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, Dr. Tardd, and President Templin.

Dr. Gerald Boyd represented Dr. Saperstone, and Dr. Monica Sasscer represented Vice President Sachs.

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

Student Access & Success
  - Fall Enrollment
    o The Daily Enrollment Report for Fall 2008 as of September 30 indicates an increase in FTES of 2.6% over the comparable date for Fall 2007.
    o Dr. Gabriel reported that the College Call Center is currently conducting a random survey of students who were dropped during the week before or the week after classes began. The survey findings are expected to be presented at a future meeting.
    o Dr. Templin noted the need to identify any constriction points in college business practices or policies that might deter student access. Two areas mentioned are financial concerns (financial aid and/or the delayed payment plan) and inadequate capacity in high demand courses. The college work study program will also be reviewed.
    o It was agreed that the institution needs to be more proactive in recruiting the adult market.
  - Achieving the Dream
    o The AtD coaches will meet with the provosts and the core team during their current visit to NOVA. Discussions will include learning communities, college readiness, and enhanced coordination of NOVA’s AtD activities. They will also focus on data review.
    o The coaches will be requested to provide a written report on their visit.
    o Dr. Tardd stated that an updated work plan will be provided in the near future. This plan will identify the focal points for year two of the initiative.
    o It was agreed that continuing to keep the college community engaged in Achieving the Dream is critical, especially those individuals not actively involved in specific activities. Dr. Templin noted that the focus on student success is relevant for everyone at the institution and that AtD is just one tool in this effort.
  - Spring Semester Planning
    o At the meeting on September 9, the Administrative Council approved opening campus offices at 7:30 a.m. during the first week of classes, effective Spring 2009. Dr. Dever stated that clarification has been requested as to specific offices expected to be open. The provosts will
report back regarding their campus plan at the Administrative Council meeting on October 7.

- Dr. Gabriel is presently reviewing the enrollment targets for Spring 2009. At the next meeting, he will report on enrollment trends from Fall 2007 through Fall 2008 as well as possible implications of these trends for Spring 2009.
- Acting Vice President Courter will report on the budget implications for each 1%, if the college were to fall below the Spring 2009 enrollment target.

Budget Reduction Planning:

- Review of September 24th planning session
  - Dr. Templin noted the excellent budget discussions both during the Administrative Council’s retreat, and during the council’s joint meeting with the Ad Hoc Budget Crisis Committee.
  - In an attempt to be proactive during this budget crisis, the college is focusing on the following areas:
    - Reduction of expenses. The summer session and centrally funded expenses are two areas for consideration.
    - Increasing revenue. Possibilities include differential tuition, increasing enrollment, Workforce Development, and international student recruitment.
    - Increasing efficiency. Reassigned time, load and overload, and restructuring front-line staff are some areas to be considered.
    - Increasing productivity. An enhanced application of technology and a performance analysis of disciples and programs are among the areas to be reviewed.
  - Dr. Templin noted the importance of focusing on specific areas and economies of scale that would not only address the present crisis, but would also put NOVA in a good financial position for the future.

- Status of Work Groups and Planning Process
  - Short-term recommendations from the work groups are due to the President by October 31. These recommendations, focusing on actions anticipated to have a significant financial impact, will be considered at a joint meeting of the Administrative Council and Budget Crisis Committee in early November. A final short-term plan is expected to be presented for approval at the Administrative Council meeting on November 18.
  - During the first two weeks in December, Dr. Templin plans to meet with the campuses and the units. These open meetings will provide the college community with a forum for expressing concerns and suggestions.
  - Discussions on long-term recommendations will continue through the spring semester. These recommendations are expected to be presented in mid-March.
  - It is critical that an institutional agenda outlining NOVA’s process for reacting to this budget situation is in place, and that the college community is kept informed of this process.
Six-Year Capital Outlay Plan:

- The College Board is expected to take action on the institution’s Six-Year Capital Plan at its October meeting. This plan covers the period 2010-2016.
- Mr. Chamberlin provided a synopsis of this plan that includes new construction, renovation, and miscellaneous projects.
- The provosts were requested to review this plan in terms of their Campus Master Plan.
- Mr. Chamberlin will provide the council with a listing of projects being submitted for the short legislative session in 2009. He will also provide a time-line of the planning process for each project included in the Six-Year Capital Plan. These reports are expected by October 14.
- Dr. Gabriel and Mr. Chamberlin will confer on verification of enrollment data for space justification.
- Student Centers/Student Unions are included in this plan. It was agreed that the institution needs to begin developing its concept of student centers.

Proposal for Position Freeze Process:

- Acting Vice President Courter presented a proposal outlining the management for a college hiring freeze. The Administrative Council approved the implementation of this proposal as presented, effective November 30.
- The Administrative Council will address which positions might be exempt from the freeze at an upcoming meeting.
- Acting Vice President Courter will provide an updated list of all current vacancies.
- Dr. Templin will distribute a list of the classified and administrative/professional faculty positions that have been approved over the last four years.

Tutoring Proposal. Discussion deferred.

News. Discussion deferred.

- Federal legislation for vets at the MEC
- Status of Great Expectations Program
- Volkswagen contribution to NOVA
- AACC/Wal-Mart Workforce and Economic Opportunity Initiative Grant Award

The next meeting of the Administrative Council is Tuesday, October 7, at 9:30 a.m. in the Large Board Room.

Tracking & Upcoming Items:

State Policies & Procedures on Personnel Actions – October 7
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
High School Student Recruitment Report – 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