipment Trust Fund (ETF).
- The Budget Advisory Committee recommended the following:
  - Change the State M&O budget allocation methodology for distributing discretionary funds to campuses and ELI by increasing the formula floor amount for ELI from $40,000 to $60,000.
  - Retain an outside firm to conduct an analysis of the college budget allocations and use of its financial resources.
- This document reflects the change approved earlier by the Administrative Council that student activity fees would not be used to fund the NOVACard. The Central Student Activities Fund will be taken out prior to campus distributions.
- The Administrative Council adopted this proposal as presented. It was agreed to revisit this allocation model at a future meeting.

2008 Commencement Assessment:

- There was consensus that the changes implemented for the 2008 Commencement were positive, especially in terms of the focus on students and on time management. The college community is encouraged to provide input to the
Commencement Committee as to what worked as well as recommendations for future improvements. A de-briefing session has been scheduled to review this event.

- The Administrative Council acknowledged the hard work of the Commencement Committee and the resulting improvements in this year’s ceremony.

OIR reorganization. Discussion deferred.

Campus & College Leadership for Learning Resources & IT. Discussion deferred.


Incentives to retire after complete academic year rather than in December:

- Dr. Saperstone addressed the difficulties resulting from December faculty retirements. This is especially problematic as, at the present time, semester hires are not permitted.
- It was agreed that a proposal should be presented to VCCS for the creation of a policy regarding semester hires.

College Email Policy. Discussion deferred.

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

Tracking & Upcoming Items:
- Police Department Reorganization – May 27
- 15-Week Semester Proposal – May 27
- 2008-09 Budget Planning – May 27
- 2007-08 Enrollment Results – May 27
- 2007-08 College Goal Results – May 27
- Organization & Working Calendar for SACS Reaffirmation – June 3
- 2008-09 Salaries – June 3
- Facilities Planning 2008-2016 – June 3
- 2008-09 College, Unit & Administrative Goals
- Telecommuting Policy Recommendation
- Analysis of faculty hiring for 2007
- College/Campus Student Success Plans
- Green Idea
- Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time