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

Dr. Butch Herod, ACE Fellow also attended.

Guest: Mr. Jim Kalleta, Chief, College Police

Student Access & Success:
- 2008 Summer Enrollment
  - The Daily Enrollment Report for Summer 2008 as of May 27 indicates an increase in FTES of 7.5% over the comparable date for Summer 2007. Dr. Gabriel noted that each campus is experiencing enrollment growth of 3% or more.
- Achieving the Dream
  - NOVA’s AtD coaches have responded very positively to the recently submitted implementation plan. The college expects an official response in the near future.
  - It was suggested that a comprehensive college-wide listing of times and locations for new student orientations in a welcome letter for new students would encourage greater attendance at these events. As the first-year experience is one of the AtD activities, attending orientation should be one of the areas tracked for the student outcome of persistence.

OIR Reorganization:
- Dr. Gabriel presented a proposal for the reorganization of the Office of Institutional Research. He noted numerous factors contributing to the need for reorganization:
  - Expectations for OIR at NOVA have increased significantly in recent years. The role, tasks, and functions of OIR and the need for data and analysis have increased. Many of the recent initiatives at NOVA have data implications that impact OIR directly.
  - Given the current organizational structure and the staffing level, OIR is unable to continue to provide expected services at an acceptable level of satisfaction as it tries to meet the increased demands. The organizational structure needs to be realigned so that OIR can provide expected services and more effective leadership in related areas.
  - Expertise of a unit such as OIR is critically needed to ensure accuracy of data and analysis at NOVA. In providing quality control for all the data submitted to federal and state agencies and assisting the end-users in proper use of data, OIR needs to play an important role.
  - Other needs include strengthening NOVA’s planning and evaluation process and the academic assessment process, building a new management
information system (MIS) in conjunction with VCCS initiative, and preparing for SACS.

- He also addressed the need to establish a new business process at OIR, the focus of which would be the establishment of a second tier of professionals. Existing positions in OIR will be converted into the second tier professional positions. This change will provide more direct support to the college community and move NOVA to a new level in areas of IR, Planning, Assessment, Data Integrity, and AtD.

- OIR is expected to play a pivotal role in establishing a “Culture of Evidence” as part of the AtD initiative. In addition, increased data collection and analysis are also needed to support enrollment growth, assessment of student learning outcomes, and numerous other new initiatives including activities related to student success at NOVA.

- Ongoing internal and external environmental scanning, rigorous market research, and comparative studies of peer institutions are very important to NOVA. OIR needs to provide these services.

- Dr. Gabriel identified the two most critical positions to be filled as Report Specialist and Assessment Specialist.

- The Administrative Council approved the concept of reorganization as presented. It was agreed that this reorganization would be phased in over a period of two to three years as resources become available. Immediate actions will include the conversion of present positions as appropriate, and the filling of critical positions if resources are available.

Emergency Planning:

- Chancellor’s Emergency Planning Recommendations
  - NOVA is in the process of completing the Focus on Emergency Preparation and Management survey implemented by the VCCS to monitor the college’s progress on the Chancellor’s Emergency Preparedness Review requirements. Acting Vice President Courter noted that NOVA is in compliance with all but ten of the requirements; these are in the process of being completed.
  - This survey, due to the VCCS by the end of June, will provide a status report for the areas already in compliance and a timeline for those currently in process.

- Emergency Planning Grant
  - Acting Vice President Courter advised that NOVA has submitted a proposal for a Department of Education grant for Emergency Planning for Higher Education. He acknowledged the efforts of Ms. Deborah Rosen, Mr. Rob Henderson, and Mr. Will Flagler. This grant for $500,000 over an 18-month period would allow the college to expedite the planning and implementation of its emergency planning efforts. A copy of the proposal will be distributed to the Administrative Council.
Police Department Reorganization:

- Acting Vice President Courter, in association with Chief Kalleta, presented the reorganization plan for the college Police Department. The main change from the current organization is the direct line of report from the Police Officers to Police Sergeant to Police Lieutenant to Chief to the Vice President, Finance and Administrative Services. There is also a dotted line from the Police Sergeant to the Provost.
- One result of this reorganization will be the revision of the position of Lieutenant to reflect the additional duties.
- This reorganization is aimed at creating a solid organization in accord with standard practices for campus police in higher education.
- Parking enforcement and most of the locking/unlocking duties will no longer be performed by college police.
- The Administrative Council approved, in concept, the proposed plan for the reorganization of the police department as presented. Specifics will be reviewed as part of the budgetary processes. Acting Vice President Courter and Chief Kalleta will be meeting with campus units about the plan’s implementation.

Campus & College Leadership for Learning Resources & IT:

- As requested by Administrative Council, Dr. Sachs presented an outline of the respective duties of the proposed position of Dean of Educational Support Services and the Campus IT Manager. Based on current campus practices and needs, the outline indicates what responsibilities are assigned to each position by campus. Also included is designation of college-level committee responsibilities for each position by campus.
  - The Dean of Educational Support Services will report to the Provost and include the Library plus at least one of the following: Instructional Technology, Tutoring, Testing, Computer Labs, Academic Centers such as Writing Lab or Math Lab.
  - IT Managers will have a new state classification. A Computer Operations Manager I is responsible only for IT whereas a Computer Operations Manager II is responsible for IT and at least one other area (e.g. computer labs, AV, etc.) This will not affect current salaries.
- The proposal to create the position of Dean of Educational Support Services was approved, and a generic college position description will be presented to the council at a future meeting. The position description in the Faculty Handbook will include the common core responsibilities and note that, depending on the campus, other responsibilities may be included. The position description and notice of vacancy will be customized for each campus. This change in position title reflects its broader responsibilities and leadership expectations.
- The following timeline was approved for the recruitment for these positions:
  - During June 2008, the positions for Annandale, Loudoun, and the MEC will be advertised.
  - During September 2008, the positions for Manassas and Woodbridge will be advertised.
It was noted that the initial pool of applicants might provide possible candidates for the second round of recruitment.

- Dr. Templin acknowledged the efforts of Dr. Sachs in the development of this proposal.

2008-09 Budget Planning:
- Acting Vice President Courter provided the fourth draft budget for FY 2009. He stated that final numbers regarding base budget adequacy were not yet available from the VCCS, so numbers could not yet be finalized.
- Council members were requested to provide proposals for recurring and non-recurring funds so these could be updated in the next budget draft. Provosts should advise Acting Vice President Courter of any funding needs for campus projects and Dr. Templin of any funding needs from the Innovation Fund. A revised draft budget is expected to be presented at the Administrative Council meeting on June 3.
- Discussions of the impact of enrollment growth on the campuses will be held.

Optional Summer Work Schedule:
- The Administrative Council approved the optional summer work schedule as presented.
  - Employees may select from three work schedules for the summer period (Monday June 2, through Friday August 8): Four 10-hour work days with one day off, four 9-hour work days with one half-day off, or the regular 8:30 - 5:00 schedule. The week of July 4 (holiday observed on the 4th) all full-time employees will work four 8-hour days.
  - Employees interested in working a modified schedule during the summer must obtain approval from their supervisor to participate in an optional summer schedule. Supervisors are responsible for assuring that College services are available during the college’s normal business hours, which will continue as 8:30 am - 5:00 pm, Monday through Friday. That means some employees may not be able to participate in the program. Supervisors are encouraged to work with employees to try to accommodate requests for special schedules, if possible.

15-Week Semester Proposal. Discussion deferred.

College Email Policy. Discussion deferred.

2007-08 Enrollment Results. Discussion deferred.

2007-08 College Goal Results. Discussion deferred.

The next meeting of the Administrative Council is on Tuesday, June 3, at 9:30 a.m. in the Large Board Room.
Tracking & Upcoming Items:
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