Administrative Council Meeting  
June 3, 2008

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

Guests: Mr. Ben Pittman, Budget Director

Student Access & Success:
- 2008 Summer Enrollment
  - The data for Summer 2008 FTES enrollment continue to reflect a significant increase over the comparable period for Summer 2007.

2007-08 Enrollment Results:
- Dr. Gabriel presented an enrollment summary for 2007-2008. The data indicate that
  - The college-wide increase in FTES for 2007-2008 was 7.9% over 2006-2007. The increase in headcount for 2007-2008 was 5.7% over 2006-2007.
  - The college exceeded its 2007-2008 target for FTES by 4.4%. Each campus, ELI, and the Arlington and Reston Centers exceeded their targets.
- On a long-term basis in relation to the goal for access in the college’s strategic plan, the college is now ahead of the trajectory projected for FTE in the 2007-08 year but behind in headcount (an actual 64,454 for 2007-08 versus a projected 71,864). Dr. Gabriel advised that this gap is partly the result of the decline in the adult market (students over thirty years of age) experienced by the college in recent years. It was agreed that the institution needs to develop a marketing strategy focusing on this population. Identifying the underemployed or those in need of additional credentialing could be possible areas of focus.

2008-09 Budget Planning:
- Dr. Templin stated that the college enters into its budget planning from a position of strength due to its significant increase in enrollment and the approval of differential tuition. However, because of the recurring $4.2 million budget cut imposed by the state, the budget remains very challenging to manage.
- Target and projected enrollment
  - The target enrollment of 28,630 FTE for 2008-09 was set in October 2007 based on a 4.5% increase over the expected enrollment for 2007-08. Since the enrollment for 2007-08 considerably exceeded the target, an actual 4.5% increase would result in 28,973 FTE for 2008-09. If the college achieves this latter figure, it will mean an additional $1 million in revenue to be applied to the FY 2009 budget.
- 2008-09 Salaries
  - Faculty & staff positions
    - NOVA’s ability to go beyond the state-approved 2% salary increase will depend on available revenues.
o College initiatives
   - The Administrative Council reviewed a preliminary list of recurring and non-recurring decision packages. Council members were requested to advise Acting Vice President Courter of any needed revisions or additions.
   - It was requested that placeholders for additional classified and professional and administrative faculty positions be added to the draft budget.

- Dr. Templin requested that several adjustments in centrally funded fixed costs and technology expenditures be considered in preparing the next budget draft.
- The Administrative Council will meet on Tuesday, June 17, at 9:00 a.m. to finalize the FY 2009 budget.
- It was noted that the Administrative Council earlier approved a recommendation of the Budget Advisory Committee for an analysis of the college budget allocation model and use of its financial resources.
- Further budgetary issues related to faculty load, overload, summer session, and reassigned time will need to be addressed in the coming year.
- During the budget discussion, Dr. Templin noted the significant increase in the number of students receiving financial aid. Acting Vice President Courter noted that the number of students using the tuition payment plan has also increased significantly.

Appropriate Use of Student Activity Fee. Discussion deferred.

15-Week Semester Proposal. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, June 10, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items
Organization & Working Calendar for SACS Reaffirmation – June 10
College Email Policy – June 10
Chancellor’s Emergency Planning Recommendations – June 24
Telecommuting Policy Recommendation – June 24
Facilities Planning 2008-2016 – July 8
2007-08 College Goal Results – July 8
2008-09 College, Unit & Administrative Goals – July 8
Analysis of faculty hiring for 2007
College/Campus Student Success Plans
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time