Administrative Council Meeting  
December 15, 2009

Members Present: Mr. Foley, Vice President Gabriel, Vice President Garcia, Vice President Gary, Dr. Hinton, Dr. Hill, Dr. Maphumulo, Vice President Sachs, Dr. Saperstone, Dr. Tardd, and President Templin.

Executive Vice President Dever participated by phone.

Guests:
Ms. Laraine Booker, Financial Analyst, WDCE  
Lieutenant Cheryl Creed, Acting Chief, College Police  
Mr. William Flagler, Coordinator, Emergency Planning Office  
Mr. Ben Pittman, Director, Budget Office  
Dr. Sharon Robertson, Associate Vice President, Academic Services  
Ms. Joyce Samuels, Acting Provost, Loudoun Campus, effective January 1, 2010  
Mr. Rick Tittman, Business Manager and Crisis Coordinator, Annandale Campus

Dr. Templin welcomed Dr. Peter Maphumulo to the Administrative Council. Dr. Maphumulo joined NOVA on December 4 as the Provost of the Alexandria Campus.

Special Recognition & Thanks to Tony Tardd:
● On behalf of the Administrative Council, Dr. Templin presented Dr. Tardd with a farewell gift. Council members acknowledged the many contributions that Dr. Tardd has made to NOVA.

Access & Student Success:
● Spring Semester Enrollment
  ○ The Daily Enrollment Report for Spring 2010 as of December 15 shows an increase in FTES of 17% over the comparable date for Spring 2009. Dr. Gabriel reported that letters were sent to 16,000 students who had registered but not paid. Enrollment cancellation is scheduled for December 19.
  ○ Dr. Templin requested that campuses review their capacity in order for the college to pursue negotiations for additional space if necessary.
  ○ Dr. Gabriel provided the VCCS end-term data for Fall 2009 and Fall 2008. The data reflect a growth in FTES during this period of 12.2% for NOVA and 12.7% for the VCCS.
● Fall 2009 Semester Enrollment Analysis
  ○ In response to the request for information on the population served during this semester, Dr. Gabriel presented data on first-time to NOVA students attending in Fall 2009.
    ▪ The largest portion (58%) of the college-wide, first-time student population was aged 18-21 years.
    ▪ The first-time student population was composed of 49% male students and 51% female students.
• The number or minority students increased with black, Asian, and Hispanic students making up 17%, 14%, and 15%, respectively, of the student population.
• There were more female students than male students in each racial/ethnic group. Black and Hispanic male students each made up 4% fewer students than their female counterparts (48% to 52%).
  o An analysis of NOVA’s efforts to recruit recent high school graduates shows a 19% increase in this population from Fall 2008 to Fall 2009. Approximately 28% of the overall growth in FTES during this period was due to the influx of recent high school graduates.
  o For adult learners, the data reflect an increase of 13% for students ages 25 and older. However, the total number continues to be low.
  o Data on ELI students attending during Fall 2009 were also provided. One area of interest was determining whether the choice of ELI course(s) was based on a preference for distance learning, or was an overflow enrollment due to lack of classroom availability. Preliminary findings indicate that lack of classroom availability plays a major role in it. Among the findings were:
    ▪ 57% of students enrolled in at least one ELI course were aged 25 or older in comparison with 41% of all NOVA students.
    ▪ ELI course enrollment for each minority group was at a lower rate than overall college-wide enrollment for each of these groups.
    ▪ Four of the top five disciplines with the highest on-campus enrollment were also among the disciplines with the highest ELI enrollment growth.
    ▪ Of the first-time students who were enrolled in ELI classes only, 62% were aged 25 and older.
  o NOVA recently provided resources for an ELI initiative that focuses on the adult market through the development of specialized products and a customized marketing campaign.
  o Dr. Gabriel also provided data on program areas and teaching disciplines that showed above or below average growth. This type of program and discipline review provides valuable data for use in the allocation of college resources.

Review of Emergency Plans & Procedures:
• Will Flagler, Coordinator of the Office of Emergency Planning, will conduct a review of the recent shooting incident at the Woodbridge Campus and prepare a report for review by the Administrative Council in January. A presidential advisory commission made up of representatives of the Administrative Council, College Senate, and the College Board will review the report and provide its recommendations by March 1, in time for resources to be deployed in this fiscal year.
• Mr. Flagler and Chief Creed provided a preliminary review of actions taken following the Woodbridge incident. The Administrative Council noted the quick response and excellent performance of both the campus police and the Prince William County Police Department. Chief Creed stated that the college police have completed numerous training exercises for such an incident, most recently the Sunday before the Tuesday incident.
Council members discussed various campus responses to actions taken during and after this incident.

- While most of the emergency planning responses worked well, various issues and concerns have been identified. These include the need for interior locks on classroom doors, better communication with the college community, and clarification of emergency operation roles for specific college and campus staff members. Mr. Flagler noted the importance of having an effective incident response team in place on each campus.
- Faculty, staff, and students need reassurance that their safety remains the college’s primary consideration and that a support system is in place for them. Training and discussion forums focusing on what to do in the first 20 minutes of such a situation are being planned and will be available at the beginning of the spring semester.
- At a future meeting, Dr. Sachs will provide a demonstration of the updated phone capability that allows a message to be sent simultaneously to all campus phones.
- Faculty and staff expressed the need for more assistance in dealing with disruptive students and those exhibiting questionable behavior. Although the college does not provide mental health therapy services, faculty and staff do have to deal with many mental health and behavioral issues.
- It was agreed that students should also receive crisis training and that students could play a greater part in the overall college safety plan through their observations and interactions with others.

- Dr. Templin will send a communication to the college community regarding steps being taken to address these and other safety and security issues. Lessons learned from this incident will inform the college’s future emergency planning.

FY 2010 Budget:

- Three budget strategies were discussed by the Administrative Council:
  - Allocation of additional unbudgeted funds resulting from the Spring 2010 tuition increase as well as better productivity and efficiency.
    - It was agreed that these additional unbudgeted funds would be used to mitigate another possible budget cut in this fiscal year. However, Council members will begin planning for the expenditure of these funds should such a cut not be required. A portion of these funds will be earmarked to address safety and security issues.
  - Better year-end budget management to reduce carry-over funds.
    - One strategy will be the continuous comparison of actual expenses with specific expenditure milestones and the resulting reallocation of any excess funds. Monthly tracking and progress reports will be provided.
    - To assist in projecting year-end balances, all proposals for furniture or equipment purchases of more than $5000 should be forwarded to Dr. Templin by March 5. Dr. Sachs will provide proposals for library and testing materials.
  - Coping with another budget cut in FY 2010.
    - A decision on a possible additional budget cut is expected in January.
As a result of the college’s extensive financial planning, the continuing increase in enrollment, and the spring tuition increase, it is anticipated that the college can withstand up to an additional five percent budget cut.

WDCE Quarterly Report:
- Vice President Gary reported on the WDCE FY 2010 first quarter financial results as well as fiscal year projections as of December 15. Three years of data were used to provide a baseline for analysis and future projections. In addition, each of the WDCE directors provided an analysis of their program’s current status as well as their expectations for the remainder of the fiscal year. The original projections were revised to incorporate this additional information.
  - Revenue.
    - Revenues forecast for fiscal year end are projected to be $175K or 1.7% lower than the initial plan target. The college share is projected to be lower by $52K.
    - The Medical Education Campus and the Loudoun Campus are expected to be on target or better, and the Prince William Region (MA/WO) ESL Open Enrollment revenues are expected to meet their targets.
    - The Alexandria/Annandale region forecast a decline in ESL revenues due to a decline in the intensive program.
  - Expenses.
    - The overall program is not projected to be in deficit.
    - MEC and Loudoun expenses should not exceed revenues.
    - Expenses will be closely monitored in the Prince William Region and the Annandale/Alexandria region. Due to the decrease in ESL and contract revenues, there is concern that there will be enough revenue to cover expenses in the latter region.
  - The third quarter report will be available in February.

Curriculum Committee Recommendations:
- The following actions were taken based on the recommendations of the Curriculum Committee:
  - The Administrative Council approved the proposed Biotechnology Lab Technician career studies certificate, to be effective Fall 2010. The proposed revisions to BIO 250, 251, and 252 were also approved.
  - The Administrative Council approved the proposed discontinuance of the Audio for Multimedia, Audiovisual Communications Technology, and Media Streaming for the Internet career studies certificates, to be effective Fall 2010.
  - The Administrative Council approved the ESL Action Plan for implementation.
  - The Administrative Council approved the proposed ESL 35 Applied Grammar 3, ESL 45 Applied Grammar 4, and ESL 58 Writing Workshop II.
  - The Administrative Council approved the proposed revisions to CHD 118, CHD 119, CHD 120, CHD 145, CHD 146, CHD 165, CHD 166, CHD 167, CHD 205, CHD 210, CHD 216, CHD 265, and EDU 235.
The Administrative Council approved the proposal to work toward National Association for the Education of Young Children (NAEYC) accreditation of the Early Childhood Development program.

The Administrative Council approved the revisions to the Computer Science AS degree program, to be effective Fall 2010.

The Administrative Council approved extending the advanced standing credit for ADJ 111-112 Law Enforcement Organization and Administration I-II to students who complete the West Point Leadership Course at the Prince William County Criminal Justice Academy as well as those students who complete it through the Fairfax County Criminal Justice Academy.

FY 2010 Congressional Earmarks. Discussion deferred.

2010 Administrative Council Schedule:
- Council members were requested to review the tentative Administrative Council meeting schedule for Spring 2010 and advise Ms. Hurst of any revisions.

The next meeting of the Administrative Council is Tuesday, January 12 at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Priorities for Non-Teaching Positions FY2010 – Jan 12
  - Student Services
  - Academic Advising
- Space Utilization Report – Jan 12
- Clery Act Briefing – Jan 19
- F-1 International Student Report – Jan 19