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

Dr. Ron Buchanan represented Dr. Hinton, Ms. Ina Dimkova represented Vice President Garcia.

Guest: Mr. Dana Kauffman, Director of College Government Affairs & Community Relations.

Dr. Templin thanked Administrative Council staff for their support at the recent College Board meeting and advised that he and Mr. Garcia would travel to Richmond this week to meet with the State Board for Community Colleges Audit Committee, and that they would be working closely together. Dr. White, Board Chair, informed the president that College Board members want to be more involved with their local campuses and have asked to have the campuses serving their respective jurisdictions to keep them informed and involved in campus activities. No turnover in Board membership is currently foreseen.

Follow-up from Administrative Council Retreat:

- Dr. Templin distributed a draft summary of items covered at the Administrative Council retreat and invited members to follow up with him to revise the document for use with Fall planning. Three themes are proposed for the start of the academic year:
  - Safety & Security – Mr. Will Flagler, Emergency Management & Planning, is to provide an update to the president next week, and Dr. Dever and Mr. Garcia are to report to Administrative Council on August 3. This subject will be discussed at Convocation.
  - Student Success – This is an ongoing strategic theme at the college, and the focus is not limited to retaining students but upon supporting and encouraging students to degree or certificate completion.
  - Compensation – Dr. Templin will indicate that efforts will be made throughout the year to make progress on improving competitive compensation for all employees. He will review what has been implemented so far and what plans there are for the rest of the academic year into next. Topics will include bonuses and other important compensation issues affecting faculty and staff. Dr. Templin will hold town meetings in the fall to give updates and answer questions, emphasizing the relationship between enrollment and compensation. Dr. Templin expressed his disappointment that his proposal for an increase in selected faculty salaries was not approved by the VCCS. He will continue to pursue discussions with the VCCS to make the case for needed compensation increases. A study of salaries in the Northern Virginia market is in progress.
Student Success Agenda:

Our current focus is on recent high school graduates ages 17-24 years who are most likely not to complete their degree, many of whom are at-risk students. Currently, NOVA’s student success agenda focuses upon:

- Working with the region’s high schools to insure that their graduates are “college ready”
- Significant student engagement, especially during their early experience with NOVA through, New Student Orientation, intensive advising assistance, SDV completion, case management of “at risk” students, and other first year experience activities
- Providing intensive and targeted remediation designed to increase successful course completion in follow-on college-level studies
- Encouraging student behaviors that are linked to student success such as: commitment to full-time study, regular class attendance, consistently completing homework assignments, taking tests & exams, and engaged regularly with academic advising
- Consideration of changing institutional policies to promote student success such as eliminating late registration as now practiced, redefining “late registration” to include new registrations only up to the first class meeting (no registration permitted after the meeting of the first class), requiring satisfactory completion of New Student Orientation, requiring completion of SDV during the first 15 credits, and using financial aid to incentivize full-time study and limited employment

Chancellor’s Goals for NOVA:

- To support Achieve 2015, the following main goals were identified:
  - Access – Increase enrollment of underserved populations by 8% over 2009-10 as well as the percentage of students served by career coaches; expand Great Expectations enrollments by 25% over 2009-10; develop new academic program that responds to emerging, critical workforce needs; assess and improve effectiveness of online registration for non-credit courses, and determine next steps for increased access and customer service; provide support for veterans by implementing a military, veterans and spouse outreach with additional resources to assist their planning for postsecondary education and preparedness for the civilian workforce; and promote Virginia Education Wizard as a career and college planning tool.
  - Affordability – Maintain tuition and fees at less than half of the comparable cost of attending Virginia’s public four-year institutions, and increase the annual number of students who receive financial assistance and scholarships by 36,000. Strategies include increasing Financial Aid applicants and recipients by 10% over 2009-10; increasing training funds from local Workforce Boards; developing a Six-Year Financial Plan, and reflect tuition commitment within the plan.
o Student Success – Increase the number of students graduating, transferring or completing a workforce credential by 50%, including increasing the success of students from underserved populations by 75%. Strategies include increasing the number of students completing Career Pathways programs: increasing Career Readiness Certificates by 3%; career and technical awards by 1.5% overall and 3% specifically for underserved students; redesigning Developmental Education by working with the VCCS to implement appropriate recommendations of the Developmental Mathematics Redesign Team; and providing comprehensive reporting of a variety of student success measures aligned with Achieve 2015.

o Workforce- Double the annual number of employer-provided training and services to 10,000, with a particular focus on high-demand occupational fields. Strategies include increasing the number of Northern Virginia employers served through college credit and non-credit courses, customized training, and other outreach efforts by 5%; and generating $10.9 million in revenues from non-credit workforce and continuing education courses and programs.

o Resources – Raise at least $550 million in cumulative gifts and grants to support the mission of Virginia’s Community Colleges. By July 1, 2010, NOVA will submit target resource goals for FY2011.

o Management Goals – Monitor new Strategic Plan; achieve maximum benefits from Higher Education Restructuring Level 2 Designation; meet management standards; coordinate Sustainability Program; continue Re-engineering Task Force, and Emergency Preparedness; implement Human Resources System; expand Chancellor’s Faculty Diversity Program; develop college diversity recruitment plans.

President’s Goals:

- Dr. Templin distributed NOVA Goals for 2010-2011, which take into account the Strategic Goals set by the Chancellor, and asked that members forward to him any recommendations that they may have. Dr. Templin will then incorporate these and assign each member to a specific responsibility. He requested that they forward their individual campus and unit goals to Dr. Gabriel by August 15, 2010. Dr. Gabriel is to review the last five years of reports and synthesize to help with their planning process.
- Dr. Dever suggested revisions on AtD Student Success to include the First Year Experience. Also to note that the QEP is focusing on enhanced academic advising.

Student Access and Success:

- The Daily Enrollment Report for Summer 2010, as of July 20, 2010, shows an increase in FTES of 12.1% over the comparable date for Summer 2009.
- The Daily Enrollment Report for Fall 2010, as of July 20, 2010, shows an increase in FTES of 15.1% and is not only on target but exceeds expectation.

  - Dr. Gabriel advised that mailing of letters to students who had registered but not yet paid should have been completed by July 16 and will be followed by email notifications on July 26 and 27 advising them of non-payment. Starting July 31, classes will be dropped on a daily basis and automated calls will go out to dropped students advising them to check their accounts.
2010 Commencement:

- Commencement this year was held on Sunday, May 16, 2010 at the George Mason University Patriot Center. Mr. Kauffman reported that the shift from a weekday to a Sunday seems to have been well-received by participants and attendees alike. Twenty percent more graduates compared to 2009 walked across the stage; there were fewer late arrivals (25 vs. 175); a shorter entry time (15 minutes); increased attendance by family and friends; and fewer attempts by graduates to leave early (only 14 this year).

- Some areas for improvement were noted, particularly: increasing faculty participation (20% fewer attended compared to 2009); tighter time management including shortening the entry time between faculty and graduates; better signage in the waiting area for graduates as well as guiding the audience to their seats; and the designation of seat assignments for those with special needs.

- The Administrative Council unanimously approved recommending to the president that the 2011 Commencement ceremony be held on Sunday, May 15, at 2:00 pm, and noted that an earlier date would conflict with final exams and a later one would go past faculty contract dates. The Patriot Center will be contacted to put an early date on hold for 2012 Commencement. However, since May 13 falls on Mother’s Day and could potentially impact attendance, it was agreed that an alternative date may need to be considered.

The next meeting of the Administrative Council will be Tuesday, July 27, 2010, at 9:30 am in the Large Board Room at Brault.