Administrative Council  
June 5, 2012

**Members Present:** Mr. Bansal, Ms. Dimkova, Mr. Foley, Dr. Gabriel, Dr. Hill, Ms. Holt, Dr. Maphumulo, Dr. Sachs, Dr. Saperstone, Dr. Tardd, Dr. Templin

**Guests:** Ms. Joyce Samuels attended for Dr. Julie Leidig

### Access

#### Enrollment
- Dr. Gabriel reported an overall reduction in summer enrollment of 3.9% compared to summer 2011. There was a system-wide (VCCS) reduction in student enrollment by 3000 compared to summer 2011.
- 60% of students who are registered for fall 2012 semester currently do not know how they will pay for their fall semester courses. The college will continue to communicate the message to students that they should apply for financial aid if they have not done so already. A brochure on financial aid has already been mailed to students.
- Dr. Templin stressed the need for the college to focus on the financial aid process and reaching out to students.
- Dr. Templin identified four subgroups of students who may require assistance from the college:
  - students who have not paid tuition even though they have registered for courses;
  - students who have finished the FAFSA, but they have not applied to attend NOVA;
  - students who have registered, have not paid tuition, and need to know about payment methods; and
  - students who have applied for financial aid (are stuck in the system), have not paid, but they are likely to qualify for financial aid.
- Dr. Templin also requested more information regarding outbound and inbound calls concerning financial aid from Central Financial Aid Office.
- Dr. Gabriel agreed to prepare a list of students who fit into two categories:
  - students who have applied to NOVA and have not paid tuition; and
  - students who have applied for FAFSA, but they have not applied to attend NOVA.
- Fall 2012 enrollment numbers indicated that 4, 910 high school seniors have applied to NOVA to date.

### Student Success

#### Advisory Council for Advising
- Dr. Gabriel presented the proposal to establish an Advisory Council for Advising. The Advisory Council on Academic Planning and Advising is responsible for providing input, guidance, and feedback for the college-wide Quality Enhancement Plan.
- Purpose of the Advisory Council is detailed below:
  - Communicate between campuses; and
  - Ensure consistency across the college.
- Responsibilities of the Advisory Council are listed below:
  - Restructure the intake process and early advising in Student Services, the faculty advising process;
- Hire personnel to act as case managers for first-time to college students who are recent high school graduates;
- Ensure that preparation for full implementation is occurring at the remaining campuses.
- Provide an updated annual report on the QEP to the Administrative Council;
- Provide guidance and recommendations to the Campus Implementation Task Force based on changes in college resources and the evaluation of the QEP.

  o Objectives of the Advisory Council are reviewed below:
    - Meet approximately six times annually to review progress and address challenges that arise in the GPS for Success implementation;
    - Provide guidance to ensure consistency in GPS for Success at the campus level;
    - Provide a forum to address concerns raised in the implementation process and recommend solutions that support the goals of the initiative as outlined in the QEP document and the Response to the Reaffirmation Committee;
    - Review data collected to evaluate the effectiveness of the GPS for Success and recommend course corrections as needed;
    - Prepare an annual report summarizing GPS for Success progress and any recommendations for review by the Administrative Council; and
    - Review Part V, “Impact of the QEP,” of the fifth-year interim report to the SACS COC and recommend edits as needed.

  o Each campus has an implementation task force. Loudoun and Woodbridge campuses are the two pilot campuses. Full implementation will occur at the remaining campuses at a later date. Each campus and ELI will have representation on the council.

**FY Budget 2013**

- Dr. Templin requested strategy suggestions in collaboration with Mr. Pittman and Vice President Dimkova.
- The Budget Advisory Committee recommends that there should be $2 million in unrestricted funds for campuses.
- Dr. Templin asked council members to provide feedback on college-wide goals and priorities, and council members projected whether funds in the current budget would be enough to cover their respective campus goals and projects.
- Based upon discussion and feedback, Dr. Templin projected that the college may have adequate resources on hand to accomplish many of the college’s goals, plans and initiatives.
- However, the college must finance some of the 18 additional advising specialists’ positions which are not represented in the current budget allocations.
- With additional positions, the college should have adequate capacity.
- Dr. Hill addressed concerns regarding overloads and faculty members who teach developmental English.
- The projections for CBO Partnerships were that there were enough resources for these partnerships.
Seven additional positions must be added to the budget. Some campuses will get Human Resource Specialists, and other campuses would get a person for purchasing. The total number of positions is 7.

Limited facilities posed a concern for the college. Mr. Bansal stated that there were neither enough resources nor personnel at this time. No clear projections regarding facilities were made during the meeting.

Dr. Templin added that administrators should plan for a contingency that the college may experience declining enrollment or may not meet enrollment targets.

The college is prepared to experience zero enrollment growth for the FY 2013.

If the college meets enrollment targets, there will be a reserve of $15 million for distribution.

Based upon the budget discussion, there were more requests and needs from the Vice Presidents than there was money to fund their projects and initiatives.

Recurring items were the salary increase, Pender Lease, and discretionary M&O.

Budget reductions may occur September 2012 if enrollment is down. The next budget meeting will be October 2012 to further assess the budget’s effect on enrollment.

The adjunct variance was requested again, but Mr. Pittman was waiting for more information on the efficiency model.

$2.4 million in revenue is refunded to the VCCS as a tuition differential to help sustain other colleges in the VCCS.

**Processing Summer Advising Stipends**

- Summer advising stipends are allocated for services rendered.

**Summer Payment Plan-Nelnet**

- Vice President Dimkova provided information which detailed the payment growth of students who use the Nelnet Payment plan comparable from 2011 to 2012.
- The payment plan indicated 11.8% growth in student usage.

**Next Administrative Council Meeting, June 12, 11 am-2pm**

- A notation was added during the council meeting to inform the Provosts that the next meeting is scheduled for Tuesday, June 12, 2012 at 11:00a.m in the large boardroom, Brault Building.

**Tracking**

- FY 13 Technology Plan – June 12
- Assessment of Developmental Math Redesign Initiative - July 17
- Food Services Contract
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group