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

Dr. Ronald Buchanan represented Dr. Gueverra, Dr. Sharon Robertson represented Dr. Dever, and Ms. Joyce Samuels represented Dr. Tardd.

Guests:
Dr. James Perkins, President, Blue Ridge Community College
Ms. Geri Dolan, College Events Manager
Mr. Dana Kauffman, Director, College Government Affairs and Community Relations

Proposed Leadership Development Program:
• Dr. Templin welcomed Dr. James Perkins, President of Blue Ridge Community College. Following his retirement from BRCC later this summer, Dr. Perkins will be assisting NOVA with the implementation of a Leadership Development Program. A draft proposal for this program was presented for council consideration.
  o Because a major part of succession planning for NOVA’s future leadership must be developed from within the college, the mission of this program will be to develop individual leadership capacity for the benefit of self and the college.
  o The program will prepare participants to understand strategic leadership issues and opportunities, to develop their careers and prepare for leadership roles, and to work smart both within the institution and the VCCS.
  o The target audience is faculty leaders and mid-level managers who desire to advance their careers and are interested in preparing to serve in NOVA leadership positions as opportunities become available.
  o This leadership development experience will take place over a period of six months, from October through April, beginning this fall. Participation would be by application only and limited to 15 selected participants. All full-time faculty, administrators, and senior management staff would be eligible to apply.
• Dr. Perkins will serve as program facilitator and will also be available to participants to discuss career plans and/or leadership issues.
• The Administrative Council endorsed the development of this program and provided suggestions for various aspects of its implementation. It is critical that NOVA is positioned to respond to short-term personnel requirements as well as to maintain strategies and initiatives during personnel transitions.
• The program will be officially presented to the college community at the Fall 2009 Convocation.

Student Access & Success:
• Summer Session
  o The Daily Enrollment Report for Summer 2009, as of July 14, shows an increase in FTES of 8.8% over the comparable date for Summer 2008.
• Fall Semester
  o The Daily Enrollment Report for Fall 2009, as of July 14, shows an increase in FTES of 10.8% over the comparable date for Fall 2009. Dr. Gabriel projects an increase of more than 11%.
    ▪ Dr. Gabriel advised that approximately 12,000 of the 20,000 students currently registered for the fall session have not paid. Letters will be sent to these students reminding them of the July 31st tuition payment deadline. It was noted that some students are being advised not to register before attending a New Student Orientation.
    ▪ Additional data on individual program enrollments was requested.
    ▪ Enrollments are expected to increase in response to President Obama’s community college initiative.
    ▪ Dr. Gabriel will provide data on individual class capacity caps to assist with enrollment management, and Dr. Sachs will look into whether specific policies are restricting ELI capacity.

2009 Commencement Debrief:
• Mr. Kauffman and Ms. Dolan provided a review of the 2009 Commencement ceremony. Included in this report were the results of a survey of faculty and staff participants.
  o The largest challenge continues to be dealing with late arrivals. Although commencement information stated that anyone arriving more than one hour and fifteen minutes late would not be admitted, close to 10% of the graduates arrived after this time. Mr. Kauffman noted that these students were allowed to participate.
  o Approximately 20% of NOVA’s eligible graduates participated in the ceremony. It was agreed that the cost of regalia may be a barrier to greater student participation and that options such as discounts for early purchase and buy-back or rental possibilities should be explored.
  o A major consideration for the 2010 Commencement ceremony is a change in the day of week and time of day. Tuesday evening is not conducive to participation due to traffic and parking problems as well as work and family schedules. As a main priority is to attract as many graduates as possible, it was recommended that the ceremony be moved to the weekend.
    ▪ The Administrative Council agreed that consideration should be given to having the 2010 ceremony on Sunday, May 16, at 2:00 p.m. A survey seeking feedback on this change will be conducted with faculty, staff and campus student government organizations. The results of this survey and a recommendation will be presented at a future Administrative Council meeting.
  o Mr. Kauffman advised that the 2009 ceremony reached capacity for the number of seats allowed on the Patriot Center floor. As a result, options for other venues and seating plans as well as the possibility of more than one ceremony in an academic year will be considered.
  o Alternatives to the current process of annual rental of faculty regalia are also being reviewed.
• The Administrative Council acknowledged the continuing efforts to improve this event and make it more meaningful to the students.

2008-09 College, Unit & Administrative Goals:
• Council members should contact Dr. Templin with any questions about the college goals as presented at the meeting on June 7.
• Campus and unit goals are due to Dr. Gabriel by 1 August.

National Opportunities for Funding and Leadership Luncheon:
• A discussion of NOVA’s current opportunities for funding and national leadership under the Obama administration’s proposed community college initiative will follow today’s Administrative Council meeting. This 10-year, $12 billion initiative is expected to include the following:
  o Challenge grants focusing on promising practices. As the focus is expected to be on healthcare and energy, NOVA’s HealthForce program and its work in the STEM disciples are good candidates.
  o Access and completion funds aimed at student success and college readiness. NOVA’s Pathway to the Baccalaureate and the college’s partnerships with Training Futures and Year Up are current initiatives sharing this focus.
  o Significant funding for Distance Education.
• Dr. Templin stated that, although NOVA’s best candidates for this funding are programs currently in place, additional projects need to be strategically developed to take advantage of this opportunity.

Joint Meeting with Deans – July 21
• A joint meeting of the Administrative Council and the deans will be held on Tuesday, July 21, at 12:00 p.m. to discuss preparations for the 2009-2010 academic year.

Administrative Council Retreat – August 11:
• The Administrative Council’s annual retreat is scheduled for Tuesday, August 11, at the Meadowlark Botanical Garden in Vienna, VA.

The next meeting of the Administrative Council is Tuesday, July 21 at 9:30 a.m. in the President’s Dining Room at the Ernst Center.

Tracking:
International Student Recruitment & Retention – July 21
Chancellor’s Strategic Planning Retreat – August 25-26
2009-10 WDCE Financial & Enrollment Targets