Administrative Council Meeting
February 2, 2010

Members Present: Executive Vice President Dever, Mr. Foley, Vice President Garcia, Vice President Gary, Dr. Hill, Dr. Maphumulo, Vice President Sachs, Ms. Samuels, Dr. Saperstone, and Dr. Templin. Vice President Gabriel participated by phone.

Dr. Ron Buchanan represented Dr. Hinton.

Guests: Mr. Will Flagler, Director, Office of Emergency Planning
        Mr. Ben Pittman, Budget Director

Woodbridge After-Action Report:

• Mr. Flagler distributed the draft report on the December 8th shooting incident on the Woodbridge Campus. The purpose of this report is to provide an authoritative and comprehensive record of the event, provide preliminary analysis of how the college and external agencies responded, and make preliminary recommendations on how to improve overall emergency preparedness and response. He noted that all information included in the report has been verified.

• Mr. Flagler requested that comments be forwarded to him by Friday, February 5, as the report is expected to be released next week.

Access & Student Success

• Spring Semester Enrollment
  o The Daily Enrollment Report for Spring 2010 as of February 2, shows an increase in FTES of 12.7% over the comparable date in Spring 2009.

Developmental Education Institutional Coordinator:

• Dr. Dever discussed the steps being taken by the VCCS to begin implementation of the recommendations of the Developmental Education Task Force. Jane Serboucek, math faculty member at the Loudoun campus and former director of NOVA’s Achieving the Dream initiative, and Ruthe Brown, Coordinator, Tech Prep/Dual Enrollment, are currently representing the college on a VCCS taskforce for the redesign of developmental mathematics.

• Recommendation 7 of the Developmental Education Task Force report calls for the VCCS and its colleges to build the administrative infrastructure to improve accountability and communication related to developmental education. Specifically, colleges are asked to:
  “identify an institutional officer with the responsibilities and appropriate authority for coordinating the college’s developmental program and representing the college in system-wide meetings and projects related to developmental education.”

• The comprehensive needs of developmental students must be addressed so that they can move forward toward their college-level goals. As a large number of developmental students drop out before completing these courses, a broad
prospective is needed to identify areas where assistance is needed. This effort involves but also goes beyond the disciplines of math, English, and reading.

- NOVA’s coordinator must be able to work with his/her colleagues as well as with various internal and external constituencies, to include Achieving the Dream, the College Readiness efforts, the VCCS, and the public school systems. A strong background in teaching, good leadership skills, and the ability to think in depth about policy are all characteristics needed in this position. Dr. Dever will develop a proposal for coordinating developmental education at NOVA. Consultations will begin with various stakeholders to identify issues to be addressed. Until the coordinator is selected, Dr. Sharon Robertson, Associate Vice President for Academic Services, will serve as NOVA’s liaison with the VCCS.

- Dr. Templin advised that the VCCS may change fundamental policies in the area of developmental education and that NOVA must be engaged in this process.

Priorities for Non-Teaching Positions FY 2010:

- College-wide Priorities
  - Summaries and recommendations for FY 2010 non-teaching positions identified as needed to deal with the impact of growth on the college should be submitted before the February 9th Administrative Council meeting. Dr. Templin advised that these positions will be reviewed not only in terms of funding for the remainder of FY 2010, but also as a means to begin preparing for FY 2011.

- Campus/Unit Priorities
  - Priorities for campus and unit non-teaching positions are also due before February 9th. These recommendations will also be considered in terms of both the 2010 and 2011 budgets.

- A decision on these priorities is expected by February 16.

- Dr. Gabriel was asked to develop a methodology for the allocation of non-teaching positions.

- Based on vacancies that have occurred between October and February, Drs. Dever and Gabriel will present Round Two of the faculty allocation process for the Class of 2010 at the next Administrative Council meeting.

FY 2010 Expenditures:

- Third Quarter Division Targets
  - Mr. Pittman discussed the Target Budget Measurement Report that was provided to the Administrative Council. This report will be available on a quarterly basis and will provide current information on account expenditures and balances. Based on these reports, monies not spent according to specific targets will be redistributed to a central pool for reallocation. Requests and justifications for exceptions to this redistribution should be submitted to Mr. Pittman by February 28. The reallocation of third quarter funds is expected the first part of April.
• Special Projects
  o The budgets for specific special projects (also included in the Target Budget Measurement Report) should also be reviewed. Dr. Templin should be advised by February 15 as to funds not expected to be expended by the end of FY 2010. Surplus funds will be transferred to a funds pool for reallocation.
  o For special projects for which the funding has not yet been transferred, funds noted as possible un-obligated amounts will be transferred to a central pool unless an exception is approved. This transfer of funds is expected by the end of February.
• Proposals for special purchases of $5000 or more are due to Dr. Templin by March 5.

Ad Hoc Budget Crisis Committee Meetings:
• Subcommittee Memberships
  o Dr. Templin provided an updated membership list for the Ad Hoc Budget Crisis Committee workgroups. Recommendations from these workgroups are due back to the Administrative Council by the end of February or early March.
• Targeted Issues within these workgroups:
  o Increasing Administrative Efficiency/Productivity
    ▪ Reduce expenses related to use of college credit cards
    ▪ Evaluate business processes requiring students to come to campus
  o Reassigned Time
    ▪ Equitable and effective method of allocating reassigned time
  o Increasing Instructional Efficiency/Productivity
    ▪ Bring NOVA practices related to faculty load into compliance with VCCS policies
    ▪ Overcome policy barriers that inhibit science faculty and faculty from other disciplines from accepting overload assignments when appropriate
  o Reducing Summer Session Expenses
    ▪ Review the summer pay plan
    ▪ Reduce non-instructional expenses during the summer
    ▪ Appoint committee to continue work on long-term goals for cost savings in the summer session
  o Leaves-without-pay/Reducions-in-force
    ▪ Analysis of reassigned and restricted positions for potential discontinuance
    ▪ Conduct analysis of teaching and program productivity
    ▪ Conduct analysis of non-instructional staffing related to productivity and efficiency.

Dr. Templin provided council members with the following information for their review:
• The AACC Summary of President Obama’s Fiscal Year 2011 Budget
• Proposed changes to the State Board for the Voluntary Early Retirement Incentive Plan

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

Tracking
Budget Planning for 2010-2011 – Feb 9
Quarterly WDCE Report - Feb 16
2010-2011 Proposed Institutional Memberships – March 2
Consolidated Working Calendar—March 16
Faculty Handbook—May 18