Administrative Council Meeting  
February 16, 2010

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

Guest: Laraine Booker, Financial Analyst, WDCE

2010-2011 Enrollment Targets:
- Due to a larger than expected increase in FTES for 2009-2010, the 2010-2011 target set in October has been revised from a 5.5% to a 6% increase. The base figure has also been revised to reflect the actual FTES for 2009-2010.
- Dr. Gabriel provided projected targets, both annual and by semester, for each campus and the college. The college 2010-2011 FTES target is now 34,496. He will also provide targets for ELI.
- The FY 2011 budget will be based on this 6% enrollment target. A contingency budget will be developed based on a possible 8% enrollment increase.
- Dr. Gabriel noted that an aggressive marketing campaign is targeting prospective visiting (transient) students for Summer 2010.
- Data show that the fall to spring FTES ratio at NOVA has increased from approximately 92 percent to approximately 98 percent. Dr. Gabriel noted the retention of younger students as a major reason for this change.

Position Allocations:
- Second Round Teaching Faculty Positions
  - Since Round One of the 2009-2010 teaching faculty allocations was completed in the fall, eight additional vacancies have been identified between 15 October and 1 February. Five of these positions were put through the allocation model, two were designated for presidential discretion, and one remained with the Medical Education Campus.
  - Requests and justifications for the five allocated positions and the two presidential discretion positions in the Second Round are due to Dr. Templin by February 19.
- Non-Teaching Positions
  - Dr. Templin stated that the current plan is to allocate 75 non-teaching positions for the remainder of FY 2010 and for FY 2011. Fifty positions have been approved based on the criteria that they are needed immediately to perform a critical function or to create critical capacity for enrollment increases next year. Of these positions, 36.5 positions will move forward, and 13.5 positions will be held for safety and security positions pending the recommendations of the Presidential Commission.
  - Future allocations will proceed as the following assumptions are met:
    - There will be no additional budget cuts in FY 2010.
    - A tuition increase will be approved by the State Board.
    - The FY 2011 budget cut will not exceed 10%.
    - The college will meet its enrollment projections.
Inclement Weather:

- **Impact on Spring Semester Teaching Schedule**
  - Dr. Dever will confer with the provosts on the communication about making up lost instruction time due to snow closures. He noted that this lost time is especially critical in the first eight-week session.
  - When the time missed was no more than a week, then the faculty should use normal means at their discretion to see that the needed teaching and learning occur. In those instances where more than a week has been missed, faculty should consult with their dean and provide a written note as to the arrangements being made.
  - Dr. Dever will provide a message to the college community as to the expectation for making up this time. The college must be able to demonstrate its compliance with VCCS policy and accreditation requirements.

- **Recognition to Facilities Crew & Others**
  - Recognition luncheons are being planned in appreciation of the outstanding service given by numerous employees during the recent snow storms.
    - A luncheon will be held on each campus to recognize its facilities staff and college police.
    - A luncheon is also planned to recognize the college communications team and members of the IT staff who provided critical information and technical assistance to the college community during this period.
    - The Office of Finance and Administration is sponsoring these events.

- **Examples of Continuity of Operation**
  - It appears that many faculty used Blackboard to provide instruction or to communicate with their students while the college was closed. It was noted that the recent college-wide emphasis on Blackboard training proved very helpful for the continuity of operations during this period. A survey has been distributed to faculty to determine the extent to which Blackboard was used and to assess what did or did not work.
  - The Administrative Council held its regular scheduled meeting with some members meeting at the Brault Building and the remaining members participating by phone.
  - Dr. Sachs noted that requests for new computer are due soon. He advised council members to identify positions that could be best served by having laptops instead of desktop computers.
  - Dr. Templin acknowledged the dedicated efforts of the college community during this difficult period.

Developmental Education Coordinator Appointment:

- In accord with the Proposed Plan for Coordinating Developmental Education at NOVA, Dr. Dever and the provosts will work to schedule meetings this spring with the English and Mathematics faculty at each of the five comprehensive campuses. The sessions will provide opportunities for information and feedback regarding efforts underway in the VCCS and at NOVA for significant transformations in developmental education.
• One expected outcome will be the appointment of a Coordinator of Developmental Education for NOVA, in accord with the VCCS request 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.”

Quarterly WDCE Report:
• Vice President Gary reported on the following:
  o Second Quarter Results
    ▪ The actual second quarter revenue was lower than forecasted by 1.9%. Contributing factors include the loss of some business at the Medical Education Campus and the timing of receipts at Manassas. The forecast was exceeded at Loudoun and Woodbridge.
    ▪ Direct and indirect expenses were lower by 10.2% than forecasted by $192,917.
  o Year-to-Date Six Months Actual
    ▪ Revenue was higher than forecasted by 6.5% or $406,829.
    ▪ The higher revenue resulted in a higher return to the college of $122,049.
    ▪ Direct and indirect expenses were higher than forecasted by 1.6%.
  o Forecast for the end of the year
    ▪ The directors forecasted revenue for 2010 to be $10,176,306, which is 96.7% or 3.2% below the revenue target. Vice President Gary noted that campus financial projection summaries will be revisited with the provosts and directors.
    ▪ The proposal for the reorganization of WDCE is due by 1 July.

Grant Opportunities:
• NCAT Grants
  o NOVA’s Achieving the Dream initiative will send a group to attend the National Center for Academic Transformation Redesign Alliance conference in March.
  o The Administrative Council endorsed proceeding with this opportunity.
• Gateway to College National Network Grants
  o Two upcoming webinars will provide detailed information for participating in this grant opportunity. The college’s AtD leadership will participate.
  o This is a highly structured program, and numerous parameters need to be met to be eligible.
• Both grant opportunities need to be considered in terms of: (1) scalability; (2) sustainability after the grant ends; and (3) expected outcomes in relation to the college’s strategic goals.

Assistance to Haitian Students:
• Dr. Templin has been contacted by the College of William and Mary regarding NOVA’s possible participation in an effort to assist students from Haiti in continuing their education.
• The Administrative Council agreed that the college should participate in this effort.
The next meeting of the Administrative Council is Tuesday, March 2, at 9:00 a.m. in the Large Board Room at Brault.

Tracking:
- Woodbridge Final Action Report – Mar 2
- 2010-2011 Proposed Institutional Memberships – Mar 2
- Curricular Items – Mar 2
- Consolidated Working Calendar—Mar 16
- National Center for Higher Education Risk Management (NCHERM) – March 16
- Faculty Handbook—May 18