Administrative Council Meeting
September 9, 2008

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

Dr. John Min represented Dr. Gueverra and Mr. Michael Turner represented Dr. Hill.

Guest: Mr. Ben Pittman, Budget Director

Student Access & Success:

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2008 as of September 9 reflects a 3.8% increase in FTES over the comparable date for Fall 2007. The college is still above its target of a 3.5% increase, and additional FTES are anticipated from the second eight-week session.
  - Dr. Gabriel will confer with Drs. Saperstone and Min as to their campuses’ marketing needs for the second eight-week session.
  - Dr. Gabriel stated that approximately 150 students are being dropped every day. Dr. Dever noted that, in addition to students dropped for non-payment, the deletion of never-attending students is scheduled to be processed during the week following the September 11th Census Date.

Spring Hours of Operation:

- At the Administrative Council meeting on September 2, a proposal was presented to open campus offices at 7:30 a.m. during the first week of classes and the first two days of the second eight-week session effective, Spring 2009. This proposal is aimed at better serving students attending early morning classes who need services before the campus offices open at 8:30 a.m. Provosts were requested to discuss this proposal with their staffs.
- Although it is recognized that extending these hours presents a staffing challenge, effective Spring 2009, the college will move forward with the 7:30 a.m. opening during the first week of classes. However, college-wide extended hours will not be instituted for the second eight-week session. It was noted that the campuses have the option of offering additional extended hours.
- It was agreed that staff management training and information on various options available to supervisors and employees would be helpful. Human Resources will be requested to provide such training, beginning with the Administrative Council. Acting Vice President Courter, in collaboration with Human Resources, will provide information as to areas of flexibility for a more effective deployment of personnel.

Budget Reduction Planning:

- Governor’s Order for Planning Scenarios
NOVA’s proposed plans for addressing reductions of 5%, 10%, and 15% are due to the VCCS by September 22. Dr. Templin advised that these must be substantive plans that the institution is prepared to implement.

5%-10%-15% Reduction Scenarios for NOVA
- Reduction scenarios for each of these possibilities were presented for consideration by the Administrative Council.

Outline of Potential Strategies
- Dr. Templin stated that NOVA is presently in a very strong position. At the same time, he noted the importance of both approaching this challenge in a very systematic way and recognizing that it is not a temporary situation. Dr. Templin also stated that it was important to utilize the lessons learned when the institution faced a comparable situation in 2002-2003.
- In creating a strategy, the focus should be on addressing both the immediate financial crisis and strengthening the institution. Dr. Templin noted that in formulating this strategy, the institution’s mission, productivity, efficiency, and the capacity to generate new revenue should be considered.

Working with the College Senate
- An Ad Hoc Budget Crisis Committee will be appointed by the College Senate. This committee, along with the Administrative Council, will advise the President on the implementation of the college plan. This committee will also serve as a contact for the college community to express their views on this matter.

Planning Processes:
- Dr. Templin will meet with the College Senate Steering Committee on September 10 and address the full College Senate the following week.
- The Administrative Council is expected to consider the final draft of the plan at a special working session on September 16.
- Communication with the college community is critical and will be a main component of the planning process. A communication from Dr. Templin is expected following his meeting with the College Senate Steering Committee.
- Acting Vice President Courter, in collaboration with Human Resources, will provide the Administrative Council with a status report on full-time positions currently being recruited. A ninety-day delay in the filling of new vacancies was effective September 1.

September 23rd Planning Meeting on the Implications of College Growth:
- The retreat will be held in the President’s Dining Room from 10:00 a.m. to 5:00 p.m.
- The strategy for responding to the budget reductions will be the main topic for discussion.

The next regular meeting of the Administrative Council is Tuesday, September 30, at 9:30 a.m. in the Large Board Room. The Administrative Council will have a special work session on Tuesday, September 16, from 8:30 to 10:30 a.m. in the Large Board Room.
Tracking & Upcoming Items:
Six-Year Capital Outlay Plan – September 30
Tutoring Proposal – September 30
Professional Development Program Coordination – September 30
Center for Excellence in Teaching & Learning (CETL) – October 7
ELI Success Data – October 7
Allocation of New Positions – October 7
SACS – Faculty Credentials Compliance – October 7
Faculty Diversity – October 14
Military Outreach Services Report – October 21
Allocation of New Teaching Faculty Positions - October 21
Review of Student Activity Fee – October 21
Emergency Planning Table Top Exercise – Oct 28 - 9:30 am – 1:30 pm
SACS- Institutional Effectiveness & Student Learning Outcomes – November 4
Faculty Recruitment Strategy for Class of 2009 - November 4
Telecommuting Policy Recommendation
LRS Position Finalization
Green Idea
Issues Related to Faculty Load, Overload, Summer Session, & Reassigned Time