Administrative Council Meeting  
September 22, 2009

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

Dr. Jennifer Lerner represented Dr. Sachs.

Student Access & Success:

• Fall Semester Enrollment
  o The Daily Enrollment Report for Fall 2009 as of September 22 shows an increase in FTES of 11.3% over the comparable date in Fall 2008. Dr. Gabriel advised that, because enrollment cancellation is currently suspended for processing financial aid adjustments, this number may be slightly inflated.
  o Dr. Gabriel also provided data on the projected headcount. The data reflect an increase in headcount for Fall 2009 of 7.9% over the comparable date for Fall 2008. He stated that these data reflect a younger population of full-time students.

• Achieving the Dream Update
  o Dr. Tardd advised that the AtD coaches will not meet with the Administrative Council during their current visit. The focus of this visit is to review the data, address issues and concerns, and plan for the Strategy Institute.
  o Data on the Learning Communities and New Student Orientations are being reviewed. Dr. Tardd stated that as additional data are analyzed, more questions arise. The data on the effectiveness of LCs on persistence tend to be promising. The data on the effectiveness of LCs on students’ grades tend to be somewhat less promising and have generated additional data requests to drill down deeper into the data.
  o Learning Communities are one part of NOVA’s AtD strategy. While the Taskforce on Learning Communities continues to consider various aspects of this strategy, attention is also being given to additional strategies, such as supplemental instruction and various technology tools. Ten Learning Communities are in place this semester, and fifteen are expected for the spring semester.
  o More than forty New Student Orientations (NSOs) were held prior to the fall semester. It is too early to determine the impact of the NSOs on persistence and student success, but early indicators are positive.
  o The Math Taskforce will be reviewing a diagnostic approach to developmental math. One area for review will be the alignment between NOVA’s math requirements and those of the public schools in the college’s service area. It was agreed that a better understanding of COMPASS testing is also necessary for this review.
  o Dr. Templin will be meeting with school superintendents in the college’s service area within the next several weeks to discuss data on the performance of area high school graduates on E-COMPASS and their subsequent placement into developmental and college level courses at NOVA. He will broach with them the
possibility of utilizing diagnostic instruments in high schools as a means to reduce the remediation needed at NOVA.

- Dr. Dever advised that the report of the VCCS Taskforce on Developmental Education will be presented at the ASAC meeting this week.
- Dr. Templin noted the numerous changes to the traditional education model being proposed by a variety of groups, with the focus now on identifying those who can provide the needed results.

Budget Planning:

- **Review of FY2010 Budget**
  - Some relevant information was still outstanding at the time the FY 10 budget was originally approved. As a result, it was agreed that additional budget decisions would be addressed at the November 2nd meeting. The following information has now been received:
    - Enrollment data indicate an increase higher than the projected target.
    - The new 13% budget cut will be temporarily mitigated to 6.9% due to the requested federal stimulus funds.
    - Carry forward funds will be maintained.
  - Based on this information, allocation of the remaining non-recurring funds was approved and funds will be distributed immediately.
  - It was agreed that topics for the future should include the institution’s custodial contract and the distribution of testing funds.

- **Budget Reduction Target**
  - As the FY 2010 budget has a 5% budget contingency in place, an additional 2% must still be identified for the remaining budget cut. As this budget cut must come from recurring funds, Vice President Garcia recommended that nineteen of the proposed sixty new positions be held. These positions could be released at a later date if additional resources become available.

- **Preparing Tuition Contingency**
  - The State Board for Community Colleges is expected to make a decision on a spring semester tuition increase at its meeting on November 12.

- **Methodology for Distributing Positions**
  - Positions included in some non-recurring items funded in July were restricted hires. Dr. Templin advised that these positions can now be converted to permanent positions. These allocations will be considered in the future discussion of new positions.
  - The allocation of positions will be based on college-wide and campus/unit priorities.
  - It was agreed that all existing teaching faculty vacancies as well as thirty new teaching faculty positions would be put through the allocation model. Dr. Dever, Dr. Gabriel, and Ms. Blanchard will report back on this. While all thirty new positions are to go through the model, some will be tagged as contingent, pending the availability of additional resources.
• Carry Forward Projects
  o Vice President Garcia will provide the Administrative Council with the following information for its discussion on carry forward monies.
    ▪ A priority list of carry forward projects developed by the Office of Facilities Planning and Support Services.
    ▪ A breakdown of design phases to identify projects that are spread over several fiscal years.

• Managing Year-End Balances
  o A budget tracking report will be utilized to ensure the best management of resources. This will allow an ongoing comparison of the current-versus-projected status of a specific account.

• Dr. Templin noted the success of the strategies utilized so far in meeting the budget crisis. He will address this topic further at his campus town hall meetings.

Ad Hoc Budget Crisis Committee:
• The Ad Hoc Budget Crisis Committee will be reconvened and will meet with the Administrative Council in October.

Nursing & Allied Health Program Expansion. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, September 29, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
Review of Faculty Recruitment – Sept 29
CETL Strategic Plan – Sept 29