

Administrative Council
June 9, 2020

Members Present: Vice President Dimkova, Vice President Gabriel, Dr. Haggray, Dr. Hilbert, Dr. Hill, Dr. Knights, President Kress, Dr. Leidig, Dr. Lynch, Vice President Partridge, Dr. Reaves, Dr. Robertson, Vice President Sachs, Vice President Villagran-Glover

Standing Guests: Ms. Charlotte Calobrisi, Associate Vice President of Human Resources, Ms. Corinne Hurst, Executive Office Manager, Ms. Lindsay Mills, Executive Assistant and Recorder

Guest Presenters: Dr. Alison Thimblin, College Dean of Computer Science and Mathematics, Mr. Dana Kauffman, Director of Government Relations

QEP Update and Proposal– Dr. George Gabriel and Dr. Alison Thimblin

Dr. Thimblin provided the following update as follow up to the March 30 Administrative Council meeting.

The goal of this overview was to identify the QEP topic prior to moving on to the next phase which is development. She stressed the importance of obtaining broad-based input from the important constituent groups and ensuring external stakeholders are involved in developing the plan. As the draft document is created, it will be shared with the Steering Committee as well as Administrative Council for refinement. The document will be turned in to the on-site review committee by Spring 2021 with SACSCOC reviewing the final submission in August 2021.

The proposals that were submitted support two emerging themes for the QEP: ~~are~~ Academic Support Services and Success Strategies. Dr. Kress stated she would appreciate understanding if there is an expectation from SACSCOC for institutions to have an equity focus on some level in their QEP. If so, a shift in the QEP should happen now with direct and intentional language used regarding closing equity gaps for NOVA students. Dr. Kress also noted members of Administrative Council should work to identify staff members, teaching faculty included, who would add value and insight to the QEP development team.

Overall, the Administrative Council approved the topic of Academic Success Services as presented while noting the goals that are outlined within the QEP need to be measurable and achievable.

Ithaka S+R COVID-19 Student Survey Results

Dr. George Gabriel provided a brief synopsis of the survey results surrounding NOVA's response to the COVID-19 pandemic. Of the 6% of students who completed the survey (559 students), the key findings are as follows:

- NOVA was effective in disseminating key information, however, over half of respondents indicated they would like to know more about academic advising resources offered

- Students expressed difficulty in completing group assignments and presentations as well as accessing course materials. Additionally, time management and life-work balance proved to be challenging.
- Though many students managed to stay connected to their instructors, they found it difficult to stay in touch with other NOVA students during the transition to remote learning.
- More than half of students were concerned with their mental and/or physical health and did not know where to find information about emergency resources. Many students were unsure how their timeline and plans for graduation would be effected following the pandemic, while nearly two-thirds indicated they still planned to enroll in Fall 2020 with plans to ultimately graduate or transfer.

Policy Approval – Electronic Door Policy

This policy addresses approvals for electronic door access and access privileges. The Administrative Council anonymously approved the Electronic Door Policy as outlined by Dr. Steve Sachs.

Policy Approval – Candidate and Government Official Visit and Space Leasing Protocols

The Administrative Council anonymously approved the Candidate Visit Protocol as outlined by Mr. Dana Kauffman.

FY2021 Budget Discussion – Ms. Ina Dimkova

Preliminary budget plan and forecasted enrollment target for the College was presented at Administrative Council for FY2021 on June 9, 2020. The preliminary budget plan takes into consideration 15% additional enrollment decline and estimated reduction in state funding of 10%. Administrative Council members discussed the presented plan and associated across the board budget reductions. Decision was made to add time for budget discussion at the next Administrative Council call on June 18, 2020 and to then adopt the budget plan of \$233,517,530 and enrollment target of 23,760 for the College for FY2021.

It was noted this year's budget was supported by the carry forward cushion of approximately \$16 million dollars which were held in reserve funds for FY2020. If enrollment management is effective this year, it will help to stabilize the reserve fund once more and place NOVA in a better position moving forward. A retention proposal by Blackboard, which has been imbedded within NOVA's contract with Blackboard, would address strategic enrollment planning involving a complimentary plan and tool kit to facilitate access to current and potential students ultimately proving to be a positive return investment. Ways to implement tools such as Navigate will also be assessed and considered to assist with enrollment and retention strategies.

A general overview was provided by Ms. Dimkova surrounding full-time faculty and current adjunct faculty budget broken down by campus.

Adoption of FY 2021 Budget and Enrollment Target on June 18, 2020 –

Ms. Dimkova provided an overview of the 2020 Actual vs. 2021 Enrollment targets. She outlined the 20.4% decrease from Fall 2019. The goal is to increase enrollment and retain current students in order to hit the 2021 enrollment target. It was stressed that Administrative Council needs to share information with campus leaders by following up on the budget Zoom calls, condense positions where possible and reuse facilities in a strategic way.

Administrative Council formally adopted the proposed 2021 enrollment target of 23,760 and FY2021 budget of \$233,517,530.

Upcoming Agenda Items

SACSCOC Process/QEP Updates – George Gabriel

NOVA Demographics – 2019-20 – George Gabriel

Expectations for working as a team - Anne Kress

Expectations for performance management – Anne Kress

Budget reality – Anne Kress

Workload and reallocation of underutilized workforce in fall – Anne Kress

FY21 College Technology Plan.- Steve Sachs

Other Business – Institutional Memberships

Upcoming Administrative Council Meetings

June 30, 2020 – 12:30pm via Zoom

Recorded By:

Lindsay Mills

Office of the President