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

Ms. Joyce Samuels represented Dr. Tardd, Dr. Sharon Robertson represented Executive Vice President Dever, and Mr. David Williams represented Dr. Gueverra.

Student Access & Success:
- **Summer Session**
  - The Daily Enrollment Report for Summer 2009 as of July 7 shows a 9.4% increase in FTES over the comparable period for Summer 2008. Dr. Gabriel advised that the VCCS is expected to show an increase in FTES of approximately 8.75% for this period.
- **Fall Semester**
  - The Daily Enrollment Report for Fall 2009 as of July 7 shows an 11.5% increase in FTES over the comparable period for Fall 2008. Dr. Gabriel expects the enrollment numbers to continue to fluctuate until the July 31st tuition payment deadline. Once the enrollment cancellation process begins, campuses will be able to access the query on students dropped for non-payment.
  - Dr. Gabriel stated that although 4,002 recent high school graduates have applied for admission to NOVA, only 1,700 or 28% of these students have registered for classes. He continues to monitor this situation.

Budget Reduction Planning:
- **5%-10%-15% Scenarios**
  - Dr. Templin recently sent a message to the college community on NOVA’s financial condition for 2009-2010.
  - The college is coming into the new fiscal year in a relatively strong position as a result of careful planning, sustained enrollment growth, and moderate tuition increases. However, planning will continue for additional budget cuts expected this year, as well as for possible cuts over the next two years.
- **Planning Process**
  - All state agencies are being required to submit plans by July 17 for 5%-10%-15% budget reductions for FY 2010, FY 2011, and FY 2012. Because the FY 10 budget includes a contingency for a 5% cut, plans are needed for the 10% and 15% scenarios. It was agreed that FY 09 plans developed for these scenarios could be used as a starting point for these plans.
  - The 10% reduction scenario for FY 10 will be discussed at the Administrative Council meeting on July 14.
  - Council members were advised to consider including a contingency for a possible 2% to 3% cut in their FY10 budgets.
Ad Hoc Budget Crisis Committee:
  o The Ad Hoc Budget Crisis Committee will be reactivated. The Administrative Council will continue to work closely with the College Senate on budget reduction issues.

2007-08 College Goal Results:
  • Dr. Templin provided a status report on the college’s goals for 2008-2009. In addition to showing the college’s performance in reaching these goals, this report is also useful in developing strategies for future improvement. Dr. Templin stated that the college had a good year in spite of the financial challenges.
  • Among the successes of the 08-09 academic year were:
    o Meeting the goals to increase the number of graduates who transferred.
    o Significant progress in the area of new education programs. Dr. Templin stated that the college still needs to develop a long-term plan for education programs and that these programs should drive the college’s strategic planning. Dr. Gabriel reported that NOVA has recently subscribed to a database that provides detailed demographic and economic information by zip code that could be useful in identifying high demand programs in specific areas.
    o Credit enrollments increased by 5.2% and e-learning enrollments increased by 7.3%.
    o Data from marketing firms and NOVA data are being utilized in the planning for expanding e-learning opportunities.
    o The Pathway to the Baccalaureate and the Dual Enrollment programs exceeded their enrollment goals.
    o An extensive promotional campaign was developed to increase awareness of NOVA’s Guaranteed Admissions Agreements and Transfer Grants.
    o NOVA continues to increase the number of awards received by its students and faculty. In the last four years, NOVA has received three Jack Kent Cooke Scholar awards and four Virginia Outstanding Faculty Awards.
    o Tuition revenues are projected to have increased by $4.1 million due to enrollment growth during FY 09. Due to the state budget reductions, revenues to the college did not reach the set goal.
    o NOVA’s nursing graduates have increased by 120% (from 116 to 255) since the start up of HealthFORCE.
    o The College Board has been very proactive in strengthening the bonds between local governments and the college.
    o Significant progress has been made in strengthening relationships with George Mason University and the University of Virginia. The Bachelor of Interdisciplinary Studies was launched for NOVA students by UVa at the Alexandria Campus.

  • Items requiring additional discussion include:
    o The decrease in the Fall 2007 to Fall 2008 retention rate from the previous year’s rate. Dr. Gabriel will begin an analysis of these data for consideration at a future meeting.
    o The decrease in non-credit enrollment.
Only preliminary data is available on such areas of student success as college readiness, developmental course completion (a focus of the AtD initiative), and e-learning. Each of these initiatives needs to be evaluated as to whether they have made an appreciable difference.

Although some progress has been made in the implementation of the Chancellor’s Graduate Student Fellowship program, increasing faculty diversity remains a major focus of the institution.

The most recent CCSSE data needs to be analyzed and recommendations developed for improving student engagement. A discussion on CCSSE will be scheduled for a future Administrative Council meeting.

Expanding the Pathway to the Baccalaureate program into Prince William County and Manassas. Dr. Templin stated that a strategy is needed that would impact students earlier and focus on college preparation as well as college access. Data is needed to show if students in this program persist and are successful in their college career.

The reorganization of workforce development continues.

Future planning for the Arlington and Reston Centers.

Continuing to increase financial aid opportunities for students.

Increasing student enrollment in the Northern Virginia Family Services Training Futures program.

Expanding the participation of the college community in international education projects and initiatives.

- Dr. Gabriel distributed information on the Indicators of Institutional Effectiveness for 2008-2009.
- Dr. Templin presented a comparison of the 08-09 goals against NOVA’s Strategic Vision 2015. He noted that the institution has made significant progress and is ahead of schedule in many areas.

Administrative Council Retreat – August 11:

- Agenda
  - It was agreed that the main focus of the retreat would be the impact of the continuing enrollment growth. Structuring the agenda and setting expectations for the retreat will be addressed at the next Administrative Council meeting.

Meeting on Enrollment, Student Success, & Instructional Continuity:

- The Administrative Council, Academic Deans, Deans of Students, and LRS Directors/Deans of Educational Support will meet on July 21 to discuss preparations for the 2009-2010 academic year. Topics will include enrollment, budget, student success, academic continuity, SACS preparation, and faculty diversity.

College Board meeting – July 13:

- The College Board will meet on Monday, July 13, at 4:00 p.m. in the Large Board Room.
Mr. Michael Wooten and Mr. Hong Xu have recently been appointed to serve on the College Board. They will represent Prince William County and Manassas Park respectively.

The next meeting of the Administrative Council is Tuesday, July 14, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
2009-10 WDCE Financial & Enrollment Targets – July 14
2008-09 College, Unit & Administrative Goals – July 14
International Student Recruitment & Retention – July 21
Chancellor’s Strategic Planning Retreat – August 25-26
Facilities Planning Status Report 2008-2016