Student Access & Success:

- **Fall Semester Enrollment**
  - Dr. Gabriel reported a 2.6% FTES increase from Fall 2007 to Fall 2008. The concern was raised that there are students that register for classes, hold spaces and then withdraw, thus taking valuable seats. Vice President Garcia is going to look further into this matter and report back to the Council on his findings. Dr. Gabriel reported that the “never attended” students were backed out of the system this Fall. The college is reporting fewer full-time students this year over last. Dr. Templin stated that last year’s surge in enrollment is carrying the current enrollment increase numbers for this year.

- **Enrollment Targets for 2009-10**
  - A report was provided on the 2009-10 FTES growth target rates by campus. The projected annual targeted FTES for the college for this period is 29,961 which is a 4.5% growth over the current year. Dr. Templin stated that is very important that ELI is aligned with the campuses in supporting growth. The current market forces should be working towards the College’s benefit.
  - Various marketing strategies were discussed to target recent high school graduates. A possible strategy would be for Dr. Templin to obtain written endorsements from the presidents of selective four-year institutions. This outreach may also prove beneficial for private colleges and universities such as Marymount and Shenandoah. NOVA will begin with George Mason University to see if they would be willing to put something in their written correspondence to potential Mason students referencing NOVA as an option to help them meet their educational goals in these financially challenging times.
  - It was suggested that it may be beneficial to do a sample assessment on the financial barriers that students are facing, so the college can better address those needs.
  - Dr. Templin stated that the College will create a better organized and more consistent recruiting strategy for recent high school graduates. He asked the Provosts to identify their campus recruiters and faculty members that could assist with this effort. The campus recruitment plans will be due at the November 11th Administrative Council meeting.

- **High School Recruitment Targets 2009-10**
  - Dr. Gabriel provided a report reflecting campus specific targets for 2007-08 to 2009-10 for high school graduates. The targeted college-wide draw rate for 2009-10 is 23%. Dr. Templin stated that the provosts will need to use these targets in the preparation of their high school recruitment plans.
  - Dr. Gabriel stated that he can break the target numbers down by specific high schools and can provide a template for the provosts if that would be helpful. His office will also be providing a list of all potential graduates and their parents.
Achieving the Dream

- Dr. Tardd reported that the learning communities have been working very hard. They are establishing a protocol for those who are showing interest in being involved with the learning communities.
- The AtD Core Team is doing some writing for mini grants to help support and offset some of the travel and other expenses that are needed.
- Ms. Catherine Keaser of the Alexandria campus will begin in January assisting with the Perkins tutoring. Dr. Tardd will be sending out a communication to outline the plan for this college-wide tutoring effort. The goal is to create a best practice with a blueprint by Spring semester for the following year with data. The focus will be concentrated on 18-22 year olds.

Implementation of FY 09 Budget Reduction

- **Position Freeze Plan**
  - Vice President Garcia stated that there appears to be a need for clarification on the proposed number of positions to freeze. He provided the Council with a handout to assist with clarification. These numbers include Administrative, Professional faculty and all Classified positions. This plan does exclude police and full-time teaching positions. He explained that the smaller campuses have a reduced number requirement. The decision was based on historical enrollment numbers.
  - Vice President Garcia has asked Ms. Blanchard to begin sending to the Provosts every 3 weeks an updated list on where each campus stands with vacancies. This first report will go back to September to reflect where the current vacancies stand. The first report will be provided at the November 11 Administrative Council meeting. Towards the end of February Vice President Garcia will take these vacancies and translate them into money to see if the college will reach the financial target.
  - Vice President Garcia will develop a methodology for freezing vacant positions and a strategy for a reduction in carryforward monies for this fiscal year. He emphasized that it is critical that the college track our progress toward the targeted goal. We will define the questions further after Myrtho provides the detailed listing next week: The P-14 funding formula/rationale will need to be clarified.

- **Carryforward Funds:**
  - Some of the expenses when calculated are not calculated clearly. The timing of special projects is critical. He suggested the strategy of taking a couple of large projects to move forward now. The smaller projects will be assessed to help better manage the carry forward monies in March and April. Vice President Garcia will provide a report at the November 11 meeting on the requests that have come forward from the Provosts. This report will outline last year’s carry forward as well as this year’s carry forward projection. The question was asked regarding the Provosts that had carry forward commitments from last year that were contracted but did not get paid, what implications does that hold for this year’s carryforward? Dr. Templin asked that Provosts get this information to Vice President Garcia for next week’s discussion. A request was also made to get a report from the Budget Office earlier in the year regarding the campuses adjunct faculty budget.

- **Special Program Allocations**
  - Dr. Templin provided a revised proposal plan for reduction of special programs. In lieu of an across the board reduction, the cuts will vary regarding from project to project to meet the goal of $1,065,556.
• **Group Reports to the Budget Crisis Committee**
  o Dr. Templin will meet on November 5 with the Senate Ad Hoc Budget Crisis Committee along with the Administrative Council. Each of the Administrative Council members provided a summary from their working groups.
  o Dr. Templin stated that after the November 5 meeting with Senate Ad Hoc Budget Crisis committee, he will create a master sheet outlining the highlights from the group presentations. He will bring this back to the Administrative Council to outline the strategy for the budget reduction meetings that he will be holding on all the campuses and for College Staff beginning on November 24 and concluding on December 15.

**CEWD Quarterly Enrollment/Revenue Report**
- Vice President Gary presented his quarterly CEWD report and stated that revenues are up and expenses are down. He explained that the College has improved with contract training. He especially wished to acknowledge the assistance of Dr. Gueverra in obtaining the FCC contract and Dr. Hinton with the Lockheed Martin contract.

**2009-2010 Working Calendar**
- Dr. Dever stated that the proposed revised draft of the General Information Working Calendar for 2009-2010 has been distributed. The proposed calendar and recommendations will be finalized at the November 11th Administrative Council meeting.

**Direct Lending Proposal**
- Dr. Dever presented a proposal to return the college to federal direct lending for student loans. The proposal was prepared by a workgroup consisting of the Acting Vice President for Finance and Administration, the Director of Financial Aid, the College Controller, and the Associate Vice President for Student Services and Enrollment Management. Several years ago, the college switched to the Federal Family Education Loan Program (FFELP) when it was advantageous for students and the institution to do so. Given the current economic situation, the advantage for students and the college is now with direct lending.

  **This recommended change was approved by the Administrative Council.**

**ESL Taskforce**
- Dr. Dever and Mr. Gary presented a draft charge for a Task Force for Consistency and Coordination in ESL Offerings at NOVA. Both credit and non-credit ESL offerings are substantial, and the opportunities for further expansion are significant. It is therefore critical that there be clear consistency and coordination among the non-credit programs offered by various campuses, to include their interface with credit ESL offerings. This is particularly important for the recruitment of international students and for serving the needs of immigrant populations seeking socio-economic advancement. The Administrative Council endorsed the charge and asked to be informed of the work when it is concluded (expected by February 2009).

**Faculty Positions:**
- Dr. Gabriel stated that there are currently 25 vacant faculty positions at the college. He provided a chart reflecting two scenario allocation models. The first takes the current vacancies and adds 15 new positions with 15% at Presidential discretion and a second scenario using 7 new positions with a 10% Presidential discretion.
Dr. Gabriel asked everyone to review the current vacancy list for accuracy, and the Council will decide at the November 25 Administrative Council meeting which will be the preferred distribution model. The final numbers will be used for recruitment in December.

Tracking and Upcoming Items
- College 2009-2010 Marketing Plan – November 11
- Campus 2009-2010 High School Recruitment Plan – November 11
- Virginia Outstanding Faculty Award Nominations – November 11
- Military Outreach Services Report – November 11
- Approval of the 2009-2010 Working Calendar – November 11
- Review of Student Activity Fee – November 11
- Finalization model distribution for faculty vacancies for recruitment – November 11
- Faculty Recruitment Strategy for Class of 2009 – November 25
- Faculty Diversity – November 25
- SACS – Institutional Effectiveness & Student Learning Outcomes – December 2

The next Administrative Council meeting will be held on November 25 at 9:30 a.m., in Brault.