Administrative Council
December 16, 2014

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

Guests: Mr. Joe Agnich for Dr. Leidig, Ms. Donna Smiley, Associate Director of Employment and Ms. April de la Rosa, Director of Administrative Services and Ms. Heather Kazemi, Segal Group.

Welcome to the Annandale Campus & Tour

Dr. Saperstone welcomed Council members and introduced History Adjunct Instructor and former NOVA student, Ms. Margaret Reed, who provided a tour of the original buildings at the campus and in celebration of the 50th anniversary of the college.

Access

- **Fall Enrollment:** Dr. Gabriel distributed the fall weekly enrollment figures which showed a constant negative figure of 2 percent. Two campuses contributed with positive enrollment: Loudoun (4.3%) and Manassas (3.5%). ELI grew by 9.7 percent.

- **Spring Registration:** Dr. Gabriel distributed the weekly Spring enrollment figures which showed a negative 6.4 percent. He indicated that the semester will likely finish with between a negative 2 or 3 percent. Currently enrolled students who have not yet registered are being contacted and OIR continue to call students until December 30 and will begin calling again until the registration deadline. Ten colleges in the VCCS system are currently in double digit negative enrollment figures.

Student Success

- **Student Learning Outcomes Reports:**

  Dr. Gabriel distributed an update on the Annual Planning and Evaluation Reports for Instructional Programs. He explained that expectations by SACSCOC include quality reporting on student learning outcomes and specific evidence of improvement. He will spend time with the Academic Deans next year and the campus SLO lead faculty to help them understand what is needed in the reporting, particularly with courses on more than one campus. Second drafts must be submitted by January from the campuses. Distance learning and off-site learning will be examined as well to determine whether they compare with on-campus learning. A summary of feedback will be provided to the Provosts regarding reports submitted by programs under their coordinating Deans.
Dr. Templin recommended a process for the future that includes the creation of a dashboard and timeline to facilitate an understanding of the reporting issues. He asked that Dr. Gabriel give thought to what role the Deans and Provosts should play on overall efforts, responsibility and accountability.

**FY15 Compensation Plans**

Associate Human Resource Director, Ms. Donna Smiley, Director of Administrative Services, Ms. April De La Rosa, and Ms. Heather Kazemi from the Segal Group presented the market study findings and several proposed options for salary adjustments for classified staff, adjunct faculty and senior faculty.

A study was completed to determine the prevailing market pay rates for all classified staff job titles and information was compiled and analyzed. Higher education institutions, local governments and public school systems, as well as private sector industry, were all examined, with 154 benchmark job titles spanning all current classified staff at NOVA. Recommendations that followed included the establishment of consistently structured, market-based pay ranges that reflect sub-bands within the broad bands established by DHRM. Several scenarios for Classified Staff pay adjustments were offered based on available funding.

Adjunct faculty pay rates were compared with those of George Mason University and several options were offered for pay adjustments.

The goal for senior faculty who have been with the college for more than 30 years was to recognize their service and commitment by providing longevity pay adjustments in four different categories, from 30 years of service up to 45 years or more. The number of current faculty members affected totals 58 individuals.

In January, HR will meet with supervisors of classified staff for feedback on the proposed compensation plan, followed by presentations to the Personnel Services Committee, the College Senate and the Academic Deans Council.

Dr. Templin stressed the need for a rationale and a look at what common practices and pay bands are currently being employed by local state agencies. He stressed the need for complete transparency as well as a process that all employees can understand and to include an avenue for resolution for disagreements.

**FY16 Budget Planning**

Ms. Dimkova distributed a first draft of 2016 budget planning considerations for Council member discussion.
Dr. Templin indicated that with the 7 percent state budget cut being implemented and decreasing enrollment, the college should anticipate a 10.5 million dollar reduction followed by the necessity to make the appropriate adjustments. He explained that a one-time cost savings measure would not be effective and electing not to grow would be a detrimental to the college. It is vital to continue to make investments in student success and increased enrollment. Enrollment is increasing in ELI and Dual Enrollment and Dr. Templin called for conversations, particularly around student completion, so as the system moves toward this funding decrease the college will have a plan in place.

Dr. Templin asked for possible candidates to consider to improve student success and increase enrollment, as well as generating revenue, and initial thoughts from Council members included: ELI; Dual Enrollment; Workforce outreach to the business community; beginning conversations between and across campuses where there are noncredit credentials that could be stackable with credit courses; and, offering a response to market demands such as cyber security and short-term training that could be a pipeline to credit courses.

**Tracking**

- Allocation of Faculty Vacancies – Jan 6
- CFAC Update from Dr. Errico – Jan 6
- Curriculum Committee Recommendations – Jan 13
- SAP Update – Jan 13
- CETL Advisory Committee
- Veterans' Issues and Organization
- Web Discovery Session