Members Present: Dr. Ron Buchanan, Vice President Bansal, Mr. Foley, Vice President Gabriel, Vice President Gary, Dr. Hill, Dr. Leidig, Dr. Ramsammy, Vice President Sachs, Dr. Saperstone, Executive Vice President Schiavelli and President Templin.

Guests: Mr. Ben Pittman, Budget Director, for Vice President Dimkova.

Student Access

- Fall Enrollment:

Dr. Gabriel provided the semester enrollment update and the comparison between FTES from Fall 2011 to Fall 2012, with an increase of 2.1 percent for this semester. He suggested that the possibility exists for ELI to go over 11 percent. Dr. Gabriel explained that the target, directly connected to the budget, was set for 3.5 percent for the year, with ELI at a 12 percent target level and slight variances among campuses. Dr. Gabriel will provide a projection for the spring, a total annual projection, and an initial target for next year.

- Mr. Pittman was asked to provide a revised adjunct budget variance by October 15 and to break out the forecast by campuses.

If targets are not met, Dr. Templin cautioned the budget will likely be reduced and areas for possible cuts would need to explored, looking at what must be implemented versus what could be cut.

- Dr. Saperstone suggested looking at developmental Math and English in the context of space and that a recalibration be done for spring. Dr. Templin stated that space was one consideration and cost was another, with a need to improve on cost. Better student outcomes will occur at a declining cost, and significant gains should be seen in this area.

- Dr. Gabriel informed Council members that some campuses had stronger enrollment outcomes because students were expected to attend the labs. Dr. Gabriel offered to prepare a brief text providing strategies for the campuses to use. In looking at weak spots, and where the focus should be for the spring, Dr. Gabriel suggested one factor in common might be over emphasis on prerequisites in the implementation of the GPS and suggested further discussion.

Dr. Templin suggested the next meeting should be devoted to a discussion on growth reallocation, and the traditional misconceptions that constrain long term growth.

- Dr. Schiavelli reported that FTES for dual enrollment from last fall were down by 70 percent. The high schools with which NOVA has contracts are not added until the spring and there was no information on the reason for the enrollment drop. Drs. Schiavelli and Gabriel will look into this issue.
Student Success

Student Learning Outcomes:

Dr. Gabriel reiterated that student success begins with student learning outcomes/SLOs. Most of the Annual Planning and Evaluation Reports have been submitted and many programs showed improvements in the documentation of the SLOs, using the results to improve student learning. Reports are due by September 30 in order to meet the next SACS deadline. Dr. Gabriel alerted Council members that the quality of documentation for some programs could ultimately affect the institution’s accreditation status. Dr. Templin stressed the need for institutional integrity and asked Dr. Gabriel to provide provosts with the programs in question.

Dr. Templin stated the need for a conversation about how students are learning, what they are learning, how this can be demonstrated, and how students can be prepared.

Leadership Program:

Dr. Templin shared information on the 2012-13 Leadership Development Program and that former President of Blue Ridge Community College, Dr. James Perkins, would serve as program facilitator. The program is limited to 15 participants, and Dr. Templin asked that each campus recommend one or more nominees and submit electronic applications no later than October 5. Council members were reminded that nominees should be faculty leaders and mid-level managers who seek to advance their careers and are interested in preparing to serve in NOVA leadership positions.

Bookstore Contract:

Vice President Bansal introduced Mr. Mellon, Ms. Rodgers, and Ms. Pun who presented the two bookstore vendor proposals. Differences in the two proposals were discussed.

- The issue of contract exclusivity was raised for newer electronic books. Vice President Bansal offered to look into the customary practices of other institutions and current industry practices.

- Dr. Gabriel expressed the concern over faculty preference for customized books and that students not be financially penalized on the resale of these books. Vice President Bansal assured Council members that he would maximize the contract to the fullest extent for the benefit of the college.

DOL Trade Adjustment Assistance Awards to NOVA:

Dr. Templin distributed a press release and explained the Department of Labor grants to community colleges and universities and that NOVA received a 12 million dollar grant. Special Assistant to the President for Workforce Initiatives, Bill Browning, explained the proposal was developed in alliance with the Aspen Institute and with support from the Bill and Melinda Gates Foundation. The goal is to build community college capacity to bridge employer and worker training with employment needs. In addition to Northern Virginia, the consortium proposal will fund regional capacity-building in community colleges in Austin, Seattle, Muskegon, Flint, Los
Administrative Council Meeting
September 25, 2012
Page 3 of 5

Angeles and Roanoke. The focus will be on STEM-related occupations in demand by each region.

Mr. Browning illustrated the proposal with several handouts that explained the three strategic components:

- The program will replicate the NOVA-NVFRS Training Futures program in Manassas with a new IT occupational focus, including a one-stop mini-Skill Source job center.
- NOVA’s Adult Career Pathways and Workforce Development initiative to increase adult participants training for IT fields will be expanded, including a job placement program with Fairfax employer Multivision.
- Regional infrastructures will be built to expand work-based learning and will include internships in STEM fields.

Mr. Browning stated that the initial commitment is to serve 1800 participants overall and 725 NOVA students will be credentialed and provided employment within a three-year period.

Dr. Templin added that NOVA’s community college partners for interregional collaboration are Austin and Seattle – where IT is important. This puts NOVA on notice that the outcome from the associate degree alone isn’t enough and that training partnerships are needed to ensure employment for graduates. Under this program, NOVA is the manager of the process. Dr. Templin suggested that if campuses have applied programs already in place, this initiative might be interconnected to help students receive their ultimate goal – a job.

- Dr. Schiavelli suggested a reexamination of the AA and AAS degrees.

Dr. Templin reiterated that NOVA has to work as one team, to be seen as the region's premiere pipeline for STEM workers, and asked Council members to begin thinking about high performing nonprofits to work with the Manassas program. Jeffrey Kaczmarek, Prince William Economic Development Director, and Robert Clapper, President of the Prince William Chamber of Commerce, will be invited to speak at NOVA.

Mr. Foley distributed a handout on State Trade Adjustment Assistance Grants, the primary purpose of which is to meet education and training needs of workers who have lost their jobs or are threatened with job loss. There are six workforce programs, among them:

- Health information and technology programs for Veterans, in which NOVA has the lead in the country.
- An Associate’s Degree that high school students can move right into, to include an online program for general education courses.
- Dr. Sapersstone suggested that a small presentation would be helpful for use in the community.

Administrative Council Survey:

Dr. Templin handed out topics chosen by Council members for future discussion. In priority order, they were:

- Distance Learning – October 30
Dr. Templin asked that Provosts identify on which top three topics they would like to work and asked that they work in teams, with someone to chair the group, address the key issues, and develop a set of suggestions.

Potential Impact on Northern Virginia of Sequestration:

Dr. Templin distributed a report produced by a large technology company on the federal deficit and the resulting negative impact of the potential federal sequestration on the Virginia economy. The Virginia economy is closely linked to federal spending, with 150,000 federal contractor jobs likely to be lost. If tax revenues go down, new buildings will come to a halt. If sequestration occurs, home values are likely to drop, taxation from property will drop, followed by job losses, and plummeting tax revenues. Significant state budget reductions could occur in July of 2013. Vice President Bansal stated that items like operational maintenance and big projects will likely still be preserved, but the impact will be great.

Dr. Templin suggested developing scenarios for the future - that major disruptions could be opportunities for new ideas. Suggestions to and engagement with companies could be offered and as a public service to find opportunities for their workforces. Council members were asked to think about how NOVA could be positioned to be an asset to the community, to learn to thrive in this environment and train people for the transformed economy. Small teams could meet with companies, convening around the theme that “bad things happen and we need to be ready when the recovery occurs.” This would show value to our community by thinking strategically on how to leverage NOVA’s position to be of service to help the region, and, at the same time, benefit the college.

- Dr. Ramsammy revealed the recent trend in community colleges in Florida is to redirect attention to the areas of growth.

- Mr. Gary informed Council members that the Workforce Development group has initiated a series of Business Forums designed to address key workforce and economic development issues facing key industry sectors in our region and to serve as a platform for attracting business, industry and government leaders to NOVA.

The meeting was adjourned at 1:00 p.m. The next Administrative Council meeting is scheduled for Tuesday, October 2, in the large board room of the Brault building.

Tracking

- Administrative & Support Offices Transition to Pender – Oct 15
- Deferred Maintenance – Oct 15
- FY2013 Budget Forecast – Oct 15
- Clarus Corporation Planning
- GPS for Success Planning Report
- ELI Associate Instructor Positions
- SySTEMic Solutions
- Workplace Violence Prevention & Threat Assessment Policy Guidelines
- AD/PH Release Time Work Group