Administrative Council Meeting  
May 19, 2009

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

Guests:
Myrtho Blanchard, Director, Human Resources
Laraine Booker, Financial Analyst, WDCE
Carlos Gutierrez, Compliance Officer

Student Access & Success:
• Summer Session
  o The Daily Enrollment Report for Summer 2009, as of May 19, 2009, reflects an increase in FTES of 6.9% above the comparable date for Summer 2008.
• Fall Semester
  o The Daily Enrollment Report for Fall 2009, as of May 19, 2009, reflects a decrease in FTES of 8.3% below the comparable date for Fall 2009. It was noted that Priority Registration ended on May 4 with no tuition payment deadline for those registrations. As a result, students will not be dropped for non-payment until July 31.
  o Fall 2009 registration for all students will begin on June 9.
  o Dr. Gabriel advised that aggressive media and direct mail campaigns targeting specific groups are underway. Admission applications from recent high school graduates are being tracked, by specific schools, to provide data as to the number of applications converted to registrations.

2009-2010 Technology Plan:
• Dr. Sachs presented the draft 2009-2010 NOVA Tech Plan for consideration. This plan is based on estimated funds as the increased technology fee for 2009-2010 has not yet been approved by the State Board. As a result, future revisions may be required.
• A summary of the 2009-2010 Campus Tech Plans was also provided. He advised that all Campus Tech Plans are, for the most part, fully funded except for items not eligible for college technology plan funding.
• Council members requested the following for future consideration:
  o Funding for a dedicated trainer to provide SIS and AIS training for all new employees as well as refresher courses for other staff members.
  o Video conferencing capabilities available at all campuses.
  o Identification of technology needs early in the new construction process.
  o Technology infrastructure in place to migrate classes to distance delivery as required by the Continuity of Operations Plan.
  o Inclusion of a 5% budget reduction contingency.

The Administrative Council approved the 2009-2010 NOVA Tech Plan as presented.
WDCE 3rd Quarter Report:

- Vice President Gary reported that both revenue and the 30% college share are up from the 3rd quarter in FY 08. Revenue also exceeds expenses for this period. However, due to higher direct expenses associated with more instruction, the net revenue is lower for this quarter than for the comparable period in FY 08.
- The revenue target for FY 2009 is not expected to be met. However, as the expenses for this period are expected to be below target and lower than the expected revenue, a deficit is not expected. Vice President Gary noted the decline in contract training resulting from cancellations and companies postponing training.
- If the revenue target is not met, the 30% college overhead target used for the FY 2009 budget will also not be met. It is anticipated that this shortfall can be absorbed by the college.
- In preparation for setting appropriate WDCE targets for FY 2010, a historical review of past targets is needed to identify whether these have been realistic.
- Ms. Booker noted that each campus WDCE office has provided an analysis of results versus projections. Interaction with each campus continues to be a main focus.

Professional Development Committee:

- Dr. Hinton reported on the distribution of professional development funds through March 30, 2009. Included in this report were:
  - College-wide professional development initiatives
  - Professional development in-service training
  - Tuition assistance (through March 25, 2009)
  - Professional development faculty conferences and meetings
- Requests for tuition assistance continue to increase.
- Attendance at professional development conferences was reduced during the past year due to the budget crisis and restrictions on travel.
- The Professional Development Committee continues to focus on enhancing cross-campus day events to increase participation of both classified staff and faculty. Dr. Hinton noted HR’s efforts to increase participation in the Supervisory Training course and stated that more campus support is needed for this type of opportunity. Dr. Templin discussed the need to develop an internal executive management training program to equip NOVA management with skills critical to the effective implementation of state policies and procedures and to the advancement of strategic goals for the college.
- A comprehensive report reflecting all professional development funding sources and expenditures is needed. This is particularly true for campuses where expenditures often exceed the college allocation. Numerous initiatives are in place that should be considered from a college-wide professional development perspective and reviewed in terms of their alignment with the college’s strategic goals.
- After an extensive review of the Professional Development FY 09 budget, the Professional Development Committee recommended an increase for FY 2010 of $18,700 (3.5% over FY 2009) as well as some re-distribution of funding by categories.

Budget Crisis Planning:

- Review of existing policies related to reduction in force
Ms. Blanchard discussed the existing state and federal regulations relevant to a reduction in force. She will provide council members with website access instructions to this information. Dr. Templin emphasized that the college is not in a reduction-in-force situation, but it must develop a strategy in case such action becomes necessary. Human Resources would serve the college community in an advisory capacity should such a process be implemented.

• Analysis of reassigned & restricted positions
  o Ms. Blanchard provided a listing of the 12-month faculty and classified restricted positions as well as personnel currently in acting positions.

• Voluntary request guidelines for temporary workforce reductions
  o The Virginia Department of Human Resources regulations allow some flexibility through the implementation of a Temporary Work Force Reduction. This status does not eliminate any positions but provides options for a reduced work schedule under specific criteria. The college would need to develop comprehensive operations and communications plans if such a course of action is implemented. Consistent compliance to the rules is critical.

• Reducing credit card expenses
  o Vice President Garcia reported a reduction in both the number of college credit cards and in the individual monthly limits. These measures have resulted in a significant reduction of credit card risk to the college.
  o A decrease in credit card purchases is expected with the implementation of the eVA purchasing system.

FY 2010 Budget Planning & Initiative Proposals:

• FY10 Budget Planning Process
  o Budget targets, recurring and non-recurring decisions, carry-forward monies, and proposed initiatives for the FY10 budget will be presented at the Administrative Council meeting on June 2. Decisions regarding the draft budget are expected at the meeting on June 9, and the budget finalized at the June 16th meeting.

• Military Outreach Services
  o Dr. Dever and Vice President Gary presented a revised Military Outreach and Support Services proposal based on feedback received from the Administrative Council and further review by the Military Workgroup.
  o Revisions included (1) emphasis on the coordination between the Office of Military Outreach & Support Services and academic divisions to ensure that course and program offerings are responsive to the needs of the installations; (2) expected outcomes/indicators of effectiveness for WDCE Business Development Director/Coordinator of DOD Programs; and (3) FY 10 revenue/expense projections for Business Development Military and FY 10-FY 15 projected WDCE military enrollment increases.
  o The proposal is consistent with the mission of the college and is expected to produce additional revenue and enrollment.
  o It is expected that the new MyCAA (Military Spouse Career Advancement Accounts) program that provides $6000 to military spouses for education in high demand, highly portable professions could have a major impact on increased
enrollment for both credit and non-credit. It was agreed that NOVA needs to position itself better to respond effectively to this opportunity. Dr. Dever noted that Associate Vice President Harper is coordinating this effort.

- Contract Training Initiative
  - Vice President Gary presented a proposal for the development of a Center for Business and Industry (CBI). This center would be a leading provider of contract training and open enrollment programs to meet the needs of business, individuals, and industry in the Washington Metropolitan Region.
  - The CBI would provide workforce training and certification in a wide variety of areas, which would better position NOVA as the provider of choice in the business community.
  - The proposal, based on an industry sector approach and focusing on healthcare and the military, included revenue and expense projections for both areas. Vice President Gary recommended that the WDCE position at the MEC currently funded by the Innovation Fund be continued as a part of this proposal.

- International Student Recruitment. Discussion deferred.

2008 Student Financials Audit Report:

- Vice President Garcia and Mr. Gutierrez provided information on the following audits:
  - The VCCS Student Financial audit for the period 2007-2008 has been completed.
  - The VCCS Parking Auxiliary Services audit is currently underway.
  - A VCCS ARMICS audit of internal controls is expected in the near future.
  - An APA (state audit) of financial aid is scheduled for this summer.

- College financial processes are undergoing extensive review to ensure that procedures and controls are standardized throughout the campuses, units, and the college accounting office.

The next meeting of the Administrative Council will be June 2 at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Next Administrative Council meeting – June 2
FY2010 Budget Planning – June 2
NOVA’s Pandemic Flu Plan & Continuity of Operations Plan – June 2
Draft Response to NOVA Task Force on Minimum Degree Requirements – June 2
Administrative Council meeting – June 9 – time change will be needed
FY2010 Budget Finalization – June 9
Instructional efficiency/productivity – June 9