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

Dr. Jennifer Lerner represented Vice President Sachs, Ms. Esther Peratoni represented Vice President Gary, Dr. Sharon Robertson represented Executive Vice President Dever, and Ms. Joyce Samuels represented Dr. Tardd.

Guests:
Mr. Bill Chamberlin, Director, Facilities Planning and Support Services
Mr. Dana Kauffman, Director, College Government Affairs and Community Relations
Mr. Ben Pittman, Director, Budget Office

Dr. Ronald Buchanan was welcomed to the Administrative Council in his position as Acting Provost for the Alexandria Campus.

Student Access & Success:
- **Summer Session**
  - The Daily Enrollment Report for Summer 2009, as of July 21, shows an increase in FTES of 8.9% over the comparable date in Summer 2008.

- **Fall Semester**
  - The Daily Enrollment Report for Fall 2009, as of July 21, shows an increase in FTES of 12.7% over the comparable date for Fall 2008. Dr. Gabriel advised that this number may be slightly deflated and that an increase of approximately 13.2% is expected.
  - Reports showing each campus’s enrollment by courses for Fall 2008 and Fall 2009 have been distributed and can be useful in identifying high demand courses.
  - The next four-weeks are the peak registration periods. A large number of registrations are taking place during the New Student Orientations (NSOs).
  - Dr. Gabriel also provided a sample chart from Fall 2009 showing the location, capacity, and enrollment cap for specific classes. He noted the lack of consistency in the way class caps are determined.

International Student Recruitment & Retention:
- Dr. Templin reported that in 2008-2009, approximately 1100 of the college’s FTES were F-1 students. He noted the positive impact that the out-of-state tuition paid by these students has on NOVA’s revenue. For every 100 international students NOVA enrolls, the college earns revenues of $250,000 over and above the cost of recruiting, processing, advising and teaching these students. Currently, the college earns almost $3 million annually that is used to support other college operations. These students actually subsidize NOVA’s local students by providing extra funds to the college.
- Although NOVA has not been very engaged in recruiting international students in the past, an active recruitment effort is currently underway in Turkey. Turkey is considered
an excellent market due to the large number of students seeking higher education and the few options available to them. A marketing company in Istanbul has been retained to promote NOVA, especially the 2+2 program under which students could come to NOVA to improve their language skills, complete an associate degree, and ultimately transfer to a four-year institution. Approximately a hundred additional Turkish students are expected to attend NOVA in the fall.

- Several barriers for an effective international recruitment process at NOVA have been identified:
  
  - The college website should be more user-friendly and navigable for prospective students. It should provide comprehensive information on opportunities available at NOVA for international students as well as provide answers to frequently asked questions.
  
  - International students are often seeking shorter courses than the traditional semester ones. It was suggested that the Office of Global Studies and Programs and the American Culture and Language Institute (ACLI) provide leadership for finding alternatives for these students.
  
  - Housing is a major concern for international students. While a feasibility study will explore the possibility of student housing, an efficient referral system needs to be developed for the short-term. Transportation is also a major concern and impacts which campuses the students choose to attend.
    
    - Processes need to be developed for providing administrative support in areas such as tuition payments and student services.
    
    - The focus is on ensuring that all international students have a positive American experience. It was noted that when groups of students arrive from a specific country, they should be able to attend various campuses instead of everyone attending the same campus.
  
  - A financial model for developing an international recruitment process will be presented at a future Administrative Council meeting. Dr. Templin noted that this is being tried on a limited basis in Turkey and will be expanded only if it proves to be successful and has a positive financial impact on supporting the needs of the institution.

Facilities Planning Status Report 2008-2016:

- Mr. Chamberlin reported on the status of the college’s facilities planning. Included in this presentation was information as to the various stages required for capital projects, the status of funding for each project, and the expected completion date.

- Some of these projects have been funded only through the schematic design stage and it is uncertain when additional funding will become available. Dr. Templin advised that, since projects that can be implemented quickly are the best candidates for federal stimulus funds, the college might consider using a portion of its FY09 carry forward funds to advance some of its current capital projects. This could also greatly decrease the time period for completing the projects and ensure that NOVA is well positioned to take advantage of future opportunities. The following projects would be considered for this funding:
  
  - Woodbridge Support Building
Tyler Building replacement
- Renovation of the Brault Building
- Woodbridge Workforce Development Center

- Mr. Chamberlin and Mr. Kauffman will confer on the 2010 legislative strategy for NOVA’s Capital Plan. The approved long-term capital plan for 2016 will serve as the basis for this strategy.

- By 2014, NOVA is expected to have an additional 551,439 square feet at a total cost of $230 million. Mr. Chamberlin will provide a report as to the expected academic term when each of these new or renovated spaces will be available. Information on new space, as well as space not available due to renovation, will be analyzed by Dr. Gabriel in terms of future enrollment projections.

- Mr. Chamberlin explained the process for having program studies conducted for renovated space. This is necessary to demonstrate justification for renovation.

FY 2010-12 Budget Reduction Plans:
- Mr. Pittman reported that the 5%, 10%, and 15% budget reduction plans for 2010, 2011, and 2012 requested by the Governor have been submitted to the VCCS, which will then provide a system plan. NOVA’s plans were based on the FY 09 plans developed for these scenarios and reflected the recommendations of the Ad Hoc Budget Crisis Committee.

- Dr. Templin advised that this plan is theoretical and includes no assumption for increased tuition and enrollment.

- As a 5% contingency is included in the FY 2010 budget, the discussion focused primarily on a 10% reduction for 2010. Mr. Pittman noted that the reductions reflected in this plan are in the order in which they would be implemented.

- It was requested that administrative processes be developed now for eliminating vacancies or newly funded positions and for hiring delays so that they can be reviewed and discussed prior to any need for implementation.

- A more comprehensive overview of the proposed cuts was requested for a future meeting.

2008-09 College, Unit & Administrative Goals. Discussion deferred.

Joint Meeting with Deans:
- Immediately following today’s meeting, the Administrative Council will join the deans and other college personnel for a discussion on the status of preparations for the 2009-2010 academic year.

Administrative Council Retreat – August 11. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, July 28, at 9:30 a.m. in the Large Board Room.

Tracking:
- Chancellor’s Strategic Planning Retreat – August 25-26
- 2009-10 WDCE Financial & Enrollment Targets
- 2010 Commencement Recommendations