Administrative Council  
March 5, 2013

Members Present: Vice President Bansal, Dr. Buchanan, Vice President Dimkova, 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.

Dr. Templin gave the meeting overview: final decisions on budget allocations, an update on college safety and security, in which NOVA has made great progress, and the thinking behind a NOVA Board proposal for a tuition deferential.

Access

- **Spring Enrollment:** Dr. Gabriel explained that while NOVA experienced a very slight (.07 percent) FTE drop in enrollment for the second 8-week session, compared to the same time frame last year, he pointed out that all the colleges in the system were in negative numbers and by much larger margins. He indicated that just before the second sessions starts, enrollment could increase by about 100 students.

Dr. Templin proposed a future meeting discussion be devoted to planning for the sequestration, and demonstrating the value of NOVA and the case for guaranteed admission, as Northern Virginia families recalibrate college decisions. When the economy goes down, he reminded Council members, NOVA’s enrollment goes up. Dr. Templin informed Council members that three of NOVA’s sister colleges were currently experiencing staff reductions, more difficult times than at NOVA. He reiterated that “when you can create a set of options and services, and have the reputation that is of significant value, people will pay the difference.”

- **Follow up on Enrollment Planning:** Dr. Gabriel distributed Working Group recommendations that included immediate actions and a follow up plan:
  - **Immediate Actions:**
    - Formation of an enrollment management teach on each campus.
    - Establishment of campus level ELI targets using the new proposal provided in the Working Group report.
    - Finalizing 2013-14 campus enrollment targets.
    - Provosts and Vice President for Instructional and Information Technology will begin discussion on alternative models for distribution of ELI courses to campuses.
    - Working with dual enrollment staff in January, OIR to provide campus dual enrollment targets.
  - **Follow-up Action:**
    - CLARUS Corporation has been retained to work with the Loudoun and Alexandria campuses to improve class scheduling with a focus on hybrid courses and shorter course sessions.

  - Dr. Gabriel distributed the January 2013 Enrollment Trends Analysis that presents enrollment data for several subsets of the NOVA student population: data is examined at the Discipline level, college-wide and campus specific; and, broken down by sessions, illustrating the five day/time combinations with the largest enrollments for the Fall of 2011 and Spring 2012 semesters for
each campus. The report will be uploaded within 24 hours to the NOVA website.

Dr. Templin stressed that NOVA’s ability to remain strong would rest on the ability to put resources where the demand is, and to look at trends now to plan for the future. It was essential, he said, to “balance the portfolio” to maintain NOVA’s vibrancy.

**Student Success**

- **Student Satisfaction Survey Results:** OIR analyzed data and produced eight reports with extensive information on all departments and will be distributed shortly.

Dr. Templin indicated that the first step was to look at the data and then absorb and use the data, and thirdly, determine what NOVA does as an institution. There needs to be a long-term internal customer service strategy, the first step being to look at the priority points – central processes and particular campuses or some of both. Dr. Templin asked Dr. Gabriel to schedule a briefing for the March 26 meeting, and put together a strategy for going forward, comparing what the Moran group found, coupled with the current data, and decide where NOVA could be most productive in moving customer satisfaction along.

- **Student Learning Outcomes/SLO Update:** Dr. Gabriel provided the timeline for documenting the 2012-2013 cycle SLOs. He mentioned three dates that were pivotal:
  - April 15: Provost will provide progress updates to OIR on SLO document preparation.
  - September 30 – SLO Lead Faculty will submit completed drafts of the 2012-2013 cycle Annual Planning and Evaluation Reports.
  - October 30 – SLO Lead Faculty will submit the final 2012-2013 cycle Annual Planning and Evaluation Report.

- **Starfish Early Alert System:** VCCS contracted this software program which monitors and tracks student progress and will be incorporated into the new CRM software. The new software allows direct communication with students and among college units. Dr. Gabriel asked that a lead person be identified for each campus to act as a liaison and be part of the implementation team. He asked that the composition of the group include teaching faculty, and representatives from Student Services, ELI and GPS.

**Update on College Safety and Security**

Mr. Bansal gave an overview of the presentation by Mr. Flagler and Chief Dusseau explaining that it was an update on the response from the college to the Presidential Commission on Safety and Security. The college’s role in emergency management has been intensified, training expanded and external outreach efforts strengthened.
Chief Dusseau outlined a number of police projects that have taken place in the past year to increase and enhance the level of emergency management, including: the establishment of a Clery Compliance office, a mutual aid agreement with the Virginia State Police, a new dispatch center, six new dispatchers, radio system upgrades and radios for all campus wardens, increased number of Automated External Defibrillator/AEDs, and more than 100 security cameras added to campuses. He indicated that as a result of participating in key initiatives with other agencies, such as the Street Crimes Seminar, FBI/JTTF Terrorism Awareness Seminars, Active Shooter Training and DCJS Gang Awareness program, the college has benefitted by more support from local agencies, an improved professional image, and high caliber applicants with broad knowledge, skills and abilities.

Mr. Flagler explained the Office of Emergency Management and Safety enhancements that included a stronger focus on and increase in the number and types of training sessions, exercises and drills, warden programs, and equipment standardization. Staffing has also expanded with the addition of three Emergency Management Coordinators, and the move of the Safety Manager to this office. The additional staff positions resulted in the ability to offer more specialized training, support and advice to each campus, as well as the creation of a hazardous materials plan and a blood borne pathogen policy, to be in compliance with Environmental Health and Safety regulations.

**FY2013 Budget Reallocation**

Mr. Pittman distributed an updated end-of-year fund deobligation list. After making adjustments, the requested total was still over the funds available. Dr. Templin suggested that funding college-wide be lowered to 90 percent in most categories and 80 and 75 in two others, and that Pender requests be set aside for the moment. He asked that Council members let Ms. Dimkova know if the lower funded amounts would be sufficient.

Dr. Templin pointed out that NOVA is still in a good position compared to other colleges in the system, and this reduction would be one-time only and not recurring.

**Outcomes of the 2013 Session of the Virginia General Assembly**

Mr. Kauffman gave an overview of the recently concluded General Assembly Session.

Legislative priorities and outcomes included a 2% salary increase for faculty and staff with an additional 1% for faculty and incremental increases in base salary for staff (based on their individual years of service); VCCS supported construction funding for the seven projects approved for planning, which included the renovation of the Loudoun campus Reynolds Academic building, and five projects approved for pre-planning, which included the Annandale campus Phase VII Academic Building and renovation of the Godwin Building; VCCS support for establishing an equipment trust fund for Workforce Development; and, VCCS support for increasing eligibility for two-year transfer grants.

Selected other bills of interest were adding non-voting faculty to the State Board for Community Colleges and local College boards (defeated); and legislation to offer in-state tuition to undocumented students who met certain, specified qualifications (also defeated).
Dr. Templin indicated that the Nova Board Chair concurred with the idea of the participation of nonvoting faculty members. More importantly, Dr. Templin stated that “students are our customers” and he would be supportive of having nonvoting students on the local College Board.

**Curriculum Committee Recommendations**

The items for discussion and approval were tabled until the next Administrative Council meeting.

**March 11 College Board Meeting**

Dr. Templin announced that the college is putting forth a proposal to increase the 2013-14 tuition differential up to $3.00 per credit hour above the 2012-13 rates, to be implemented at the same time as any tuition increase approved by the State Board for Community Colleges. The differential will specifically assist needy Pathway students. Dr. Templin will invite the Pathway staff to attend a future Administrative Council meeting to brief members about how well the process is working and whether this could be expanded to other types of groups. A portion of these funds will also be used for 15 advising specialists.

**Inclement Weather**

Mr. Flagler distributed the latest winter weather bulletin from the National Weather Service and explained the college process to prepare for bad weather. They include monitoring weather conditions and providing updates to the college administration, having Facilities Planning staff prepare equipment as necessary to deal with any snow accumulations, and maintaining good communication between Campus Police and the Office of Emergency Management and Planning.

Dr. Templin reminded Administrative Council members that the next week’s meeting would take in the Provost Conference Room at the Annandale campus.

The meeting adjourned at 12:30 p.m.

**Tracking**

- Dual Enrollment – March 12
- Military/Veterans Report – March 12
- Extended Learning Institute – March 12
- Faculty Diversity Update – March 19
- GPS for Success Planning Report – March 19
- Financial Aid – March 19
- Draft charge to the Student Success Task Force – March 19
- Student Success Coordinators – March 26
• Student Satisfaction Survey Results Discussion – March 26
• Work Group Report: Understanding Budgets – April 2
• Advising Specialists – April 9
• NOVA First Campaign – April 9
• ELI Associate Instructor Positions
• SySTEMic Solutions
• Workplace Violence Prevention & Threat Assessment Policy Guidelines
• AD/PH Release Time Work Group