Administrative Council
March 6, 2012

Members Present: Ms. Dimkova, Mr. Foley, Mr. Gary, Dr. Hill, Ms. Holt, Dr. Leidig, Dr. Maphumulo, Dr. Sachs, Dr. Tardd, and Dr. Templin.

Dr. Saperstone was represented by Ms. Hinds

Guests
Ms. Janet Bush, College Editor
Dr. Jennifer Lerner, Associate Vice President for e-Learning

Access

• Spring Enrollment
  o The Daily Enrollment Report for Spring 2012, as of March 6, 2012, shows an increase of 1.6% from the comparable date for Spring 2011.
  o We believe the college will finish the year at about 3%, which is a little better than the system average, but will have budget implications.

2012-2015 Enrollment Targets

• Dr. Templin distributed a summary of previous Administrative Council discussions regarding enrollment targets for 2012-2015.
  o Strategies:
    ▪ Improve market share of recent high school graduates.
    ▪ Payment process redesign to bring greater numbers through the registration system.
    ▪ Improve financial aid processes so that more students receive aid in time.
    ▪ Significant growth in ELI – 12% annual growth.
    ▪ Increases due to greater retention/student success.
      • Advising specialists.
      • Student success initiatives.
  o New capacity:
    ▪ Manassas new building Fall 2012.
    ▪ Loudoun new building Fall 2012.
    ▪ Woodbridge new building Fall 2013.

• The Administrative Council requested further discussion with Dr. Gabriel regarding the recommendations from the high school outreach specialists presented at the January 31st Administrative Council meeting.

• Dr. Templin distributed enrollment targets from OIR for the campuses and ELI for 2012-2013, and projections for 2014-2015.

• Dr. Templin offered that the provosts might consider working with Clarius Consulting to assist with space utilization and capacity analysis.

• Mr. Foley noted that in order for the MEC programs to grow, additional clinical placements are imperative.

• The Administrative Council expressed that there is a need to redefine the campus and college relationship with ELI. All levels need to re-examine how they interact and work with ELI to maximize potential.
Dr. Sachs will research resources to assist with a systematic approach to bringing new programs online.

Ms. Dimkova will be bringing a financial analysis to the Administrative Council for review at a future meeting.

Dr. Templin asked the Administrative Council to review their enrollment situation and if they believe they need assistance from Clarius Consulting, to please let him know.

Reallocation of 2011-2012 Funds

- Ms. Dimkova distributed a report that included:
  - Current fiscal year budget status by campus and unit.
  - Funds identified for redistribution.
  - Requests for additional funding that have been submitted.
  - A proposal for how to allocate the funds among the requests.

- Dr. Templin asked the Council members to review the information and contact Ms. Dimkova if there are questions or unresolved issues.

- The Administrative Council will revisit this discussion at a future meeting.

Department of Labor TAA Grant Proposal

- DOL grant overview:
  - The U.S. Department of Labor announced a $500 million competition for employment-driven community college capacity building grants, which is due May, 2012.
  - This grant is funded under the Trade Adjustment Act, which requires that all projects be designed to benefit workers laid off due to foreign competition, but funded projects can serve other low wage or unemployed workers.
  - Individual community college grants are capped at $3 million over three years, and multi-college consortia grants are capped at $15 million over three years.

- NOVA’s proposal plans:
  - NOVA is planning to develop a DOL consortium proposal, in alliance with The Aspen Institute, Achieving the Dream, and the Bill and Melinda Gates Foundation.
  - NOVA’s Credentials to Employment proposal builds on Aspen’s national Courses to Employment demonstration project, which demonstrated the effectiveness of community college and nonprofit workforce development organization partnerships to deliver strong employment and college success outcomes.
  - The draft DOL proposal includes $2-$3 million in regional capacity-building funds for Northern Virginia spread over three years to build or expand several high-impact projects that together will prepare over 1,000 trainees for STEM occupations in the 3-year grant timeframe.

- Employer engagement needed:
  - In order for the DOL proposal to be successful, NOVA will need to demonstrate significant levels of employer engagement with the proposal’s STEM training projects.
  - This includes signing a joint letter of commitment to actively participate in regional projects to address employers’ talent needs, interviewing qualified program completers for internships and other jobs, investing in continuing career education of front-line new hires, contributing to the financial sustainability of the new projects,
and helping to assess the results of these activities in addressing the organization’s talent needs.

Proposed Faculty Handbook Revisions
- The Administrative Council was provided by email the proposed changes to the Faculty Handbook for review prior to the meeting.
- No questions or concerns were raised.
- The Administrative Council approved the proposed Faculty Handbook revisions.

Institutional Memberships
- The Administrative Council was provided by email the proposed changes to the Institutional Memberships list prior to the meeting.
- No questions or concerns were raised.
- The Administrative Council approved the revisions, which include:
  - Deleting National Association of College Auxiliary Services (NACAS).
  - Adding:
    - Commission on Accreditation of Allied Health Education Programs.
    - American Dental Association.
    - American Academy of Periodontology.
    - Mid-Atlantic Physical Therapy Clinical Education Consortium.
    - CPI web - add CSIF.

2012-2013 Consolidated Calendar
- The Administrative Council was provided by email the 2012-2013 Consolidated Calendar for review prior to the meeting.
- No questions or concerns were raised.
- The Administrative Council approved the proposed 2012-2013 Consolidated Calendar.

Travel Agency and Travel Procedures
- Ms. Dimkova distributed revised NOVA travel procedures.
- There is now a requirement to use Uniglobe Ulti Max Travel Services.
- The changes are intended to streamline the process and clarify the process.
- The Administrative Council expressed concern regarding how this will work in situations such as VCCS conferences where the registration process includes the hotel arrangements.
- The Administrative Council will further review the proposal and Mr. Bansal will clarify and address specific questions about this new requirement.

AtD Dream Conference
- Dr. Templin noted that the AtD Dream conference took place February 28 - March 1.
- NOVA was clearly one of leading institutions; NOVA’s presentations were standing room only.
- The Administrative Council asked if some of the presentations might be incorporated into Convocation.
- Dr. Templin will discuss this with Dr. Gabriel and report back to the Administrative Council.
Student Learning Outcomes

- The March 1 deadline for submission of the SLOs has passed, and some are still outstanding.
- They must be turned in as quickly as possible so that we can submit our report to SACS.
- Dr. Templin advised all SLOs must be submitted in within one week.

Tornado Drill on March 20 at 9:45 a.m.

- There will be a college-wide tornado drill on March 20 at 9:45 a.m.
- The drill is mandatory and Dr. Templin stressed that everyone must participate. He asked that the Council members communicate to their staff the importance of the drill.
- Dr. Templin will be sending out a notice in the next few days.

Testing Center Hours & Services

- On Saturday March 3rd the Woodbridge Testing Center was closed for renovations and the Annandale Testing Center due to an error on the web, closed earlier than the posted hours. Midday this past Saturday, we ended up with a lot of students with nowhere to go.
- The provosts and Drs. Sachs and Lerner will be meeting following the Administrative Council meeting today to discuss:
  - What are we going to do to address this?
  - How to communicate with affected students.
  - How to prevent this from occurring again.
- Dr. Sachs will report the result of this discussion to the Administrative Council at a future meeting.

Tracking

- Student Success Coordinators – March 27
- Financial Aid Assessment Report - April 2
- Workplace Violence Prevention and Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group
- Continuity of Operations in Instruction Task Force