Administrative Council Meeting
October 13, 2009

Members Present: Dr. Buchanan, Executive Vice President Dever, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Hill, Dr. Hinton, Vice President Sachs, and President Templin.

Ms. Ruth Stanton represented Mr. Foley.

Guests:
Mr. William Chamberlin, Director of Facilities and Planning
Mr. Jeff Turner, Ms. Katie Karp, and Mr. Sam Jung of Brailsford and Dunlavey.

Student Access & Success:
• Fall Semester Enrollment
  o The Daily Enrollment Report for Fall 2009 as of October 12 reflects an increase in FTES of 11.5% over the comparable date for Fall 2008. Dr. Gabriel noted that enrollment for the second eight-week session is stronger than expected.
  o Dr. Templin stated that an analysis of fall enrollment will be needed to identify specific factors or trends driving this significant increase. Dr. Gabriel expects to have more definitive numbers later in October.

• Global Skills for College Completion
  o Based on the project criteria, Dr. Gabriel will provide data on the three top faculty for developmental math and developmental English. As a high level of competency in technology is also required, Dr. Sachs will identify top faculty in both areas at ELI.
  o The college’s two nominees will be selected at the Administrative Council meeting on October 20.
  o The deadline for nominations is October 26. Dr. Dever will assist the nominees in the submission of the required documentation.

Priorities for Carry Forward Funds:
• Vice President Garcia presented a prioritized list of carry forward projects developed by the Facilities and Planning office.
  • The Administrative Council approved funding to move the following projects forward:
    o Annandale Campus—CN roof replacement
    o Annandale Campus—CN roof screen
    o Woodbridge Campus—Seefeldt roof replacement
    o Woodbridge Campus—Seefeldt HRV relocation
  • Vice President Garcia will provide council members with a comprehensive list of all requested campus and college-wide projects. He will also provide a recommendation as to the management of each project, to include a funding source
  • Final action on the carry forward funds is expected at the October 20th meeting.
  • It was agreed that $1.5 M in carry forward funds would be set aside for advancing the construction/renovation on several approved projects expected to qualify for the proposed federal funding for community colleges. Dr. Templin will confer with Mr. Dana
Kaufmann to verify that NOVA’s projects meet the funding criteria of the proposed American Graduation Initiative legislation. Mr. Chamberlin will verify VCCS cooperation in this effort. Dr. Templin stated he expected this allocation to be reimbursed if these projects are funded.

Priorities for Non-Teaching Positions FY2010:

- Dr. Templin presented the requests for classified staff and administrative and professional faculty positions for FY 2010. There are 30 positions available and 56.25 position requests. Some positions may have to be held in reserve if the State Board for Community Colleges does not increase tuition for the spring semester.
- The Administrative Council approved for immediate action the distribution of one position to each campus and unit requesting positions. Council members are to provide Dr. Templin with their top position request, including a justification based on the expected outcomes of filling the position. The allocated positions will be used to repay any positions still owed by a campus or unit resulting from the earlier position freeze and elimination.
- The Administrative Council also approved moving forward with the IT Security Engineer position. This position was recommended by the IT Committee and will be funded from Technology Fees.
- The remaining positions will be distributed following a review of college-wide priorities and a discussion of an allocation methodology. College-wide priorities to deal with the significant growth and to enhance access, student success, excellence in customer service, and restructuring have been identified. Several of these priorities are currently being addressed through new positions, additional funding, or restructuring.
- Dr. Gabriel will provide an updated proposal for maintaining and enhancing the college website. It was agreed that transactional capabilities are needed to enable students to complete more functions online so that fewer trips to campus are required.
- A report on the college-wide positions funded during the last three years was requested.
- A proposal to address the issue of college-wide LRS restructuring, developed by Drs. Sachs and Dever, was presented. The proposal recommends a way to address long-standing campus issues for learning resources (Deans of Educational Support Services as proposed in 2008) as well as recommends college-wide leadership and coordination for these critical functions (Associate Vice President for Educational Support Services.)

Procurement & SWAM Targeted Goals & Procedures. Discussion deferred

Dormitory Feasibility Study Results:

- The results of a Student Housing Marketing Study were presented by representatives of the firm of Brailsford and Dunlavey. It was noted that approximately three hundred community colleges currently provide on-campus housing.
  - Of the 1,200 students who responded to this survey, 500 attended the Alexandria Campus.
  - The study focused on the feasibility of residence halls on the Alexandria Campus.
  - A market review showed a shortage in this area of more than 5,000 units to meet the anticipated need in 2010.
- It was clear from the survey that students consider a student union or other gathering place to be a critical need.

The next meeting of the Administrative Council is Tuesday, October 20, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
CETL Strategic Plan – Oct 20
New Student Orientation – Oct 20
Allocation of Teaching Faculty Positions – Oct 27