Administrative Council Meeting
June 8, 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.

Guests:
Mr. Gerald Boyd, Dean, Languages and Literature, Annandale Campus; Member, Ad Hoc Compensation Committee
Mr. Ben Pittman, Director, Budget Office

Student Access:
- Summer Enrollment
  - The Daily Enrollment Report as of June 8, 2010, shows an increase in FTES of 15.2% over the comparable date for Summer 2009.

Student Success:
- Student Retention
  - Dr. Gabriel presented data on college and campus student retention rates for Fall 2004 to Fall 2008. These data were based on the fall to spring retention rate of all first-time to NOVA students: Fall 2004 to Fall 2008 cohorts. It included the following:
    ▪ The fall to spring retention rate
    ▪ The fall to fall retention rate
    ▪ The fall to next spring retention rate
  - Using 2004 data as the baseline, the data reflect an upward trend in the retention rate for each of these time periods. More analysis of the data is needed to identify factors contributing to this trend.
  - Dr. Templin stated that higher retention, particularly fall to spring, has been a significant element in the college’s increase in enrollment. The strong relationship between retention and graduation was noted.
  - Student retention is a major goal of Achieving the Dream. Dr. Gabriel advised that NOVA’s upward trend in this area could make the college more competitive to become an AtD Leader College. Leader Colleges are institutions that have met high standards of practice and performance.

Fiscal Year 2011 Budget:
- Mr. Pittman presented a revised draft of the Fiscal Year 2011 budget.
  - Dr. Templin advised that the budget reflected the previously approved fifty classified and professional faculty positions as well as twenty-two one-year restricted teaching positions for 2010-2011 that would be put through the allocation model. Additional classified positions as well as a significant number of new full-time teaching faculty positions for 2011-2012 are also included. The latter positions will enhance NOVA’s full-time to part-time faculty ratio and help to maintain instructional quality.
Significant funding is proposed for the implementation of new initiatives as well as enhancements for current programs.

Decision packages for both recurring and non-recurring state funding were considered. Items identified as routine expenditures will be removed from these decisions packages, and M&O funding increased accordingly. Some items were approved while decisions on others will be made at a future meeting.

Proposals for renovation funding should be forwarded to Bill Chamberlin, Director, Facilities Planning and Support Services.

- Mr. Pittman will revise the draft budget document based on today’s extensive discussion. This revised draft is expected to be presented for approval at the Administrative Council meeting on June 15.

Recommendations of Ad Hoc Compensation Committee:

- Dr. Templin acknowledged the work done by this committee that is charged with developing a strategy for improving NOVA’s competitive compensation over the next five years for all categories of NOVA employees. The first part of the strategy is to focus on the 2010-2012 biennium when state resources will probably not be available to improve the competitive compensation of the college. The second part of the strategy should focus on a longer term approach (2012-2015) to establishing and maintaining the college’s position of compensating its employees competitively when state resources may be more viable.

- The data currently being used were based on a previous market study. Mr. Garcia noted that a more in-depth study is needed and that an RFP for such a study will be out soon. A review of all college salaries will be conducted over the next two years.

- The first stage of this review focused on a one-time bonus for classified staff and a contract alignment for teaching and professional faculty. Dr. Templin noted that the college is not allowed to provide an across-the-board increase for all college personnel and any compensation enhancements must be based on market competitiveness.

- The Compensation Committee developed various parameters to guide its review of possible options. Central to the process was compliance with the policies of the state’s Department of Human Resources Management for classified staff and compliance with VCCS policies for teaching, professional and administrative faculty.

- Based on the recommendations of the committee, the Administrative Council approved a one-time in-band bonus of $800 to be given to the 81% of classified employees identified with the least competitive salaries.

- Based on the recommendations of the committee and pending VCCS approval, 204 teaching, professional, and administrative faculty members would receive base salary adjustments on the basis of their current salary being below a competitive benchmark identified in a comparative salary study of the college’s peer group.

- In addition, 43 teaching faculty and 10 administrative and professional faculty will also receive salary adjustments based on promotions.

- The various stages of compensation enhancement undertaken by the college were discussed:
  - The first was the decision by the VCCS and NOVA to reimburse the state so that its employees did not have to take a furlough day.
The second is the one-time in-band bonus for classified staff and the alignment in faculty contracts for all employees that meet the market comparison criteria. The next stage will be a complete review of all salaries and the development of a comprehensive compensation plan for the future.

Technology Plan. Discussion deferred.

Communication Strategy Related to the College’s Fiscal Condition. Discussion deferred.

AVP for Workforce Development-Greater PW Region. Discussion deferred.

Call Center Assessment. Discussion deferred.

Other:

Dr. Templin acknowledged the recent recognition of the contributions made by the Woodbridge Campus to the United States Army Prime Power School at Ft. Belvoir. He noted the excellent model here for a productive relationship between a campus and the military in its service area.

The next meeting of the Administrative Council is Tuesday, June 15, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Faculty Handbook – June 15
- Recommendations of the Task Force on Honors & Academic Challenge - June 29
- Commencement – June 29
- Ad Hoc Budget Crisis Committee Release Time Report – July 6
- Six-Year Capital Outlay Plan – July 13
- NCAT Redesign Initiative Approval Strategy
- Ad Hoc Budget Crisis Committee Recommendations Follow Up