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

Guests: Ms. Diana Cline, Budget Director, Dean Deshaun Davis for Dr. Hill, Ms. Donna Smiley, HR Acting Director, Ms. Alison Thimblin, Acting Dean for Natural Sciences and Mathematics, Woodbridge campus, and Ms. Daniel Watson, HR Analyst.

Access

- **Summer Enrollment:** Dr. Gabriel distributed the weekly enrollment figures and, while they show a negative 3 percent, this figure is better than last year. Two campuses contributed with positive figures: Manassas (3.1%) and Woodbridge: (2%).

- **Fall Enrollment:** The weekly figures were distributed which showed an increase of 2.5 percent when compared with the same time period last year. Campuses with positive enrollments were: Loudoun (9.6%), Manassas (9.8%), MEC (20%) and Woodbridge (6.8%). Two groups of students expected to contribute to positive enrollment in the Fall include those students currently enrolled in summer classes and waiting to receive final grades and those students who traditionally wait until closer to the end of the registration deadline.

- **2014-2015 Enrollment Targets:** Dr. Gabriel distributed a report produced by OIR that provided targets, metrics and quantitative information to determine what projected growth targets should realistically be for 2014-2015. He explained that the report also assists the college in providing successful scheduling to ensure that sufficient numbers of classes are offered at optimum days and times and in response to student-driven needs. By selecting a projected percentage of growth in relation to 2013-2014 FTEs, they arrived at an overall 2014-15 target growth of 1.5 percent for all campuses and ELI.

Dr. Templin asked that the Provosts look at the document and meet with Drs. Sachs and Lerner to ascertain whether the projections would work on their campuses and to look at the ELI methodology.

- **VCCS Snapshot on Hispanic Students:** Dr. Templin distributed a VCCS Student Success Snapshot which showed that over half of the state's Hispanic enrollment is at NOVA - 13,189 students - with the VCCS total of 22,086. From 2008 to 2013, Hispanic student enrollment grew nearly 58% and outpacing non-Hispanic enrollment growth.
NOVA also serves more African American undergraduate students than the two historically black institutions and grants more degrees to Asian students than any other institution in the country.

Hobsons/Student Success Planner

Dr. Gabriel introduced Hobsons, the new tool to be used for student success planning, and the Hobsons project manager Ms. Thimblin, for a presentation.

Ms. Thimblin provided an update and a brief tour of the Hobson system, now being referred to as the Student Success Planner. The program includes three domains: Retain which pushes communication to students and produces reports; Agile Grad which is the advising piece; and, Connect which is the recruitment tool. She explained that if the information is correct in the PeopleSoft system, it will also be correct in the Student Success Planner.

Students will be able to develop an academic plan and request appointments with advisors directly through the planner. All advising notes will be posted so that a level of consistency can be provided to every student and all full-time faculty will have access to the Student Success Planner. Use of the planner will help us document that students are improving their academic planning skills, per the QEP. The Student Success Planner is available for all students to use, not only those in the QEP population.

Ms. Thimblin indicated that training will continue for faculty and student services staff and the Student Success Planner will be introduced to students by First Year Advisors and will be a part of all SDV courses to ensure that all faculty and students understand how to use this very user-friendly program.

Update on Plans for a Late State Budget

Dr. Templin explained some of the new ground rules on the VCCS budget that ties some of the revenue from tuition increases to specific conditions that all institutions must meet. One million dollars of the tuition increase is dedicated to student success and as part of the budget process NOVA needs to produce a well-defined strategy to include both student success coaches and implementation of the start strong initiative, with two percent of the budget dedicated to these areas.

FY 2015 Faculty Salary Proposal

There is no funding from the state for salary increases during the 2014-2015 and therefore any salary increases will come solely from the college. Dr. Templin described the work done by the ad hoc compensation committee to examine both faculty-ranked personnel who are below the average salary market value and senior faculty who suffer from salary compression. The plan for faculty in these two categories is to provide salary increases where possible and Dr. Templin will communicate college-wide on the specifics and overall efforts to date.
FY2015 Budget Proposal

Ms. Dimkova distributed the final figures for the 2015 budget which is contingent on the continuation of growth in enrollment. There was no overall increase in state funding but NOVA did receive some additional revenue because the college enrollment average was maintained throughout the last three-year period, the only institution in this category.

Dr. Templin indicated that if enrollment targets are met and there is no budget cut, there should be a reserve amount and he asked that Ms. Dimkova develop a plan for the distribution of any discretionary funding that may become available. He also stated that where the college has programs that can support themselves through enrollment, a clear budget plan and template should be developed.

Dr. Templin summarized the discussion by saying that in a year in which there were no increases in state funding, and where other colleges have experienced faculty layoffs, NOVA has done well. As long as NOVA stays strong, he explained that the college will be in good shape.

FY2015 Technology Plan

Dr. Sachs distributed the 2014-2015 Campus Technology plan and campus allocations, and explained that the amounts for each campus would be the same as last year. There is no final budget, and there are still a number of costs that have not been finalized. If necessary the Technology Plan will be revisited in November, and if there are additional funds, they may be reallocated. The plan is due to the VCCS by July 1.

Employee Work Profile Review Process/EWP

Compensation Analyst Ms. Danielle Watson presented an EWP presentation that described the responsibilities of the Compensation Unit, offered guidance for supervisors and explained some new features on the EWP process. The HR Compensation Unit is responsible for hire actions, reviews of notices of vacancies, EWPs, salaries, special assignments, position approvals, as well as overseeing position data management. Ms. Watson explained that the EWP review process includes an examination of the position itself rather than the incumbent in the position, and reviews are based on actual duties performed.

The EWP review proposal includes new features that will align NOVA with VCCS guidelines and with an effort to streamline the process and efficiently manage the requests for position and role changes and re-classifications.

Curriculum Committee Recommendations

This topic was tabled until the next meeting.
Tracking

- DACA Update – July 15
- Campus Safety Blue Call Box Proposal – Sept 23
- Veterans' Issues and Organization
- Web Discovery Session
- Student Learning Outcomes