Administrative Council

June 4, 2013

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

Guests: Mr. Ben Pittman, Director of Finance, Dr. Lorenzo Foxworth, Associate Vice President for Workforce Development, for Mr. Gary, Dr. Joyce Samuels, Dean of Natural and Applied Sciences, for Dr. Leidig,

Access

- **Summer Enrollment:** Dr. Gabriel distributed enrollment data for the week of June 4 that showed a 5.7 FTE decrease from the same time period in 2012. He pointed out that while there would likely be four to five percent negative enrollment at the end of the summer, the Fall semester would be an opportunity to recapture the lost FTEs.

- **Fall Enrollment:** Fall enrollment figures to date show an increase by 23.7 percent when compared to the same time period last year. For the next three months, OIR staff will focus on student payment issues, where much of the student losses occur.

Dr. Gabriel distributed a new report produced by OIR that provides up-to-date information by campus, broken down by session, division, discipline, course, number of sections and enrollment, enrollment per section by session type, and meeting days. He asked Council members to look at the new tables to determine if the new data is helpful.

Dr. Templin pointed out that while summer enrollment is down, impacting growth negatively by one percent, the FAFSAs are ahead of schedule, and therefore reason for optimism. He suggested this might be an indication of early Fall demand and recommended close student monitoring.

Student Success

- **Student Satisfaction Survey Results.** Dr. Gabriel distributed the May 2013 Customer Satisfaction Survey results, both by campus and college-wide. The survey taken by 10,089 students, gauges the level of student satisfaction in all campus departments.

Dr. Templin suggested that customer satisfaction should be going up given the investments NOVA has made and he complimented the staff for their work on the report.
FY 2014 Salary Discussion

A salary discussion ensued among Council members with options the college could support for specific groups of employees above and beyond the state-funded increases. Dr. Templin will develop a proposed plan for additional salary increases for presentation to Council members at the next meeting. The state-funded salary increases for 12-month classified staff employees will go into effect July 25.

FY2014 Budget Planning

Ms. Dimkova distributed the draft 2014 fiscal year state M&O budget plan that also included recurring special projects, additional special project requests, non-recurring special project requests, position requests, and a summary of balances, carryover, and anticipated growth.

Dr. Templin reiterated the necessity of holding one percent of NOVA's budget until November. He also suggested other avenues for action:

- Scheduling an additional meeting to bring recurring projects to the table, look at the value of each, and categorize them in the budget as recurring institutionalized, recurring special projects, or nonrecurring special projects.
- Moving all new renovation requests to the Facilities Division, with the option of holding them until November when final enrollment numbers are in.
- Taking an inventory of all college space to ensure that existing space is being effectively used.
- Making a commitment to develop a three-year strategic plan to strengthen the Academic Divisions, put into place this year, and tied to enrollment growth.

In prioritizing requests, Dr. Templin emphasized that safety would come first, and then building the capacity of the college to serve more students, with appearance improvements as a lower priority. He reaffirmed the need to develop a comprehensive STEM strategy.

Immediate next steps requested by Dr. Templin by COB June 5 were to advice Ms. Dimkova and Mr. Pittman of any items on the nonrecurring list that Council members wished to show as recurring; any project requests that were missed; additional STEM projects; and, any position requests. He will craft a proposal with suggestions for the allocation of available funds.

Dr. Schiavelli encouraged Council members to look at NOVA's strategic goals to ensure that all requests fit into the mission of the college.

Other:

- **Summer Flex Schedule**: Dr. Templin went over the summer flex schedule that begins Monday, June 10 and ends Friday, August 9, 2013. With supervisor approval, employees will have the option of working four 10-hour days with 1 flex day or four 9-hour days and 1 4-hour day with 4 hours of flex. In all cases, employees must work a total of 40 hours each work week and during the week of July 1 through July 5, 2013, employees must work a regular 8-hour workday schedule. In order to record the flex
work schedules in HRMS, Human Resources will need to upload the temporary flex
schedule for each employee. Employees who wish to participate in the summer flex work
schedule must complete and submit the appropriate form, with supervisor approval, to
Human Resources by Friday, June 7, 2013.

• **Outstanding Faculty Nominations:** Dr. Schiavelli asked that outstanding faculty
nominations be forwarded to him.

**Administrative Council Notes**

Dr. Templin asked Council members for a rapid turnaround in reviewing the weekly
Administrative Council meeting notes, in order to disseminate them college-wide within two-
weeks.

The meeting adjourned at 1:00 p.m. with the next Administrative Council meeting scheduled for
Tuesday, June 11, in the large board room of the Fairfax Administrative Center.

**Tracking**

- Honors Scholarship Program Status Report – June 11
- Curriculum Committee Recommendations – June 11
- VA Benefits Processing/ Roles - June 25
- Shuttle Plan – June 25
- HR Knowledge Center – July 9
- Follow-up Agenda for Budget Planning
- SENSE Results