Members Present: Ms. Calobrisi, Dr. Buchanan, Vice President Dimkova, Dr. Foxworth, Vice President Gabriel, Dr. Hill, Dr. Leidig, Dr. Loochtan, Dr. Sachs, and Acting President Schiavelli.

Guests: Mr. Chung-Ming Chen and Ms. Maria Del Mar Vera Alvarez, Jack Kent Cooke Scholarship recipients, Ms. Linda Campos, Jack Kent Cooke alumnus, Ms. Diana Cline, Budget Director, Ms. Mary Bramley, NOVA Educational Foundation, Dr. Rebecca Hayes, Manassas Honors Chair, Dr. Paul Fitzgerald, Annandale Biology Faculty, Ms. Pat Gordon, Alexandria Pathway Support Specialist, Dr. Mark Kidd, Manassas Dean of Students, Ms. Carlene Mackereth, College PIO, Ms. Jill Mitchell, Annandale Accounting Faculty, Ms. Rhonda Myers, Alexandria Coordinator for Student Success, Ms. Jovana Pantovic, Annandale Associate Dean, Mr. John Ruffino, Executive Director NOVA Educational Foundation, Ms. Stacy Rice, College Honors Chair, Ms. Karen Hilker, Executive Director of College and Career Pathways, Dr. Sheri Robertson, Associate Vice President for Academic Affairs, Ms. Libby Sears, Coordinator, NOVA Special Awards Programs, Ms. Jessie Zahorian, Annandale Coordinator for Student Activities, and Ms. Beth Zielinski, Jack Kent Cooke Higher Education Program Associate.

Enrollment Report

Dr. Gabriel distributed the weekly summer enrollment reports for April 28 that showed an overall FTE drop of 11.6 percent and an overall headcount drop of 9.5 percent when compared with the same time period last year. On the headcount figures, the percentage may reflect students who are registered at multiple campuses. One campus contributed with positive FTEs: MEC (9.2%). The VCCS FTE change from the summer of 2014 to 2015 was 67.23, with NOVA at 60 percent. System college percentages varied from a low of 39 to a high of 93 percent.

Dr. Gabriel reported that 4,763 students have recently been dropped from registration due to non-payment. These students already received automatic calls. Additionally, OIR is making personal calls to selected students who are likely to enroll for the summer session. Dr. Gabriel offered to provide lists of students to the Provosts, separated by campus, for the remainder of the registration period. Campuses may then reach out to these students to capture the entire group before the summer session begins.

Proposed FY2016 College Budget and Methodologies including Adjunct, Discretionary, AD/PH & Structured Advising Allocations

NOVA’s proposed allocations for fiscal year 2016 were distributed for discussion.
Dr. Schiavelli reminded Council members that the State Board meets in May followed by tuition announcements. He indicated that a number of areas could not be decided until all legislative and state board actions are finalized.

Ms. Cline distributed the projected FY2015 adjunct expenditures with assumptions based on May and June 2014 expenditures. The projected expenditures through June 30, 2015 for adjunct faculty, faculty overloads, summer faculty, stipends and special pay include were 3 million dollars over the previous year while enrollment has decreased. A proposed adjunct budget for FY2016 was presented to reflect the projected enrollment decrease for the upcoming fiscal year that includes as well faculty overloads, summer faculty, stipends and special pay.

The FY2016 proposed discretionary budget was distributed, divided by campus and college division offices, and included proposed FTEs, FY2015 base, proposed FY2016 base, increased allocations to campuses and wage and non-personnel reductions, with total centrally funded and discretionary savings of approximately 5 million dollars.

Dr. Schiavelli reiterated the need to know where we are and the methodology we employ for next year but that we are in the ball park of the right funding amount. The 7.5 percent reduction in allocation is less than the 2.2 percent cut from the state and the projected enrollment decline for next year (using actual numbers for 2015 and projected enrollment decline for 2016). We have to yet take a look at how campuses are growing versus campuses that are declining and what the patterns appear to be for fiscal year 2017.

Ms. Cline reminded Council members that the FY2015 summer structured advising and stipends were distributed to all six campuses and were based on a higher enrollment figure of 35,822 versus the new and actual decreased enrollment totals of 34,819 for FY2015.

Dr. Schiavelli asked that the Provosts look over all of the proposed budgets ahead of the next Administrative Council meeting, and specifically examine campus needs for summer structured advising to determine the actual summer funding needed. He also called for consistent and comparable advising on each campus.

**Special Recognition Ceremony for Jack Kent Cooke Scholarship Recipients**

Dr. Schiavelli presented checks to NOVA’s 2015 Jack Kent Cooke scholarship winners Mr. Chung-Ming Chen and Ms. Maria Del Mar Vera Alvarez at a gathering with many of the instructors and advisors who supported them along their educational pathways.

The Jack Kent Cooke Foundation Undergraduate Transfer Scholarship makes it possible for the nation's top community college students to complete their bachelor's degrees by transferring to a four-year college or university. The Foundation provides up to $40,000 per year to each of approximately 85 deserving students selected annually, making it the largest private scholarship for two-year and community college transfer students in the country.

The selection process for these awards is rigorous and highly competitive with approximately 85 scholarships awarded each year out of hundreds of applicants.
Mr. Chen and Ms. Alvarez are both Summa Cum Laude graduates and hope to be accepted to Georgetown University and Arizona State University respectively.

NOVA has been the recipient of 12 Jack Kent Cooke winners over the past 10 years and in 9 of the 10 years of the program's existence.

College Recorder: Ms. Norie Flowers