Administrative Council Meeting
October 27, 2009

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

Dr. Jennifer Lerner represented Vice President Sachs
Ms. Christine Holt represented Dr. Saperstone

Guests:
Mr. William Chamberlin, Director of Facilities and Planning
Mr. Nick Seay of Beveridge Seay, Identity and Brand Consultants

Student Access & Success:

- Fall Semester Enrollment
  - Dr. Gabriel reported a modest increase for the second 8 week session. He stated that the Fall semester numbers are stabilizing. A report with the enrolment projections will be provided at the November 3rd Administrative Council meeting.

- College Readiness Meeting with the Superintendents
  - Dr. Templin was asked to meet with the Region IV superintendents to discuss college readiness. He stated that 17-23% of the high school graduating classes are coming to NOVA and require some type of course remediation.
  - He explained that Fairfax County Public Schools is very supportive of this college readiness effort and is willing to collaborate with the other area school districts, to support the goal that a student will not graduate high school without being college ready. Fairfax County Public Schools will be submitting a grant to the Department of Labor to support this effort.
  - The president’s at Germanna and Lord Fairfax are also willing to help with this initiative. If this grant comes through it could move to a state-wide scale.
  - Immediately following the meeting with the Area IV superintendents, Dr. Templin, Dr. Hill and Dr. Hinton met with the various industry leaders in Prince William County to include Micron Technology. Over the past several months, Northern Virginia Community College and Micron Technology have been working with area employers and with the school divisions in Prince William County, Manassas and Manassas Park to develop a strategy for enlarging the fields of science, technology, engineering and mathematics (STEM). The goal of this initiative is to enlarge the STEM pipeline from high school to NOVA, to George Mason University and beyond.
  - Dr. Templin presented in this meeting with the regional industry leaders the concept of linkage between the Pathway to the Baccalaureate with a STEM focus. This pilot allows industry and the schools systems to work as partners. Thanks to Micron Technology, NOVA has received a $1 million grant to partially support the initial phases of the STEM pipeline initiative over the next six years. The school systems and NOVA have asked for a financial commitment from each of the
industry leaders to get this program off the ground. Once it is at full scale it will serve 2700 students per year.

- Dr. Templin expressed thanks to Dr. Hinton, Dr. Hill and Ms. Amy Harris from Micron for all their support in help on this project.

Priorities for Non Teaching Positions FY 2010:

- Dr. Templin explained that one of the concerns raised at the Administrative Council retreat in August was the need for hiring non-teaching positions for FY 2010. Dr. Templin circulated a schedule for various discussion topics with Council member assignments for presentations at Administrative Council meetings over the next few weeks.
- There are 30 new teaching positions and he will continue to hold 4 positions pending the discussion of these non-teaching faculty college-wide priorities for positions. This list should be complete around Thanksgiving with the allocation the first part of December.

College Signage Presentation:

- Mr. Nick Seay of Beveridge Seay, Brand Consultants provided the Administrative Council a presentation on a proposal for college signage. Beveridge Seay was founded in 1985 and they have had the opportunity to work with some very well known companies such as Exxon Mobile and US Airways.
- He has been working with Vice President Garcia and Mr. Chamberlin on this project for NOVA since February. He has visited each of the campuses numerous times to get a true sense of each campus’s needs. His company has been tasked with improving the internal and external signage at each campus. The goal is that after this project is completed, each campus will have consistent signage and uniformity in the appearance. Once complete, each campus will be easily able to update their signage as needed.
- This project will take up to five years for total completion and carry forward funds will be allocated for this project.
- The Administrative Council approved the concept of the project, thus allowing the more detailed specifications to be finalized.

Allocation of Teaching Faculty Position

- Dr. Gabriel provided a report providing the formula used for the allocation of teaching faculty positions for the campuses. This is the model that has been used for the past five years. He explained that the model takes into account the campus size, growth and the proportion of part-time faculty, programmatic mix and the current vacancy ratio. Based on these factors, full-time faculty positions are allocated to the campuses.
- This distribution model reflects 30 new positions available for distribution in addition to 23 currently vacant positions. Of these positions, 10% will be held for presidential discretion.
- Dr. Templin asked the provosts’ to prepare their list for requested positions, with the knowledge that some positions will be held until the college has a better sense of the budget. NOVA will hold 9 in the event the tuition increase in November is not approved. Dr. Templin will hold his 4 presidential discretionary positions and he is asking that each campus identify one to be “tagged” for holding based on the budget outcome.
Medical Education Campus is exempt from this allocation model. Dr. Templin will provide the date for the position justifications.

Carry Forward Funds and Capital Projects:
- Vice President Garcia provided an updated list of Facility carry forward projects for 2009-10. He noted the 4 capital projects that were approved last week. A total of $424,166 has already been allocated for the funding of these projects. These projects will be covered by deferred maintenance.
- Dr. Templin noted that this methodology should place the college in a better prepared position at the end of the year, without an excessive amount of carry forward fund monies remaining.

Reengineering Process:
- Vice President Garcia presented a proposal on a reengineering for the financial management of the college. There is a need to assess, improve and efficiently manage the growth that NOVA continues to experience.
- The area/unit that will be part of the first area to “test” this reengineering strategy will be with the Business Offices. He provided the Council with a general outline on how he sees this review being conducted. He explained that there are 4 steps to this review and analysis. There will be the stage of assessment, design and testing, implementation and then evaluation. Vice President Garcia should have some feedback in approximately 6 months. An RFP is needed to hire a consultant to do this impartial analysis. He further stated that this RFP will be written broadly enough to possibly fit the needs of a unit/area at one of the campuses.
- Dr. Templin noted that there have been several areas where there has been a significant change strategy, such as the Call Center and Financial Aid. These are just two areas where the college has made significant investments and we now need the data to show the return on this investment.

The next meeting of the Administrative Council is Tuesday, November 3, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- CETL Strategic Plan – November 3
- New Student Orientation – November 3
- 2010-11 Enrollment Projections and Targets – November 3
- Web Services – November 3
- 2010-11 General Information Working Calendar – November 10
- Instructional Continuity – November 10