Administrative Council Meeting
May 4, 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, Dr. Saperstone, and President Templin.

Guests: Mr. Chuck Loeher, Vice President - Government Solutions, CareerBuilder
Mr. J.P. Moran, Account Representative, CareerBuilder

Student Access:
- Summer Session
  - The Daily Enrollment Report for Summer 2010 as of May 4 shows an increase in FTES of 17.6% over the comparable date for Summer 2009. Dr. Gabriel noted that many students paid their tuition in the last week before the May 1st enrollment cancellation. He also noted that one factor contributing to the significant increase in FTES is the large number of Do Not Drop designations temporarily in place.
  - He predicts the increase in FTES for Summer 2010 to be between 12 and 15 percent.

CareerBuilder:
- Dr. Sachs introduced the representatives from CareerBuilder, the largest online job site in the United States and a leader in the human capital solution field. He advised that the company has been working with NOVA through its partnership with DenoSys for approximately two years.
- Dr. Sachs noted the benefits of using the extensive data available from CareerBuilder to inform decisions on educational programs and curriculum and to enhance the college’s marketing potential.
- Mr. Loeher stated that each month 17-22% of the people seeking employment go to the CareerBuilder website. It is also the number one site where employers go to find skilled employees to fill their positions.
- Another resource available is the Education-focused Virtual Event that can be customized for NOVA students.
- Business intelligence is one of the company’s major resources for providing a wide-range of information to its clients. Extensive data are collected from multiple sources, analyzed, and profiles developed.
  - Employment areas in demand are identified as well as the needed skill sets (to include degree or certification requirements). This information could be a valuable resource in enhancing the college’s ability to respond to the employment needs of its service area.
  - Data identifying top employers in various industry sectors are also available and could be beneficial to the college’s Workforce Development and Continuing Education program. Also beneficial to WDCE would be data on the gaps identified as barriers for those seeking employment.
• NOVA currently has a subscription providing access for specific users to Career Builders’ workforce supply and demand data as part of the Office of Instructional and Information Technology’s data warehouse services. Drs. Gabriel and Sachs will confer on the practical application of greater utilization of these resources.

Planning & Evaluation Cycle:
• Dr. Gabriel provided the dates and activities included in the annual planning and evaluation process, which includes three reporting cycles (the conclusion of the 2009-2010 cycle, the main portion of the 2010-2011 cycle, and the beginning of the 2011-2012 cycle):
  o July 1, 2010  End of the 2009-10 planning cycle. Final reports submitted to OIR.
  o July 15, 2010 Preliminary goals for 2010-11 planning cycle are submitted to OIR.
  o September 15, 2010 First part of the 2010-2011 Annual Planning and Evaluation report submitted to OIR.
  o December 1-15, 2010 Mid-year evaluation of 2010-2011 cycle to be completed with the President.
  o April 15, 2011 2010-2011 Annual Planning and Evaluation draft report submitted to OIR. Budgetary decisions are made.
  o July 1, 2011 End of 2010-2011 planning cycle. Final reports submitted to OIR.
  o July 15, 2011 Preliminary goals for 2011-2012 planning cycle are submitted to OIR.

• The Administrative Council Planning Retreat (June 2010) and the College Board Planning Retreat (October 2010) will both focus on the reevaluation of the College Mission and changes to NOVA’s Strategic Plan.
• Dr. Gabriel distributed the 2010-2011 Annual Planning and Evaluation Work Group membership list as well as the Annual Planning and Evaluation Reports for both the campuses and the administrative units.
• Program outcomes and Student Learning Outcomes (SLOs) are required for each degree program and for selected certificate programs. Dr. Gabriel noted that, although the college is making a qualitative improvement in its use of hard data, some gaps still exist in this process.
• Dr. Templin will provide council members with a draft of the 2010-2011 college goals and the VCCS Strategic Plan 2015.

Summer Academic Advising:
• The provosts reported on plans underway for summer academic advising. Council members agreed that this arrangement should benefit our students as academic advising is critically needed and is a major component for student success.
• Dr. Templin stated that there will be a comprehensive review and assessment of this year’s summer session. College governance will play a critical role in this review.
• Dr. Templin noted the status of other work that is being done by the Ad Hoc Budget Crisis Committee:
Recommendations by the Work Group on Increasing Administrative Efficiency/ 
Productivity should be sent to the President.

A report on reassigned time is to be presented by Dr. Saperstone on May 11.

The Instructional Efficiency Work Group has presented its report. A 
communication to the Chancellor needs to be finalized.

The Work Group on Leave-without-Pay and Reduction-in-Force will be requested 
to identify the parameters for a study on teaching and program productivity. The 
focus of this study will be on identifying programs that are stagnating or falling 
behind.

FY 2011 Budget Planning:

- Dr. Templin reported that, although the FY 2011 budget bill has been signed by the 
  Governor, the budget allocation for the college is not yet available.
- The State Board for Community Colleges will soon meet to set tuition and fees for the 
  2010-2011 academic year.
- Dr. Templin noted that although the budget picture looks positive for 2011 and 2012, the 
  loss of federal stimulus funds in 2013 will be problematic if the college doesn’t begin 
  now with strategic and long-term budget planning. Due to the continuing reduction in 
  state funding, NOVA’s ability to meet these financial challenges continues to depend on 
  increased enrollment and good budget management.
- The expected loss of state funding for new facility operating costs and items previously 
  purchased with Equipment Trust Funds available will also require strategic and long-term 
  planning.
- Campus, unit, and institutional priorities for non-teaching positions as well as priorities 
  for special projects will be discussed in the near future.
- The college budget will continue to include a contingency for a possible budget cut. Dr. 
  Templin advised that although the FY 2011 budget will be approved prior to July 1, 
  budget decisions will be revisited in October and February. Preliminary discussions on 
  the FY 2011 budget will begin at the next Administrative Council meeting.

Six-Year Capital Outlay Plan:

- The provosts are to provide Dr. Templin with an estimate of their campuses’ space needs. 
  Dr. Sachs will provide a proposal for ELI.
- The college will be submitting its facility utilization data to the VCCS as well as 
  developing its Six-Year Capital Outlay Plan.
- Discussions are on-going as to possible alternative methods for providing the college 
  with continuous planning funds in light of the non-availability of state funds.

Task Force on Student Athletics:

- Based on suggestions made by the Provosts, Dr. Dever provided a list of the proposed 
  membership for the Task Force on Student Athletics. He expects to convene the group for 
  an organizational meeting in mid-May.

Administrative Council Summer Schedule:

- The summer meeting schedule for the Administrative Council was distributed.
The next meeting of the Administrative Council is Tuesday, May 11, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- WD/CE Third Quarter Report & FY11 Budget Proposal – May 11
- Call Center assessment – May 11
- Faculty Tuition Assistance Policy Recommendation – May 11
- Tutoring Project – May 11
- Faculty Handbook—May 18
- Financial Aid Restructuring Initiative Report
- NCAT Redesign Initiative Approval Strategy