Administrative Council Meeting
July 8, 2008

Members Attending: Acting Vice President Courter, Mr. Foley, Interim Vice President Gabriel, Vice President Gary, Dr. Guerverra, Dr. Hill, Vice President Sachs, Dr. Saperstone, and Dr. Templin.

Dr. Ronald Buchanan represented Dr. Hinton, Dr. Sharon Robertson represented Executive Vice President Dever, and Ms. Joyce Samuels represented Dr. Tardd.

Guest: Mr. William Chamberlin, Director of Facilities Planning and Support Services

Student Access & Success:

- 2008 Summer Enrollment
  - The Daily Enrollment Report for Summer 2008 as of July 8, 2008, reflects an increase in FTES of 6.9% over the comparable date for Summer 2007. Dr. Gabriel anticipates a 7% increase for the session.

- 2008 Fall Enrollment
  - The Daily Enrollment Report for Fall 2008 as of July 8, 2008, reflects an increase in FTES of 8% over the comparable date for Fall 2007. Dr. Gabriel stated that approximately half of the students registered have not paid their tuition and noted that the increased number of students applying for financial aid may be one factor contributing to this. Enrollment cancellation is scheduled for August 1.
  - Fall enrollment could also be impacted by the high gas prices. Drs. Dever, Gabriel, Saperstone, and Sachs will confer on ways the college might assist students with this expense. In addition to block scheduling and distance learning classes, other means for reducing the number of times a student needs to come to campus should be explored. Dr. Templin stated that our approach to both scheduling and delivery, possible financial assistance to students, and exploring partnerships with public transportation providers are all topics for consideration.

FY09 Budget Items Follow-up:

- Expanded Custodial Services
  - The budgeted amount for the college’s janitorial contract for FY 09 was increased over the contract amount for FY 08. The Administrative Council also approved an additional non-recurring allocation of $400,000, based on the recommendation of the MRSA Task Force. This enhanced funding, to be used primarily to increase the janitorial personnel available during the college’s regular hours of operation, is scheduled for allocation in September based on fall enrollment.
  - Acting Vice President Courter provided a timeline for implementing an enhanced janitorial contract. The present contract, due to expire September 30, 2008, will be extended for six months. During that time,
separate proposals will be accepted for the baseline service and for the enhanced service.

- Mr. Chamberlin is presently reviewing contract specifications and developing standardized inspections to be implemented at each campus. A task list of additional services that can be ordered under the current contact is also being developed and will be distributed to the provosts for review. These enhanced services will be contracted on a quarterly basis, beginning in September, and will be funded with the additional allocation.

- Shuttle Buses
  - Acting Vice President Courter discussed the present status of the four shuttle buses owned by the college. One shuttle is presently used between the Arlington Center and the Alexandria Campus and one is used between the Annandale Campus and 7630 Little River Turnpike.
  - Requests have been received from the Loudoun and Manassas campuses to use the remaining shuttle buses. It is proposed that the campus fund all costs for the shuttle for the first year, and that, if justified by usage, all costs for the second and subsequent years would be centrally funded.
  - There was discussion as to how the college could provide transportation between campuses for staff to attend meetings and other events. Acting Vice President Courter stated that, in addition to the four shuttle buses, college vans are also available and might prove more practical for these transportation needs. He suggested that the campus vans, which are often underused, might also be more appropriate for out-of-town student activities, especially those farther away than Richmond. He will provide a report showing the usage of the college vans.
  - Dr. Gueverra and the Student Activities Leadership Team will consider the question of appropriate transportation for intramural sports and report back to the Administrative Council.
  - Acting Vice President Courter will confer with Dana Kaufman, Special Assistant to the President for Community Outreach, on providing students with greater access to public transportation.

- Innovation Fund Requests
  - Dr. Templin is presently reviewing requests for these funds.

Chancellor’s Emergency Planning Recommendations:

- Acting Vice President Courter provided an update on the Focus on Emergency Preparation and Management survey implemented by the VCCS to monitor the college’s progress on the Chancellor’s Emergency Preparedness requirements. This survey was originally presented at the Administrative Council meeting on May 27. He noted that progress continues to be made on the outstanding items and that the standard template developed by the state is expected soon.

- It was agreed that NOVA’s continuity of operations plan for emergency situations should continue to be reviewed and updated especially in terms of NOVA’s technology capabilities and internal academic policies. These plans should be evaluated in terms of the institution’s capability to prevent a prolonged interruption to classes and to ensure the continuation of learning objectives.
Dr. Templin requested that Drs. Dever and Sachs, a provost, and the Academic Deans Council collaborate on this review.

- Dr. Templin stated that this report is a good tool for communicating to the college community the steps being taken to ensure NOVA’s emergency preparedness.
- Dr. Sachs requested that provosts provide him with information on classroom phone needs.
- Acting Vice President Courter will provide information as to what responsibilities and designations have been assigned to the campuses in case of a federal or state declared emergency.

Facilities Planning 2008-2016:

- Mr. Chamberlin reported on the following:
  - Current status of capital projects from the 2002 General Obligation Bond (includes completed projects, projects presently under construction, and projects in design or design-funded stage).
  - Capital Plan for 2008-2014 (identifies the biennium for the proposal)
  - Buildings proposed for the 2014-2016 biennium.
- The six-year Capital Plan for 2010-2016 is due by July 17. The Capital Plan for the 2008-2010 biennium must be submitted by October 30, 2008. Council members were asked to review the proposed list and advise Mr. Chamberlin if revisions are needed.
- Dr. Templin stated that this capital plan should be reviewed both in terms of capacity and programmatic needs to ensure that appropriate facilities are being requested. Dr. Gabriel, Acting Vice President Courter, and Mr. Chamberlin will confer as to future capacity needs based on projected enrollments. The provosts were asked to consider the implications of what is being requested in terms of anticipated future programmatic needs.
- Mr. Chamberlin advised that a comprehensive review of space inventory is being completed.
- Dr. Templin asked that an internal calendar be developed identifying important dates in this process for the Administrative Council and the College Board.

2007-08 College Goal Results:

- Dr. Templin provided his draft evaluation of NOVA’s Goals and Outcomes for 2007-2008. The college exceeded its projections for
  - Annual FTES for the period 2001-02 to 2008-09
  - New Construction and Renovations: FY 2003 to FY 2009
  - Annual Operating Budget: FY 2001 to FY 2009
- Also noted was the progress made by the college on increasing salaries to be more competitive.
- Dr. Gabriel reported on the 2007-2008 Indicators of Institutional Effectiveness.
  - Impressive increases were reflected in the areas of FTES (7.9%), the number of students applying for financial aid (22%) and the number of students receiving financial aid awards (15%). ELI was acknowledged as the fastest growing area in the college with an annual increase of 9.8%.
The number of recent high school graduates attending NOVA increased by 16%. As these data include high school graduates outside Northern Virginia, Dr. Gabriel will provide data exclusively for high school graduates within the college’s service area. This data can be used to assess NOVA’s high school outreach efforts.

Dr. Gabriel is working with the VCCS on more accurate data for dual enrollment and workforce development.

The number of NOVA graduates increased only slightly from 2003-2004 to 2007-2008. It was agreed that demonstrating the value of the degree to the students as well as identifying possible barriers to graduation are critical to increasing the number of graduates. Dr. Dever will look into this matter.

2008-09 College, Unit & Administrative Goals:
- Dr. Templin provided a draft of the college goals for 2008-2009. He stated that the goals needing additional information are designated in the draft.
- The 2008-2009 Annual Planning and Evaluation Cycle timeline was presented by Dr. Gabriel:
  - July 15, 2008—Preliminary goals for 2008-2009 planning cycle are submitted to OIR.
  - September 15, 2008—First part of the 2008-2009 Annual Planning and Evaluation report (Unit Goal and Expected Outcome for each unit and campus is submitted to OIR).
  - December 1-15, 2008—Mid-year evaluation of 2008-2009 planning cycle is reviewed by Vice Presidents/Provosts with the President.
  - April 15, 2009—Annual Planning and Evaluation preliminary reports for 2008-2009 are submitted by each unit and campus to OIR.
  - April 15-30, 2009—Budget discussions are undertaken by the Administrative Council in preparation for the beginning of 2009-2010 planning cycle.
  - July 1, 2009—End of 2008-2009 planning cycle; final reports by units and campuses submitted to OIR.

Colleges & Universities Offering Professional Development Opportunities:
- Some of the campuses have been contacted by institutions of higher education offering professional development opportunities for faculty and staff. Although these are not endorsed by NOVA, information regarding the programs can be distributed.

July 14 College Board Meeting:
- The College Board will meet on July 14 at 4:00 p.m. at the Manassas Campus. A donor recognition ceremony will be held at 6:30 p.m. at the Mary Louise Jackson Amphitheater. A reception and the unveiling of the donor plaque will be followed by a performance by the Gray Ghost Theater Company.
Vice President of Finance & Administration:
- Any comments regarding the campus video hook-up with the candidates should be forwarded to Marlene McCabe in Human Resources.

Dr. Gueverra requested that the following tracking items be considered in the near future:
- Testing expenses
- Telecommuting policy
- Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time

The next meeting of the Administrative Council is Tuesday, July 15, at 9:30 a.m. in the Large Board Room.

**Tracking & Upcoming Items**
- Staffing Study – July 15
- Planning Meeting on Implications of College Growth
- Financial Analysis/Budget Study – July 22
- Coordinator for Military Services/Military Registrar – August 5
- Enhanced Instructional Support – August 19
- Testing Expenses – September 2
- Center for Excellence in Teaching & Learning (CETL)- September 23
- Telecommuting Policy Recommendation
- LRS Position Finalization
- Analysis of faculty hiring for 2007
- Professional Development Program Coordination
- Green Idea
- Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time