Student Access & Success:

- **Launch of Fall Semester**
  - Reactions to the beginning of the academic year were generally positive, although parking congestion and long lines of students were challenges experienced at most of the campuses. It was noted that enrollment for Saturday classes has almost doubled at the Woodbridge Campus and that the number of high demand classes continues to increase.
  - With the significant enrollment increase, securing the services of qualified adjunct faculty remains a concern. Members were asked to consider whether a greater degree of college-wide coordination for adjunct faculty recruitment would be helpful (e.g., helping stage recruitment fairs, establishing contacts with universities for prospective candidates, coordinating Chancellor’s Faculty Diversity Initiative, targeting disciplines with the greatest need, processing needed Justification Requests for credentials).
  - More analysis is needed to determine if the college’s current capacity limits are a result of physical space constraints or lack of personnel.

- **Convocation**
  - Attendance at this college event continues to grow. The success of the daily reminders through the *Intercom* was noted.
  - The Administrative Council considered the suggestion that Convocation be held on the first day that faculty return. The decision to continue to schedule the event later in that first week was based on giving faculty more time to settle in and prepare for the cluster meetings as well as giving more opportunity to publicize the event.

- **Fall Semester Enrollment**
  - The Daily Enrollment Report for Fall 2009 as of September 1 shows an increase in FTES of 9.8% over the comparable date in Fall 2008. This increase is 5.5% above the original 4.5% target approved by the Administrative Council. Dr. Templin acknowledged the efforts of the college community in successfully managing this enrollment increase. He noted that, even with the large increase, the demand was still larger than the college could handle.
  - Dr. Dever provided a status report on financial aid applications and awards as of August 31, 2009.
    - A comparison with a comparable date in 2008 shows increases of 42.2% in the total number of applications, 75.4% in the number of total awards, and 85.1% in the number of applicants with accepted awards. There is also a significant increase in the number of loans.
    - So far this fall, $20.6 M has been awarded in Pell grants as compared with $15.49 M for the entire 2008-2009 academic year.
- DND indicators are being removed on a daily basis. The majority of those remaining will be removed at the end of this week.
- The current issues with scanning and linking documents will be the focus of a comprehensive review.
- Dr. Gabriel will report on the effect on enrollments of maintaining the DNDs for a longer period than originally planned. Dr. Dever will address the effects of this action on the financial aid program.

- Follow-up from Admin Council Retreat:
  - VCCS Draft Mission Statement
    - Dr. Templin presented the draft VCCS mission statement currently under consideration.
    - The review and resulting revision or reaffirmation of NOVA’s mission statement and strategic plan will be aligned with the review and approval of the comparable VCCS documents.
      - The VCCS is expected to present its Mission Statement to the State Board in November 2009 and its Strategic Plan in January 2010.
      - NOVA plans to present its Mission Statement and Strategic Plan, to include any revisions or updates, to the College Board in November 2010.
      - Dr. Templin stated that a meaningful Strategic Plan requires a corresponding financial plan.
  - Restructuring initiatives
    - Three areas within NOVA were identified for restructuring at the recent Administrative Council Retreat:
      - Financial Aid
      - College Call Center
      - Some major function to be identified within Finance and Administration
    - This restructuring will be done systematically and will
      - be based on a data-driven analysis
      - be outcome oriented
      - utilize customer service indicators
      - be benchmarked against the best in class
    - Techniques to be employed during this process are
      - increasing the use of technology
      - increasing the training of front-line employees
      - empowering front-line employees to make decisions
      - eliminating duplication
      - reducing the number of transactions/steps in the various processes
      - increasing customer self-service
      - creating contingencies for surges
    - These restructuring initiatives will review processes across the college and are aimed at improving the outcome, productivity, and quality of service
in each of these areas. Customers, both internal and external, will be involved in the assessment and analysis of these restructuring initiatives.

- Financial Aid and the College Call Center previously received special funding for expansion of their operations. A review of results in relation to expectations will need to be provided.
- At a future meeting, Drs. Dever and Gabriel will report on plans for restructuring Financial Aid and the College Call Center, respectively, and Vice President Garcia will report on the plans for restructuring the identified Finance and Administration function.

Alexandria Provost Interviews:
- As the original time considered for these interviews conflicts with the ASAC meeting, a new schedule will be provided to the Administrative Council.

Status of Budget Reduction Plans:
- An announcement from the Governor is expected after Labor Day on future budget reductions.
- A mid-year tuition increase may be one option if the budget reduction exceeds 5%.
- Dr. Templin will meet with the College Senate on September 17, and will reactivate the Ad Hoc Budget Crisis Group. A joint meeting of the Administrative Council and the Ad Hoc Budget Crisis Group will be scheduled for early October.
- More data on NOVA’s financial situation should be available in October when fall enrollment is settled. At its meeting on November 3, the Administrative Council will consider some FY 2010 budget decisions that have been scheduled for that time.
- Council members were requested to review the college’s plan for 10% and 15% reductions.

H1N1 Virus Preparations:
- Academic Continuity Plans
  - This plan had been distributed to the Division Deans and the Deans of Students. Courses are currently being reviewed by the clusters as to their capability for migration to distance delivery.
  - Extensive Blackboard training continues, and more resources and tools are being developed. A handbook is expected to be available at the end of September.
  - A report is expected following the November 1st deadline for the initial round of training.
- Communication Strategy
  - Dr. Gabriel provided the H1N1 Flu Communications Plan: September 1 to October 15, 2009. He also provided samples of cards and flyers that will be distributed to the college community.
  - The college website will remain the authoritative source of information on this topic and will be continually updated. Information will also be available in the Intercom and through social media.
  - A guidebook is being developed for internal staff.
It was agreed that the overall College Emergency Management Planning should be revisited.
Dr. Templin stated that the college community should be confident in the continuous attention that is being given to this issue.

2009-2010 College Goals:
- The 2009-2010 College Goals were distributed for a final review. Council members are to provide Dr. Templin with any suggested revisions.

NOVA Leadership Program:
- Dr. Templin will send an email regarding the NOVA Leadership Program later this week. He noted the overwhelming positive response to its initial presentation at the recent Convocation.
- This new leadership development program is for 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.
- All full-time faculty, administrators, and senior management staff who aspire to more significant leadership positions at NOVA may apply. Applications must be signed by the applicant’s immediate supervisor and the provost/vice president and will be accepted through October 1. The focus of the application should be on leadership potential.

2009-10 WDCE Financial & Enrollment Targets. Discussion deferred.

Administrative Council Schedule -2009:
- The Administrative Council meeting schedule through December was distributed.

Other:
- NOVA’s holiday schedules for 2009 and 2010 were distributed for review by the Administrative Council. Any questions or comments regarding this schedule should be forwarded to Vice President Garcia.

The next meeting of the Administrative Council is Tuesday, September 15, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Task Force on Academic Challenge/Honors – Sept 15
SACS Steering Committee – Sept 15
Review of Faculty Recruitment – Sept 29
CETL Strategic Plan – Sept 29