Administrative Council Meeting  
January 13, 2009

Members President: Executive Vice President Dever, Provost Foley, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Gueverra, Dr. Hill, Dr. Hinton, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Guest:
Ms. Myrtho Blanchard, Director, Human Resources.

The VCCS has approved the position of Vice President, Institutional Research, Planning, and Assessment. Dr. Gabriel, presently Associate Vice President, will be promoted to this position.

Dr. Templin reported that NOVA has received a Department of Labor grant. The Geospatial Career Pipeline Initiative (GCPI) teams educators and employers to develop effective strategies to close the gap between geospatial workforce demand and supply.

NOVA will serve as a community resource on Inauguration Day. As the college will be closed, the Alexandria, Annandale, Manassas, and Woodbridge campuses will serve as park and ride sites. Mr. Will Flagler, Director, Office of Emergency Planning, will be the point of contact. Vice President Garcia, Mr. Flagler, and Dr. Gabriel will confer on a public relations strategy.

2009 Outlook:
- Dr. Templin discussed ways that NOVA could position itself to respond to a rapidly changing environment created by the economic situation and a new administration. He noted several concerns currently being voiced regarding higher education: (1) the cost of higher education is increasing faster than any other cost to families; (2) too few Latinos and African Americans are continuing their education after high school; and (3) many community college students are not successful.
- NOVA must demonstrate student success through learning outcomes. A lack of diagnostic testing tools, a developmental sequence that is too long, and degree requirements that fail to correspond with employment needs or the transfer requirements of four-year institutes were discussed as possible barriers to this success.
- NOVA must position itself to be proactive and prepared to respond immediately should funding become available for special initiatives in areas such as capital projects, electronic medical records, green jobs, and energy projects. Participation in these initiatives could provide an excellent opportunity to make a value statement to the community that NOVA is the place to go for critical job skills. An enhanced marketing and communication plan is needed to get this message out quickly.

Student Access & Success:
- Spring semester enrollment
The Daily Enrollment Report for Spring 2009 as of January 13, indicates an increase in FTES of 5.7% over the comparable period for Spring 2008. Dr. Gabriel expects that this increase will be maintained due to the additional FTES anticipated in the second eight-week session. Dr. Templin advised that, although efforts to increase enrollment during the second eight-week session should be encouraged, the major effort should now be focused on Fall 2009.

Data were also presented comparing the annual FTES for 2008-2009 with that for 2007-08. These data reflect an expected 4.5% increase in annual FTES. The Spring 2009 FTES is expected to be 5.7% above that for Spring 2008. If this increase is realized, enrollment for Spring 2009 will be 97% of the Fall 2008 enrollment.

The Annandale Campus recently conducted a pilot aimed at students who registered for classes but were dropped for non-payment. These students were personally contacted and invited to a workshop focusing on financial planning for college. Dr. Saperstone reported that the students appreciated the personal touch and that it was a good session for those attending. She did, however, note the lack of lead time and suggested beginning the process earlier.

A discussion as to the campuses’ ability to deal with the enrollment growth will be scheduled. Any decisions regarding resources would need to align with the work of the budget cutting groups.

Achieving the Dream

The list of attendees for the AtD Strategy Institute in February is currently being finalized. One of the AtD coaches is expected to visit NOVA prior to this meeting.

The second-year implementation plan is presently being developed by the AtD Core Team. Dr. Tardd discussed some preliminary results from the first year of the initiative:

- Persistence appears to be positively impacted by participation in the Learning Communities as the students who participated in the fall have registered for spring. Learning Communities in math have been implemented for the spring semester.
- The New Student Orientations have been very successful. It was suggested that the orientation dates be included in the initial welcome letter to new students.

AtD is working with the Academic Deans Council on the development of a strategy and implementation plan for including additional high enrollment/low achievement gatekeeper courses in this initiative. This topic has also been discussed at several cluster meetings.

The Tutoring Task Force will be convened in the near future.

2009 Legislative Strategy:

- Legislative Goals
The community colleges’ affordability, access, and workforce training were suggested as talking points when meeting with members of the General Assembly.

- Campus visits to the General Assembly
  - A schedule of important dates for the 2009 session of the General Assembly, to include the dates for campus visits, was distributed.

Faculty Diversity:
- Dr. Gabriel and Ms. Blanchard discussed the efforts underway to measure diversity within the faculty as the college works toward its strategic goal to “increase the diversity of NOVA faculty and staff to reflect the diversity of students being served.”
- Ms. Blanchard presented a draft document containing data on the composition of teaching faculty as of September 2008, the composition of new teaching faculty hired as of September 2008, the composition of teaching faculty as of September 2006, and the composition of the student population as of Fall 2007. The data reflect a slight increase in the diversity in faculty composition from 2006 to 2008.
- NOVA’s challenge is to find a better way to obtain the information needed about its workforce in order to reach its strategic goal while also complying with federal reporting requirements.
  - The Equal Employment Opportunity Commission (EEOC) favors self-identification by employees as to ethnicity and race. As the categories of ethnicity and race on the EEO-1 report have changed, some employees’ self-identifications may not fit the current classifications. Ms. Blanchard distributed a sample survey form developed by HR to collect more accurate information.
  - It was agreed that the same criteria for self-identification should be used for both students and faculty to provide an accurate comparison.
  - All employees will be asked to participate in this voluntary survey, beginning with the teaching faculty. All records of self-identification will be kept confidential and are to be used only for statistical purposes.
  - The Administrative Council will review the survey document prior to its distribution.
- There will be a general meeting of the academic deans and the provosts in preparation for the recruiting and hiring of the Faculty Class of 2009.

Military Outreach Services Report. Discussion deferred.

Status Report on Position Freeze:
- Vice President Garcia and Ms. Blanchard provided an update of the Fiscal Year 2009 Vacancy Status as of January 13.
- Council members will review and provide any revisions to Ms. Blanchard by the end of this week. Recruitment for the Chief of College Police position will go forward.
Next Steps in the Crisis Budget Planning:

- Carry forward funds continue to be released on a monthly basis.
- The Governor’s budget for 2009-2010 includes a 5% cut. Dr. Templin noted that a mid-year cut of an additional 5% should be anticipated.
- The budget crisis work groups will be reconvened and requested to identify specific actions that might provide immediate results. Among the areas suggested were:
  - Increasing revenue
    - Continuing increase in enrollment
    - Differential tuition
    - Enhanced Workforce Development opportunities
    - Increase number of international students
    - E-learning
  - Reducing Expenses in centrally-funded accounts
    - Identify several reductions that could be made immediately.
  - Increasing administrative efficiency/productivity
    - Financial Aid and College Call Center—identify areas for restructuring, both in process and communication, to increase efficiency and effectiveness.
  - Increasing instructional efficiency/productivity
    - Ensure appropriate use of resources for hybrid and distance learning classes. A defined and consistent structure needs to be established to bring order to this process.
    - Improve efficiency and productivity in areas of faculty load.
  - Reducing summer expenses
    - Begin to implement changes leading to greater efficiency by Summer 09.
  - Leave of absence without pay and reductions in personnel
    - Establish a methodology for implementing these actions.

- A joint meeting of the Budget Crisis committee and the Administrative Council is scheduled for February 10. At this time, working groups will report on actionable items.
- A planning schedule has been developed for the period of January through June 2009.
- The College Senate continues to be consulted on budget reduction matters. It is important that the college community be kept informed as plans are developed to meet the budget crisis.

EVA Purchasing Implementation:

- Vice President Garcia reported that NOVA is presently testing the EVA purchasing system. This new system will involve changes in the requisition stage of purchasing.

2009 Administrative Council Calendar:

- The Administrative Council meeting schedule through June 2009 was finalized.
The next meeting of the Administrative Council is Tuesday, February 3, at 9:30 a.m. in the Large Board Room.

Tracking:
Curriculum Committee Recommendations – Feb 3
Carry forward funds – Feb 3
Pilot on reducing the printed schedule – Feb 3
WDCE Quarterly Report – Feb 10
ELI Strategy for Adult Learners