Administrative Council Meeting  
September 14, 2010

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

Guests: 
Mr. William Chamberlin, Director, Facilities Planning and Support Planning 
Mr. Dana Kauffman, Director, College Government and Community Relations

Student Access:

- Fall Enrollment
  - The Daily Enrollment Report for Fall 2010 as of September 14 shows an increase in FTES of 6.5% above the comparable date for Fall 2009.
  - Dr. Gabriel expects the numbers to remain stable for the remainder of the semester.

- Class Capacity Analysis
  - Dr. Gabriel presented data on unused class capacity for Fall 2010. Unused class capacity was defined as the percent of sections in which enrollment was capped at a lower number than the number of seats that a classroom can hold.
  - College-wide, 5,692 sections (16-week and 1st 8-week) were offered in Fall 2010. Among those, 20% of the sections had an enrollment cap that was at least 10 seats lower than the room capacity.
  - In PeopleSoft, when a class reaches its cap, it is considered filled and registration is closed. The number of chairs available in the classroom is not a factor in this process.
  - More coordination is needed among those responsible for scheduling classes to ensure maximum use of facilities. There is currently no college standard and campuses are responsible for meeting their own productivity and enrollment targets.
  - Dr. Gabriel will provide information on specific classes with unused capacity. It was noted that capacity data is also available on the Standard Enrollment Management Report (SEMR).

Safety & Security

- VCCS Summit on Continuity of Operations & Disaster Recovery – Oct 5-6
  - The focus of this year’s summit on continuity of operations and disaster recovery is on building a plan; implementing the plan; and validating the plan. Council members provided recommendations as to NOVA’s representatives. It was suggested that a business manager be included as that position is currently tasked with campus emergency response and coordination.

- Panic Buttons
  - It was agreed that further review is needed as to the use of panic buttons, especially those located at remote sites. A major concern with off-campus sites is who will be receiving the message and what response will be generated (and whether this response will be appropriate to the intention and circumstances of the individual who used the button). The recent response by local police to the accidental
activation of the panic button at a remote site illustrates the critical need to put an appropriate process in place.
  o There remains a lack of clarity about the purpose and functionality of the panic buttons. The sense is that panic buttons are one technological tool among many that we have for safety and security, and that the Emergency Management and Planning Committee should be the group to help the college community understand and effectively use such tools.
  o The Emergency Management and Planning Committee is asked to address issues that have emerged since the installation of the panic buttons and to provide a report back to Administrative Council within three weeks.

Six-Year Capital Outlay Plan:
  • Mr. Chamberlin presented an updated draft of the Six-Year Capital Outlay Plan 2012-2018 based on revisions submitted by the Administrative Council. It was suggested that in future reports, college projects should be denoted as CS instead of AN.
  • Dr. Templin noted that a plan for using Local Funds to complete the design planning stages for the Tyler replacement at the Alexandria Campus and the construction of the Workforce Development Center at the Woodbridge Campus will be presented to the College Board. These monies are expected to be reimbursed by the Commonwealth when the construction funds for the projects are released.
  • Mr. Kauffman discussed a future joint effort for shared space with Arlington County Public Schools. As more details are available, a placeholder for this project will be added to the Capital Outlay Plan for 2014-2016.
  • The NVCC Educational Foundation has committed to raising funds for a revolving pool to fund capital projects through the design and planning stages. Reimbursement funds will then go back into the pool for future projects.

Strategic Plan Update:
  • A Strategic Planning Work Session has been scheduled for Monday, October 18, from 3:00 to 8:00 p.m. in the Ernst Center Forum. Represented at this work session will be the College Board, the Administrative Council, the NVCC Educational Foundation, provost and vice president staffs, leaders of special college initiatives, Campus Council chairs, and Student Government Association presidents.
  • Dr. Templin noted that the strategic plan is revised every three years and that this will be the second revision to the current plan. The program will include updates on Northern Virginia’s demographic, economic, and employment trends to 2020 as well as a progress report on NOVA 2015: Gateway to the American Dream 2007 edition.
  • Dr. Templin will provide an overview of the draft update of the college’s Strategic Plan. The attendees will then break into small groups for topic-specific discussions and brainstorming.
  • Discussions will focus on student success and NOVA’s future efforts in that area. It is important to look ahead as to ways to position the college to meet the future needs of those it serves.
  • Dr. Gabriel provided information from the last work session to assist in framing the discussion for this meeting. At the October 12th Administrative Council meeting, the following need to be finalized:
    o Outcome statements to be included in the revised Strategic Plan
The student success agenda that is the basis of the revision

- Following the work session, a revised Strategic Plan will be submitted to the College Board for consideration.
- Dr. Dever advised that an ad hoc committee will be convened to review the college mission. As SACSCOC requires the periodic review of an institution’s mission, it will be reviewed on the same three-year cycle as the strategic plan. Following approval by the Administrative Council and the College Board, the revised mission will go to the Chancellor for approval, as provided for in VCCS policy.

September College Board Meeting:
- The College Board meeting will be held on Monday, September 20, at 4:00 p.m. in the Provost’s Conference Room at the Woodbridge Campus.

State Cell Phones:
- Dr. Sachs advised that the process for changing from individual college cell phones to a stipend system is still under review. He will provide more information as it becomes available.

The next meeting of the Administrative Council is Tuesday, September 21, at 9:30 a.m. in the Large Board Room at Brault.

Tracking:
- Chancellor’s “Town Hall” Meeting – Sept 17 - 9:30 am
- Faculty Compensation – Sept 21
- Analysis of Potential Students Who Did Not Complete Registration – Sept 21
- Evaluation of Summer Academic Advising – Oct 5
- LRS/Educational Support Services structure – Oct 12
- Allocation of Non-Teaching Positions Round #3 – Nov 2
- SACS Compliance Certification – Distance Education
- Violations of Computer Security Policy
- Institutional Policies to Promote Student Success
- Ad Hoc Budget Crisis Committee Release Time Report
- Ad Hoc Budget Crisis Committee Recommendations Follow Up