Members Present: Mr. Chamberlin, Ms. Dimkova, Mr. Foley, Dr. Gabriel, Vice President Gary, Dr. Hill, Dr. Leidig, Dr. Maphumulo, Dr. Sachs, and Dr. Saperstone, Dr. Templin.

Representatives:
Dr. Sharon Robertson represented Dr. Dever, Executive Vice President
Ms. Shelli Jarvis, Interim Director for Human Resources, represented Dr. Edwards

Guests:
Mr. Bob Moran from Moran Consulting

Jack Kent Cooke Recipient:

Dr. Templin noted that NOVA is celebrating the fifth consecutive year in having a Jack Kent Cooke recipient. This year’s awardee is Mr. Kyle Stevenson. Mr. Stevenson has attended several of the NOVA campuses, but was nominated by the Loudoun campus. The Jack Kent Cooke Foundation offers $30,000 per year towards undergraduate study, and additional funding for graduate course work.

Student Access

- Summer Enrollment
  - The Daily Enrollment Report for Summer 2011, as of May 3, shows an increase of 3.2% above the comparable date for Summer 2010. There were 5,500 students dropped for non-payment which is approximately 2000 FTES. Dr. Gabriel reported that this is normal decline and the enrollments should increase in the next few days. The overall enrollment projection for summer is 5%.
  - Fall registration will resume on June 7, and is currently 13.2% higher than this time last year.

- Classroom Seat Utilization
  - Dr. Gabriel provided a report on room utilization. He explained that there are three factors to be considered for classroom space efficiency. An example would be a class of 40 may be scheduled to meet in a 70 seat capacity classroom. The classroom scheduling needs to have a more strategic approach. Dr. Gabriel will follow-up with the provosts and send out some data to assist the academic deans in maximizing the classroom space utilization. Dr. Templin suggested possibly working with an outside group on space challenges, to see if we can get some assistance for fall. Acting Vice President Bill Chamberlin will work with Dr. Gabriel on this project.
  - Hybrid classes are another challenging factor in regards to adequately managing classroom seat utilization. There are currently Tuesday and Thursday Hybrid classes that only physically meet one day of the week. There are no institutional standards with Hybrid classes. Dr. Sachs emphasized the need for academic deans to work with the provosts on these classes. A recommendation was suggested for a better understanding of the guidelines for scheduling and teaching a Hybrid class. Dr. Templin requested that Dr. Hill begin this discussion with the provosts. He asked that their thoughts and recommendations come back to the Administrative Council and then a workgroup can be established.
Dr. Gabriel will reach out to Kingsboro Community College for suggestions on models for utilizing classroom space. Dr. Templin asked that this report and the one from Dr. Hill regarding Hybrid class scheduling come back to the Administrative Council in early June. Dr. Gabriel will also ask the Educational Advisory Board to explore these space and scheduling issues as well.

Student Success:
- Developmental Math Redesign Facilities:
  - Mr. Bill Chamberlin, Acting Vice President of Administrative Services, provided a facility update on the status for the various campuses regarding the design for the space for the Math Emporiums.
  - Dr. Templin explained that this is a state-wide initiative and the NOVA has been asked to play a leading to help with a successful launch.

- Student Success Coordinator
  - Dr. Gabriel explained that student success is one of the fundamental goals of the Strategic Vision. It is therefore necessary to create a Coordinator of Student Success on each NOVA campus. A job description and justification was distributed to the Council. This person would be a dedicated resource person to support college-wide and campus efforts on New Student Orientation (NSO), First Year Experience (FYE), and Student Orientation Advising and Registration (SOAR). These coordinators will work in concert with Achieving the Dream. The Coordinator will have a thorough understanding of student success both nationally and at the campus level. The coordinator will work closely with the Dean of Students on each of their campuses. Dr. Templin explained that these positions have been set aside. The Administrative Council agreed to the job description and recruitment.

2011-12 Budget Planning
- Dr. Templin asked Mr. Pittman to present to the Administrative Council the preliminary decision packages for the recurring and non-recurring funds for the 2012 budget.
- Dr. Templin asked for input on any changes by Friday. The next Administrative Council meeting will review revenues at the college and the existing commitments to see if we are on target. Dr. Templin is planning for a more extensive discussion on the Fiscal Year 2012 budget at the May 10 Administrative Council meeting.
- The Adult Career Pathway program will continue to be funded out of the president’s Innovation Fund. Dr. Templin needs that input by Friday for any changes or adjustment for that program.

College-Wide Priority Position Requests
- The Administrative Council has identified 44 non-teaching faculty positions to be funded in FY 2012 Round 2. These positions were approved at the April 5 Administrative Council meeting.
- Dr. Templin identified newly designed non-teaching positions that require additional recommended actions by various members of the Administrative Council.
o Campus Operations Officer – Dr. Leidig will work with the provosts, Dr. Sachs, Ms. Dimkova, and Dr. Edwards to formulate an EWP and discuss the relationship of that position with Financial and Administrative services.

o Employee Relations Specialist - Dr. Edwards will convene a work group with Ms. Jarvis, Dr. Maphumulo and Dr. Leidig to initiate a pilot effort to improve organizational effectiveness and customer service between HR and the campuses. Dr. Templin requested that this proposal be brought back to the Council for review, before moving forward.

o Procurement/Campus Buyer/Procurement Officer – Dr. Edwards will convene a work group composed of Dr. Hill, Dr. Saperstone, and Mr. Mellon. The focus will be to initiate a pilot to improve organizational effectiveness and customer service between Purchasing and other unit/campuses. Five positions have been approved for allocation in the pilot: two in the central Purchasing office and three on the campuses.

o Enhancing Building and Grounds- Dr. Edwards should convene the Provosts and Mr. Chamberlin to review the campus needs to identify the six building and grounds positions.

o Green Sustainability Coordinator – Mr. Chamberlin will work with the college’s Green Committee and develop a proposal for a college-wide position that will be responsible for helping the college implement and improve upon its 2007 general principles. The recommendation, including a position description, should come to the Administrative Council for approval.

o Risk Management Director – Dr. Templin will develop a draft job description for this role and bring back the proposal to Administrative Council for review and comment.

o Student Success Coordinators – Has been reviewed and approved by the Administrative Council today. A total of five positions have been approved.

Reorganization of Financial and Administrative Services

- Dr. Templin explained that this is a very large complex unit. The unit is now going to be separated into 3 separate areas: Administrative Services, Financial Services, and Risk Management and Compliance. Dr. Templin will have a meeting with all direct reports for Mr. Chamberlin and Ms. Dimkova and begin the plan for reorganization.

- Mr. Chamberlin will serve acting Vice President for Administrative Services and Ms. Ina Dimkova will serve as acting Vice President of Financial Services.

- Dr. Edwards will remain as an executive coach and mentor. Ms. Karen Peterson, former Executive Vice Chancellor, of the Virginia Community College System will be hired as a P-14 to provide objective feedback, and be an advisor and coach. The search for the Vice President of Finance and the Vice President of Administration will begin as soon as possible. The goal is to have the positions filled by September.

Customer Service Initiative Update

- Mr. Bob Moran, of Moran Consulting, presented a report on the results of the Human Resource Customer Service Retreat. The focus of the retreat was to share and fully examine the results of the HR survey that was distributed to the college community earlier in the year. He explained that the feedback from the survey provided a very honest opinion of the areas that are working well and those areas that need to be improved within Human Resources.
Tracking

- Recommendations of the Task Force on Student Athletics – May 10
- Developmental Math Redesign Program Implementation – May 10
- Developmental English Redesign Planning – May 10
- Cooperative Education Initiative – May 10
- FY2012 Budget Priorities – May 10
- Web Services – May 24
- VCCS Reengineering Task Force Recommendations
- Adjunct Faculty Transcripts
- Analysis of Potential Students Who Did Not Complete Registration
- Update on Keys and Card Swipes