Administrative Council Meeting  
May 18, 2010

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

Guests:
Laraine Booker, Financial Analyst, WDCE
Ben Pittman, Director, Budget Office

Student Access:
- Summer Session
  - The Daily Enrollment Report for Summer 2010 as of May 18, shows an increase in FTES of 15.6% over the comparable date for Summer 2009. Dr. Gabriel noted that more students appear to be registering earlier for the second six-week session.

Summer Work Schedule:
- The Administrative Council approved the following 2010 Optional Summer Work Schedule:
  - With the approval of their supervisors, employees may request from three work schedules for the summer period (Monday June 7, through Friday August 6): Four 10-hour work days with one day off, four 9-hour work days with one half-day off, or the regular 8:30 - 5:00 schedule. The week of July 9 (holiday observed on the 5th), all full-time employees will work four 8-hour days.
  - Employees interested in working a modified schedule during the summer must obtain approval from their supervisor to participate in an optional summer schedule. Supervisors are responsible for assuring that College services are available during the college’s normal business hours, which will continue as 8:30 am - 5:00 pm, Monday through Friday. That means some employees may not be able to participate in the program. However, the Administrative Council is encouraging supervisors, in consultation with Human Resources, to work with employees to try to accommodate requests for special schedules, if possible.
  - All college offices must be open during regular business hours. If that is not possible with a special summer schedule, employees may not be granted permission to change their schedules.
  - Employees presently on a flex schedule will continue on that schedule. Supervisors should send a list of participating employees to Human Resources before the summer flex schedule starts. Employees working a modified schedule must complete time sheets on a regular basis during that period.
- An inquiry will be made to HR as to the future possibility of beginning the optional Summer Work Schedule earlier.

Student Success:
- First Year Experience
  - Dr. Gabriel discussed the draft report developed by the First Year Experience Working Group. The report is currently being finalized and is scheduled to be presented to the Administrative Council on June 15.
  - The First Year Experience (FYE) is an initiative sponsored by Achieving the Dream. It is aimed at improving retention of first year students by easing the transition from high school to college, acclimating students to NOVA, and providing guidance in course
selection and support for entering students. New Student Orientation (NSO) is an allied AtD initiative serving the needs of students new to the college.

- Dr. Gabriel advised that some of the recommendations included in the report are already in place at some campuses, but that there is no consistent college-wide structure in place.
- Dr. Templin noted that the final report should include the following:
  - Measurable outcomes
  - Identification of the target audience
  - Plans for scaling up this effort
  - Financial sustainability

- NOVA’s participation in Achieving the Dream is beginning to position the college at the national level. Dr. Templin is currently serving as Chair of the Board for Achieving the Dream.

Ad Hoc Budget Crisis Committee Release Time Report:

- Dr. Saperstone presented the report of the Reassigned Time Subcommittee on Increasing Instructional Efficiency/Productivity. She noted that the recommendations focus on providing
  - an equitable and effective method for allocating reassigned time
  - tools to better manage adjunct funds
- Based on its recognition that the need for administrative support increases in tandem with enrollment growth, the Administrative Council considers providing adequate support for Assistant Deans and Program Heads a priority. Because of the complexity of managing reassigned time, it was agreed that the following are needed prior to taking action on the recommendations:
  - A comprehensive review of the processes for developing and managing the adjunct faculty budget.
  - An assessment of the proposed Reassigned Time Workload Analysis model, developed by the Academic Deans Council, for developing baseline administrative reassigned time for college divisions. Dr. Gabriel will provide this assessment.
  - An estimate of the funds needed to implement the proposal in comparison with current reassigned time funding.
- Dr. Templin acknowledged the thoughtful work of the subcommittee on this complicated issue.


Fiscal Year 2011 Budget Planning:

- Dr. Templin stated that NOVA has become more sophisticated in its budget planning in the last three years. Assumptions for enrollment targets and tuition are now major elements in this planning process.
- Mr. Pittman stated that the initial draft of the FY 2011 budget includes scenarios based both on the 2010-2011 enrollment target set by the Administrative Council as well as a higher enrollment target more in line with recent enrollment increases.
- Although an additional state budget cut is not expected in FY2011, a contingency to cover this possibility will be included in the budget.
- Dr. Templin requested that budget proposals for both recurring and non-recurring items should be submitted by June 4. He noted that non-recurring items could include items spanning two fiscal years. Administrative Council will consider the next version of the budget at its June 8th meeting.
Although the financial outlook for FY 2011 appears positive, Dr. Templin noted that NOVA’s strong financial position continues to be dependent on increased enrollment, tuition increases, differential tuition, and efficiency.

- He recommended the following priorities for consideration for FY 2011 funding:
  - Implementation of the recommendations of the Presidential Commission on Safety and Security
  - Reaffirmation of SACS COC accreditation
  - Using Pathway to the Baccalaureate, moving forward on a STEM initiative with Prince William County and Manassas public schools.
  - Moving beyond college access to a focus on college readiness
  - Health Information Systems as a Center for Excellence for the Medical Education Campus
  - Enhancing financial aid to serve a significantly greater number of students more effectively and efficiently
  - A commitment to course redesign in areas such as developmental math and others
  - Improved customer service
  - Enhanced academic advising
  - Reorganization of Work Force Development
  - Scaling up New Student Orientation (NSO)
  - Improved full-to-part time faculty ratio
  - A major expansion of distance education, to include leading a major VCCS initiative.
  - Coordination of new or expanded program areas, to include:
    - national security
    - intelligence
    - homeland security
    - transportation logistics
    - health information systems
  - Expanding co-enrollment model for community-based partnerships
  - Effectively using management decision support systems, data warehouses, and business intelligence
  - Updating the strategic plan
  - Updating the capital outlay plan, to include the need for new campuses.
  - Implementing the already approved unit for Institutional Advancement

Recommendations of the Task Force on Honors & Academic Challenge. Discussion deferred.

Workforce Development/Continuing Education. Discussion deferred.
- Third Quarter Report
- FY11 Budget Proposal

Tutoring Project. Discussion deferred.

Commencement. Discussion deferred.

The next meeting of the Administrative Council is Tuesday, May 25, at 9:30 a.m. in the Small Board Room at Brault.
Tracking:

- Call Center Assessment – May 25
- Report of the Presidential Commission on College Safety & Security – June 8
- Faculty Handbook – June 8
- NCAT Redesign Initiative Approval Strategy
- Ad Hoc Budget Crisis Committee Recommendations
- Six-Year Capital Outlay Plan