Administrative Council Meeting
October 20, 2009

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

Guests:
The Honorable Charles F. Colgan, Chair, Virginia Senate Finance Committee
Mr. Dana Kauffman, Director, College Government Affairs and Community Relations
Mr. David Mastropaolo, Associate Director for Professional Development, Human Resources
Mr. Edward Mellon, Director, Purchasing Office

Student Access & Success:
- Fall Semester Enrollment
  - The Daily Enrollment Report for Fall 2009, as of October 20, shows an increase in FTES of 11.4% over the comparable date in Fall 2008.
  - Dr. Gabriel reported that, due to the strong enrollment for the second eight-week session, he anticipates a semester increase to approximately 12 percent.
- Global Skills for College Completion
  - NOVA’s proposed nominees have been identified. Dr. Dever’s office will provide administrative assistance as needed for the submission process. The deadline for submission of nominations is Monday, October 26.

Priorities for Non-Teaching Positions FY 2010:
- The first round of the FY 2010 Classified Staff/Administrative and Professional Faculty position requests has been approved. There are 20 positions remaining to be allocated.
- Before making further decisions regarding these positions, the Administrative Council will discuss college-wide priorities that have been identified to deal with the impact of growth. A timeline for presentations on topics such as college web services, academic advising, financial analysis, and several restructuring efforts was distributed. Following these presentations, the allocation of the remaining positions will be considered. It is expected that the process will be completed by the end of November.

Leadership Development Institute Nominees:
- David Mastropaolo provided an update on the status of the nomination process for the Leadership Development Institute. The initial ranking is almost complete, and the next step is the development of the pool. Forty-three applications were received; sixteen participants will be selected.
- The focus of the selection process is on identifying those who could be best served by this opportunity.
- A roster of those selected will be announced as soon as it is available.

Procurement & SWaM Targeted Goals & Procedures:
- Vice President Garcia and Mr. Mellon presented data and procedural information on NOVA’s participation in the SWaM program.
• Virginia’s Department of Minority Business Enterprises (DMBE) is the state agency dedicated to increasing participation of small, women- and minority-owned businesses in the state’s procurement opportunities and is responsible for the administration of the Small, Women and Minority-Owned (SWaM) Procurement Initiative. NOVA supports DMBE’s initiative through its SWaM program and participates in eVA, the mandated statewide automated electronic procurement system. It was also noted that use of these vendors supports the local economy.

• Mr. Mellon addressed three points that are critical to NOVA’s purchasing process: (1) all transactions under $5,000 are to be purchased from DMBE/SWaM-certified small business vendors when available; (2) all bids between $5,000 and $50,000 must be set aside for small businesses when available; and (3) contracts must be signed by Dr. Templin or Vice President Garcia.

• In July 2009, the Virginia Department of Purchasing and Supply conducted an audit of NOVA’s purchasing policies and procedures. Preliminary findings show a very low compliance rate (29%). Because of NOVA’s size, this low rate of compliance is not only a serious problem for the college but also brings down the compliance rate for the VCCS.

• Among the efforts underway to improve this compliance rate are: (1) extensive training opportunities for eVA users; (2) vendor fairs to acquaint college staff with eVA vendors; and (3) new links on the website for easier navigation to eVA vendors. Mr. Mellon advised that the college purchasing staff is available to attend staff meetings as needed.

• Information regarding the purchaser-buyer liaison in charge of serving each campus and the college staff can be found at http://www.nvcc.edu/faculty-and-staff/finance/purchasing/staff/index.html. It was recommended that staff members who do extensive purchasing should be identified and made aware of the importance of correctly utilizing this process and of the tools and support available to them.

• Support from the entire college community is needed in order to significantly improve NOVA’s compliance rate. Ensuring that DMBE certified small businesses are used for purchases is critical to this effort.

• Comprehensive reports tracking the college’s rate of compliance will be provided on a regular basis.

Instructional Continuity: Discussion deferred.

2010 Session of the Virginia General Assembly:
• Dr. Templin welcomed state Senator Charles Colgan. He acknowledged the support and assistance that Senator Colgan has given to NOVA over the years.

• Dr. Templin discussed NOVA’s efforts to manage both the college’s enrollment growth and to respond to the needs of the community. He noted that the flexibility to set tuition and the ability to bring new buildings on line during this time of budget cuts had allowed the college to meet these demands.

• Senator Colgan noted the importance of the campus visits to the General Assembly and provided some recommendations for maximizing these opportunities. He provided
insights into those committees and staff most involved in education issues as well as into
the legislative process.

- Mr. Kauffman provided a schedule of campus visits for the 2010 session of the General
  Assembly. He advised that the annual GMU-NOVA General Assembly Roundtable is
  scheduled for December 3. Invitations will be extended to the new House members and
to the Northern Virginia Caucus.

The next meeting of the Administrative Council is Tuesday, October 27, at 9:30 a.m. in the
Large Board Room in Brault.

Tracking:
Allocation of Teaching Faculty Positions – Oct 27
Carry Forward Funds & Capital Projects – Oct 27
CETL Strategic Plan – Oct 27
College Signage – Oct 27
New Student Orientation – Nov 3