Administrative Council Meeting
February 3, 2009

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

Dr. Jim McClellan represented Dr. Gueverra.

Guests:  Ms. Myrtho Blanchard, Director Human Resources
         Mr. William Flagler, Director, Office of Emergency Planning
         Mr. Ben Pittman, Budget Director
         Dr. Sharon Robertson, Associate Vice President, Academic Services

Inclement Weather Review:

- Mr. Flagler discussed the decision-making process used during the recent inclement weather that resulted in both an early closing and a late opening. He noted the staggered closing times for classes and for the college so that everyone would not be leaving the campuses at the same time. The late opening time was determined through both consultation with various police departments and consideration of commuting needs. Council members agreed that the process worked well with minimum complaints and disruptions.

- With the current capacity for providing information to the college community through the NOVA alert system, the college website, area media, and the College Call Center, there is less need to personally contact college personnel.

- In regard to the circumstances in which the college opening time occurs after the point a class is normally scheduled to begin, there is guidance provided by the FAQ on the website:
  
  “When the college announces a delayed opening, any class with at least 45 minutes of class time remaining after the college opens will be held (for example, if the College opens at 10:00 a.m., a 9:30-10:45 a.m. class will begin at 10:00). This procedure applies to all credit classes.”

- Vice President Garcia stated that Mr. Flagler should be notified of any campus emergency. Mr. Flagler will manage all non-academic aspects of these emergencies, while the President will make the decision as to the cancellation of classes. He noted that work is underway on the development of a dispatcher service that would connect the college to the appropriate police department.

- When a provost or vice-president will not be available, Dr. Templin should be provided with emergency contact numbers for the person in charge.

Student Access & Success:

- Spring semester enrollment
  - Dr. Gabriel reported that, as of February 3, the data reflect a 6.8% increase in FTES for Spring 2009 over the comparable date for Spring 2008.
  - Dr. Gabriel provided data comparing campus and college FTES for the periods 2007-2008 and 2008-2009. The data presented for each semester and for the academic year reflected the following:
- A 6.6% increase in FTES between Summer 2007 and Summer 2008.
- A 2.5% increase in FTES between Fall 2007 and Fall 2008.
- An expected 6.9% increase in FTES between Spring 2008 and Spring 2009.

  - The enrollment target for 2009-10, as approved in October 2008, is 29,967 FTES, which represented a 4.5% increase over what was then the projected annual enrollment for 2008-09. Now the enrollment target of 29,967 would represent only a 3% increase.
  - Dr. Templin stated that although the 2009-2010 target could be met with less growth, the college’s main source of revenue continues to be tuition, and increased revenue is critical to managing future budget cuts. It was noted that the Summer 09 and Fall 09 class schedules that have already been developed were based on the annual target of 29,967 FTES. The Administrative Council will consider this matter further.
  - Dr. Templin noted the clear value of community colleges in today’s environment as families recalibrate how students can attend college and as the Commonwealth seeks ways to accommodate an expected increase in the number of college students.
  - Before beginning a marketing campaign highlighting this value, NOVA must have the capacity to respond to this increase. Drs. Sachs and Gabriel will review data on students previously lost to the college because they were unable to register for specific classes and report on any patterns that could prove problematic for responding to a significant increase in students.
  - Dr. Dever reported that the Academic Deans Council has recommended utilizing the wait list functionality in PeopleSoft. The Operations Group will review this option for possible implementation in Spring 2010. He noted that the wait list requires a high degree of communication and responsiveness on the part of college offices. The suggestion was made to confer with Mason as to its use of the functionality.
  - It was agreed that a discussion is needed to address planning assumptions for 2009-2010 in preparation for future budget decisions. The best use of resources may include restructuring.

- Achieving the Dream
  - The Learning Communities report is expected this week. A report on this college-wide effort will be presented to the Administrative Council at a future meeting.
  - The Achieving the Dream Strategy Institute begins on February 17.
  - Dr. John Pickelman, AtD coach, will visit NOVA on February 8-10. He will be meeting with students and faculty involved in the Learning Communities.
  - Dr. Tardd stated that the first meeting of the Perkins Tutoring Taskforce was very productive.
Faculty Recruitment:

- **Round Two Positions**
  - There are no faculty positions available for a Round Two recruitment. In conjunction with Human Resources, Dr. Dever will research the issues associated with the various allocations and provide a report to Administrative Council.
  - Drs. Dever and Saperstone and Ms. Blanchard will collaborate on a proposal for semester hires.

- **Faculty Diversity**
  - The Administrative Council continues to review the college’s progress in reaching its strategic goal of having a faculty that reflects the diversity of the students it serves.
  - As adjuncts are often hired for restricted positions and for full-time positions, it is important to give attention to the diversity of the college’s adjunct faculty.
    - The Chancellor’s Faculty Diversity Initiative is one means for promoting more diversity in the adjunct faculty. NOVA currently participates in this program and cultivates university relationships that support diversity. Dr. Dever indicated that he was working with Human Resources and others to strengthen the institutional participation in such efforts.
    - Follow-up is needed as to results when referrals are made.
  - In the recruitment of full-time faculty, specifying “community college experience” as a preferable quality may be unintentionally detrimental to attracting and selecting desired candidates. We should expect understanding of and commitment to the community college mission but not necessarily previous experience. The key attributes being sought for are expressed in the statement on recruiting a 21st century faculty for the college.
  - It was agreed that a mechanism is needed to collect resumes that are randomly sent to the campuses or college offices. Ms. Blanchard stated that Human Resources currently is developing a pool of applicants who meet basic requirements. This process would allow an applicant to be considered for several positions with the submission of one application as well as provide a mechanism for tracking these applications.

- **Faculty Recruitment Meeting**
  - A general meeting for provosts and deans on faculty recruitment is scheduled for Wednesday, February 25, 2:00-4:00 p.m., in the Large Board Room at Brault.
  - This meeting will focus on goals and strategies for hiring an excellent and diverse group of faculty in the current recruitment process for the class of 2009.
Status Report on Position Freeze:
- Vice President Garcia and Ms. Blanchard presented an update of the Fiscal Year 2009 Vacancy Status as of February 3.
- The Administrative Council will continue to monitor these status reports in preparation for long-term decisions regarding the hiring freeze.

Carry forward funds:
- Vice President Garcia reported on the status, as of February 2, of approved carryover projects for Fiscal Year 2009. The report included the funds expended on various projects as well as the balance remaining for allocated funds.
- Drs. Dever and Sachs will confer on the distribution of the funds previously approved for testing support.
- Vice President Garcia will present an update on these projects by March 31, at which time decisions will be made regarding the remaining balances.
- A budget strategy for the remainder of 2009 and for 2010 will be discussed at the Administrative Council meeting on February 25. Included in the strategy discussions will be
  - enrollment
  - staffing
  - long-term budget reductions
  - recommendations from work groups
  - facilities

Economic Stimulus Initiative Opportunities:
- Dr. Templin presented the following list of capital projects and associated training programs being proposed for economic stimulus funding:
  - Loudoun County Higher Education Center: Nursing, Health Information Technology, and GIS Training
  - Prince William County Workforce Development Center
  - Alexandria Campus New Media & Information Technology Classroom and Lab Building
  - Manassas Campus Automotive, Alternative Fuels & Construction Technologies Building
  - Annandale Campus Engineering Technologies Classrooms and Labs
- These facilities have been justified under state guidelines, approved for construction by the Commonwealth of Virginia, and are awaiting funding to proceed.
- In addition to preparing for these capital projects, the college must also be prepared to provide the needed academic programs.

Military Outreach Services Report. Discussion deferred.
Curriculum Committee Recommendations:

- Dr. Robertson provided an overview of the thirteen Curriculum Committee recommendations that require action by the Administrative Council. Actions regarding specific courses need to be forwarded to the VCCS by February 26.
- The Administrative Council will consider these items for approval over its next two meetings.

Pilot on reducing the printed schedule:

- Dr. Gabriel provided a summary of enrollment data for selected zip code areas from Spring 2007 through Spring 2009. During this period, specific zip codes were selected to receive postcard reminders instead of paper copies of the Schedule of Classes.
- The data indicated that, except for Summer 2007, enrollment in the areas where the postcards were mailed increased at lower rates than the overall college-wide rate.
- Dr. Gabriel recommended that phasing out the mailing of printed schedules be done over a period of time and that the college be prepared to revert back to mailing these if the data indicate a negative impact on enrollment.
- It was suggested that the Schedule of Classes be sent to several zip codes in the Washington, D.C. area.

Faculty & Staff Awards. Discussion deferred.

The next Administrative Council meeting is Tuesday, February 10, at 9:30 a.m. in the Large Board Room.

Tracking:
WDCE Quarterly Report – Feb 10
ELI Strategy for Adult Learners
EVA Purchasing Implementation – Feb 10
Sensitive Information – Feb 10
Email Disclaimer – Feb 10
Blackboard Minimum Competencies- Feb 10