DRAFT

STATE BOARD FOR COMMUNITY COLLEGES

MEETING NO. 322

July 19, 2012

James Monroe Building
Godwin-Hamel Board Room
Richmond, Virginia

9:00 a.m.

AGENDA

Members Present:
Mr. Hank W. Chao, Chair
Mr. Bruce Meyer, Vice Chair
Ms. LaVonne P. Ellis
Ms. Idalia P. Fernandez
RADM. Robert R. Fountain
Mr. Stephen T. Gannon
Dr. Sasha Gong
Ms. Dorcas Helfant-Browning
Dr. Mirta M. Martin
Mr. David A. Nutter
Mr. Robin Sullenberger
Mr. William H. Talley, III
Mr. Michael E. Thomas
Mr. Michel Zajur

Members Absent:
Mr. Jeffrey K. Mitchell

Staff Present:
Ms. Angela Bartee
Mr. Clemm Britt
Mr. Tom Cantone
Ms. Katherine Coates
Ms. Ellen Davenport
Dr. Glenn DuBois
Dr. Jennifer Gentry
Dr. Joy Hatch
Ms. Susan Hayden
Dr. Craig Herndon
Mr. Will Johnson
Mr. Robert Jones
Mr. Jeff Kraus
Dr. Christopher Lee
Ms. Marlene Mondziel
Ms. Nan Ottenritter
Ms. Karen Petersen

Ms. Tiffany Pugh
Ms. Crystal Twitty
Ms. Helen Vanderland
Ms. Donna VanCleave
Dr. Susan Wood

Others Present:

Dr. Edna Baehre-Kolovani, President, TCC
Ms. Rita Woltz Beale
Mr. Chris Boies, LFCC
Ms. Liling Chao
Ms. Elizabeth Creamer
Ms. Carlotta Evans, Director of Games Technology, NRCC
Mr. Charles Evans, Professor, NVCC
Ms. Betsey Fountain
Dr. Angeline Goodwin, President, PHCC
Ms. Tarah Johnson
Mr. Eric Lansing
Ms. Juliane Milburn, Associate Professor, PVCC
Mr. David Owen Payne
Mr. Patrick Reed, Associate Professor, NVCC
Mr. Patrick Tompkins, Associate Professor, JTCC

I. OPENING

A. Call to Order

Mr. Hank Chao, Chair, called the meeting to order.

B. Roll Call

Dr. Glenn DuBois, Chancellor, took roll to determine that a quorum was present.

At this time, the Chancellor recognized this Board was setting a precedent as the first Board led by a foreign born Chair. Additionally, he noted this is the first Board with a Chair and Vice Chair who are both community college graduates.

C. Introduction of New State Board Members:

1. Ms. LaVonne P. Ellis of Chesapeake

The Chair welcomed and introduced new State Board member, Ms. LaVonne Ellis. Ms. Ellis comes to the Board from Tidewater Community College's local College Board and the Hampton Roads Chamber of Commerce. Prior to that, she served as a professor at Tidewater Community College for more than 25 years.

2. Mr. David A. Nutter of Blacksburg, Economic Development Specialist at Virginia Tech

   The Chair welcomed and introduced new State Board member, Mr. David A. Nutter. Mr. Nutter is the Economic Development Specialist at Virginia Tech. Prior to that, he served for a decade as a member of the Virginia House of Delegates representing a district that included New River Community College.

3. Mr. Robin Sullenberger of Monterey, CEO of Shenandoah Valley Partnership

   The Chair welcomed and introduced new State Board member, Mr. Robin Sullenberger. Mr. Sullenberger is a member of the Blue Ridge Community Foundation Board and CEO of the Shenandoah Valley Partnership.
   He recently retired after spending two decades on the Highland County Board of Supervisors.

4. Mr. Michel Zajur of Midlothian, CEO & Founder of the Virginia Hispanic Chamber of Commerce

   The Chair welcomed and introduced new State Board member, Michel Zajur. Mr. Zajur is the founder and CEO of the Virginia Hispanic Chamber of Commerce. He has an extensive record of public service including dozens of public appointments to boards and commissions by Representative Eric Cantor and Governors Mark Warner, Tim Kaine and Bob McDonnell.

D. Minutes – Meeting No. 321, May 17, 2012

RADM. Fountain noted that a correction should be made in the draft minutes of the May 2012 meeting on page 3 to state that "the colleges need to provide a space for the students to study between classes."

A motion was made by Mr. Bruce Meyer and seconded by Mr. William Talley III that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE MAY 2012 MEETING AS CORRECTED."

The motion carried.

E. Public Comment

There was no public comment.

F. Reports from Campus Liaisons

There were no reports from Campus Liaisons.

G. Education - MoGo Mobile, Inc., a Gaming Technology Company – Carlotta Eaton, Director of Game Technology Programs & Professor of Information Technology, New River Community College

Prof. Carlotta Eaton from New River Community College (NRCC) and Mr. David Payne, co-founder of MoGo Mobile were in attendance to give a presentation on Mr. Payne's path from student to entrepreneur.

Prof. Eaton thanked the Board for inviting them to the meeting. Mr. Payne presented a brief overview of his journey from NRCC graduate to co-founder of MoGo Mobile. Mr. Payne graduated from NRCC with an Associate's degree in Information Technology and a specialization in Game Design. He received his Bachelor's Degree in Computer Science from Radford University. While at NRCC, Mr. Payne participated in Prof. Eaton's Game Technology program. Through his experiences with the program he found an opportunity to create a company that works in augmented reality iPhone apps.

Augmented reality apps allow users to use iPhone apps in the real world. His company, MoGo Mobile will be releasing their first augmented reality app, FreshAiR within the next month. Mr. Payne explained his goal was to create a program that will be a worthwhile and educational experience. He credits his success to the use of VCCS's transfer program, innovative programs like NRCC's Game Technology and working with the right people.

Mr. Payne demonstrated the FreshAiR app for the Board. He explained the app will use the iPhone's GPS to populate points on a map. Users can then tag the points with video, images and information relevant to that point. The information tagged on the point can then be seen by other users of the app.

Mr. Meyer inquired if everything users put into the app is made public. Mr. Payne replied that everything is not exactly public, there is a moderation component. Everything that is put on the app must go through the MoGo Mobile team before it is made public.

Dr. Gong inquired about what differentiates this program from the similar technology used by Google Earth. Mr. Payne replied that FreshAiR is much more interactive and has much more content than Google Earth. Additionally, FreshAiR is meant to have a strong educational component.

II. CHANCELLOR'S REPORT

A. Introduction of Dr. Edna V. Baehre-Kolovani, President, Tidewater Community College

The Chancellor introduced Dr. Edna V. Baehre-Kolvani, the new president of Tidewater Community College (TCC). Dr. Baehre-Kolvani has served in many capacities at multiple community colleges. She comes to TCC from Napa Valley Community College where she was president and superintendent. She will be the fifth president of TCC and began her presidency on July 9th.

B. Introduction of Dr. Angeline D. Godwin, President, Patrick Henry Community College

The Chancellor introduced Dr. Angeline D. Godwin, the new president of Patrick Henry Community College. Dr. Godwin is a graduate of Mississippi Gulf Coast Community College. She comes to PHCC from The Nicolette Company where she worked in economic development. Prior to that, she served in administrative and faculty positions at numerous community colleges.

C. Chancellor's Faculty Fellowship Recipients for 2012-2013

The Chancellor remarked that every year at this time he has the pleasure to announce the recipients of the Chancellor's Faculty Fellows. He noted that professional development is a priority to the VCCS. The awards enable recipients to earn higher degrees by providing leave and partial salary. He recognized this year's recipients.

1. Juliane Milburn
   Associate Professor of Nursing
   Piedmont Virginia Community College
   Ph.D. in Nursing
   University of Virginia School of Nursing

2. Patrick Tompkins
   Associate Professor of English
   John Tyler Community College
   Ph.D. in Community College Leadership
   Old Dominion University

D. Chancellor's Faculty Professorship Recipients for 2012-2013

The Chancellor recognized the recipients of the Faculty Professorship awards. These awards afford the recipients time for a special project assignment.

1. Charles Evans
   Professor of History
   Northern Virginia Community College

   Mr. Charles Evans is a Professor of History at Northern Virginia Community College. He plans to focus his project on the use of digital tools in his history classes. He will work with students in documenting the history of Northern Virginia in the past fifty years using Omeka, database software created by George Mason University's Center for History and New Media. He will use a wide range of technology such as Google Earth, GIS technology, and topic modeling, and host his own blog to share his progress and results.

2. Patrick Reed
   Associate Professor of History
   Northern Virginia Community College

   Mr. Patrick Reed is an Associate Professor of History at Northern Virginia Community College. He plans to expand his collection of digital montages of U.S. history. One of his montages called "Fourscore and Seven Lincolns" in which you hear the Gettysburg address recited in the same three minutes of the original while students are presented with a wide range of visual images which can subsequently be analyzed for accuracy. Billy the Kid, Civil Rights, and World War II are topics for his future montages.

E. Chancellor's Report on 2012-13 Goals Aligned with *Achieve 2015*

The Chancellor noted the Report on 2012-13 Goals Aligned with *Achieve 2015* is provided. The report is offered in both summary and in detail formats.

F. Final Chancellor's Report on 2011-2012 Goals and Cumulative Update on *Achieve 2015*

The Chancellor also noted that the final report on the 2011-2012 Goals was provided. This report is offered in both summary and in detail formats. He noted that there were 32 goals for 2011-2012 and the VCCS completed many of them.

Dr. Susan Wood gave a short presentation showing system programs in meeting the goals of Achieve 2013, several of the goals have been achieved. Dr. DuBois announced that the taskforce that created *Achieve 2015* will be brought back to report by winter.

G. Update VCCS Reengineering Taskforce

The Chancellor provided an update on the Reengineering Task Force (RETF). For those new to the State Board, he noted that the RETF recommended implementing 10 major or "Big Ideas." This is a significant effort and early results look very promising.

The Chancellor noted that the faculty evaluation initiative is nearing completion.

H. Chancellor's Planning Retreat, August 7-8 2012, Virginia Crossings Hotel and Conference Center, 1000 Virginia Center Parkway, Glen Allen, VA 23059 – Dr. Susan Wood, Vice Chancellor for Academic Services and Research

The Chancellor announced that the Chancellor's Planning Retreat will be held on August 7-8 at Virginia Crossings Hotel and Conference Center in Glen Allen. All State Board members are invited to attend. The Retreat brings together approximately 250 participants from our colleges, local college boards, State Board members, and many excellent speakers.

I. Commonwealth Legacy Scholarship Luncheon, November 13, 2012, 11:30 a.m. – 1:00 p.m., Location to be Determined. – Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

The Chancellor announced that the Commonwealth Legacy Scholarship Luncheon will be held on November 13. Outstanding student scholarship recipients are honored at the luncheon. State Board members are encouraged to attend. The Chancellor noted it is an opportunity to see how the dollars the VFCCE raises impacts the students.

J. State Board Annual Meeting, November 13 – 14, 2012, Location to be Determined – Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

Chancellor DuBois announced that the Annual Meeting of the State Board will be held on November 13-14, 2012, at the Richmond Marriott Hotel.

III. COMMITTEE REPORTS

A. Academic, Student Affairs and Workforce Development Committee – Idalia P. Fernandez, Chair

1. Minutes – Meeting of May 16, 2012

It was reported that the Committee approved the minutes of its May 2012 meeting.

2. Action Items

a. Proposed Change to Policy Manual Section 8.3.0 - Census Dates And Registration

Ms. Fernandez noted that the revision to Section 8.3.0 of the Policy Manual removes redundant language about Census Data and Registration. The Policy Manual revision was approved by the Advisory Council of Presidents at its June 2012 meeting. (See Appendix I)

A motion was made by the Committee that:

"THE STATE BOARD OF COMMUNITY COLLEGES APPROVE THE POLICY REVISION TO THE VCCS *POLICY MANUAL* SECTION 8.3.0 CENSUS DATES AND REGISTRATION."

The motion carried.

b. Program Approvals

1) Danville Community College
Cybercrime Investigation
Certificate

Ms. Fernandez reported that program approval was requested by Danville Community College to establish a certificate in Cybercrime Investigation. This is a three semester, 38-credit curriculum. The certificate is tailored for practitioners in law enforcement and protective services. (See Appendix II)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVE THE REQUEST OF DANVILLE COMMUNITY COLLEGE TO ESTABLISH A CERTIFICATE IN CYBERCRIME INVESTIGATION AS PROPOSED."

The motion carried.

2) Germanna Community College
Associate of Applied Science Degree
Physical Therapy Assistant

Ms. Fernandez reported that Germanna Community College (GCC) requests approval to establish an Associate of Applied Science in Physical Therapy Assistant (PTA). There exists a significant interest from the GCC service area for a PTA program. The results of a student survey showed 66% of those surveyed were interested in enrolling in the program. (See Appendix III)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVE THE REQUEST OF GERMANNA COMMUNITY COLLEGE TO ESTABLISH AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN PHYSICAL THERAPY ASSISTANT."

The motion carried.

3. Information Items

a. Change to Policy Manual Section 6.4.0.2.2 - English Placement (C)

Ms. Fernandez asked Dr. Wood to report on this information item. Dr. Wood reported the changes are being made as a result of the VCCS reengineering efforts. As part of the developmental English redesign a new assessment had to be created. The change to the Policy Manual clarifies re-testing policy and test score validation for English, as was done for mathematics on year ago.

b. Change to Policy Manual Section 2.4.5 – eLearning and Educational Technology Committee (C)

Dr. Wood reported that the proposed change is intended to remove a repeated sentence from Policy 2.4.5.

c. 2011-12 Report on VCCS Academic Program Approvals and Discontinuances

Dr. Wood noted the 2011-2012 Report on VCCS Academic Program Approvals and Discontinuances was provided. In 2011-2012, sixty-seven new programs were approved; nine of them were degree programs. She noted program discontinuances are a natural process for institutional effectiveness at a college. Some programs are discontinued to make room for a new program.

Mr. Thomas asked about the creation and discontinuance of non-credit courses and their connection to today's community college students. Dr. Craig Herndon responded that such creation and discontinuances was driven by the changing demands in the local marketplace and was very dynamic in nature.

d. Program Approval (Approved by Chancellor)

1) Southside Virginia Community College
Welding

Ms. Fernandez noted that the Chancellor had approved a program in Welding for Southside Virginia Community College.

e. Program Discontinuances (Approved by Chancellor)

Ms. Fernandez noted that the following programs have been discontinued;

1) Dabney S. Lancaster Community College
Certificate
Corrections

2) Dabney S. Lancaster Community College
Certificate
Massage Therapy

3) Northern Virginia Community College
Certificate
Food Service Maintenance

4) Southwest Virginia Community College
Certificate
Diagnostic Medical Sonography

5) Southwest Virginia Community College
   Certificate
   Electronics Servicing

6) Southwest Virginia Community College
   Certificate
   Food Service Management

7) Thomas Nelson Community College
   Certificate
   Public Management

8) Virginia Western Community College
   Certificate
   Interior Design Certificate

9) Virginia Western Community College
   Certificate
   Medical Transcriptionist

f. Southern Association of Colleges and Schools (SACS)
   June 2012 Actions

Ms. Fernandez asked Dr. Wood to report on the SACS June 2012 actions.

Dr. Wood reported that at its June meeting the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) reaffirmed the accreditation of Northern Virginia Community College and continued the accreditation of Piedmont Virginia Community College.

The Accreditation was also continued for Central Virginia Community College (CVCC) however, the college has been placed on probation for 12 months for failure to comply with standards regarding the evaluation of Institutional Effectiveness. Dr. Wood noted that CVCC has taken many steps to appropriately address the issue and expects a successful review outcome in June 2013 review by the SACS commission on colleges.

Ms. Fernandez remarked that it was the general consensus of the Committee that CVCC is taking the matter very seriously and that this time next year CVCC will be off probation.

The Chancellor remarked that in his time with the community college system, this is only the second time a college has been placed on probation twice. He believes the matter is being appropriately addressed by CVCC's President John Capps, and that Dr. Capps is making staff changes and bringing in consultants to remedy the situation.

Mr. Meyer added that he is confident in the System Office's ability to assist and take care of it. He noted the committee discussed the possibility of creating a prevention systems similar to audit to ensure colleges are prepared for reaccreditation.

g. Update on Six-Year Plan

Dr. Wood reported that one of the requirements of the Virginia Higher Education Opportunity Act of 2011 is that each institution must adopt biennially and amend or affirm annually a six-year plan for the institution and to submit the plan to the State Council of Higher Education for Virginia (SCHEV), the Governor, and the Chairs of the House Committee on Appropriations and the Senate Committee on Finance no later than July 1 of each odd-numbered year.

Dr. Wood reported the VCCS Six-Year Plan will be updated to reflect funding changes. The plan will be submitted to the Board for action at its September meeting.

h. Developmental Education Redesign Update

Dr. Wood reported there has been a lot of activity in the Developmental English implementation. The VCCS is implementing the new courses in January 2013. She noted that on June 3-8, the Chancellor's Developmental Education Institute was held. The fifty faculty focused on the development of their Institute project, which will support college implementation efforts. Dr. Wood noted Chancellor DuBois was able to visit on one day of the week-long institute.

i. TAACCCT Grant Strategy Updates

- Decision Support System
- Automated Early Alert (eWise)
- Automated College and Career Planning
- Adult Career Coaches

Dr. Herndon reported that as a result of the TAACCCT grant, progress is being made in the system on these four strategies. (See Appendix IV)

j. Chairman's Entrepreneur Education Summit

Dr. Herndon reported the Chairman's Entrepreneur Education Summit was held on June 4th at CCWA's J. Sargeant Reynolds campus. The purpose of the event was to start a conversation on how community colleges can support entrepreneurship in the state. At this time, Dr. Herndon also thanked the State Board members who took time and attended the event.

B. Audit Committee – Dr. Mirta M. Martin, Chair

1. Minutes - Meeting of May 16, 2012

It was reported that the Committee approved the minutes of its May 2012 meeting.

2. Action Items

a. Approve Internal Audit Charter

Ms. Helen Vanderland noted the Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority and responsibility. While no changes have been made to the audit Charter since its approval last year, it is provided for the State Boards review and affirmation. The Committee recommended approval. (Appendix V)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES REAFFIRMS THE AUDIT CHARTER AS SUBMITTED."

The motion carried.

b. Approve Audit Plan for 2012-2013

Dr. Martin requested that Ms. Vanderland present the item. Ms. Vanderland stated that the Audit Plan is an important document that governs the Audit Department's activities throughout the year. The planned audits will address internal controls and operational issues and provide management with practical suggestion on ways to mitigate weakness or improve the efficiency of operations. The FY 2012-2013 plan is proposed for approval. (Appendix VI)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE AUDIT PLAN FY 2012-2013 AS PROPOSED."

c. Approve Internal Audit Goals and Objectives for 2012-2013

Ms. Vanderland presented the Board with the Internal Audit Goals and Objectives for approval. She stated the goals focus on value and leadership. Her vision has been that her Audit department is where other Audit departments come for expert advice. (Appendix VII)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE INTERNAL AUDIT GOALS FOR 2012-2013 AS SUBMITTED."

The motion carried.

d. Internal Audit Director Evaluation

Dr. Martin reported that the Committee went into a closed session to evaluate Ms. Vanderland's leadership. (Appendix VIII)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE AUDIT COMMITTEE'S PERFORMANCE EVALUATION OF THE INTERNAL AUDIT DIRECTOR WITH COMMENDATION."

The motion carried.

3. Information Items

a. Auditor of Public Accounts Annual Financial Report on Fiscal Year Ending June 30, 2011

Ms. Vanderland reported the Auditor of Public Accounts for the Commonwealth of Virginia performs an audit on the financial statements of the VCCS each year. She noted the VCCS generally received positive recommendations.

b. Present Audit Committee Reference Manual

Ms. Vanderland presented the Board with the Audit Committee Reference Manual. The manual was developed to provide the Board with ready access to responsibilities and requirements of the internal audit department.

c. Fraud, Waste, and Abuse Hotline

The Internal Audit department investigates allegations of fraud, waste and abuse through calls that are received on the state hotline. Internal Audit provided the committee with an overview of the investigation process and statistics on the calls received.

d. Update on Lease Audit Recommendations

Ms. Vanderland reported that Legal Service and Facilities Services are in the process of implementing recommendations from the audit report issued last year.

e. Year End Status of 2011-2012 Audit Plan

Ms. Vanderland noted the Year End Status of 2011- 2012 audit plan was provided. All audits were completed except for Accounts Payable. (See Appendix IX)

f. Staffing Update

Ms. Vanderland informed the Board that Mr. Blake Bialkowski has been brought on to Internal Audit the Senior IT auditor. Mr. Bialkowski comes to Internal Audit from the Auditor of Public Accounts.

g. Litigation

This report was distributed to the State Board members.

D. Facilities Committee – Dorcas Helfant-Browning, Chair

1. Minutes – May 16, 2012

It was reported that the Committee approved the minutes of its May 2012 meeting.

2. Action Items

Ms. Helfant-Browning noted that Action items a through d would be considered in one motion.

a. Eastern Shore Community College
New Campus Entrance Signs
Schematic Review

Ms. Helfant-Browning reported that Eastern Shore Community College (ESCC) requests approval to install new Campus Identification / Information Signs at each of the entrances to the campus. The Committee recommended approval. (See Appendix X)

b. Lord Fairfax Community College
Middletown Campus
Review Proposed Foundation Lease Proposal

Ms. Helfant-Browning reported that Lord Fairfax Community College (LFCC) requests approval to finance, design, and construct a student union building to serve Middletown Campus students. The facility will house the campus bookstore, food services, student lounge, fitness center, two classrooms, and student services office space. (See Appendix XI)

c. Southside Virginia Community College
John H. Daniel Campus
Deed of Easement

Ms. Helfant-Browning reported that College requests the State Board approval for a deed of easement to allow the Verizon underground service to be provided to Workforce Development Center (Building 05) on the John H. Daniel campus of Southside Virginia Community College. The new phone line is to be used in case of an emergency where a long term power outage is experienced causing the main phone system to go down. The college will use local funds for this project. (Appendix XII)

d. Southwest Virginia Community College
Russell Hall Window Replacement
Contract Award

Ms. Helfant-Browning reported that Southwest Virginia Community College requests approval to begin a Maintenance Reserve project to replace windows in the western part of Russell Hall with new energy-efficient windows matching the ones recently installed in the eastern part of the building. (Appendix XIII)

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST BY EASTERN SHORE COMMUNITY COLLEGE OF THE SCHEMATIC DESIGN, AS SUBMITTED FOR NEW CAMPUS IDENTIFICATION / INFORMATION SIGNS;

APPROVES THE REQUEST BY LORD FAIRFAX COMMUNITY COLLEGE TO APPROVE THE LEASE OF THE STUDENT CENTER CONSTRUCTED BY THE LFCC FOUNDATION, SUBJECT TO SATISFACTION OF ALL REQUIREMENTS OF THE COMMONWEALTH AND VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY;

APPROVES THE REQUEST OF SOUTHSIDE VIRGINIA COMMUNITY COLLEGE TO CONVEY AN EASEMENT TO VERIZON FOR UNDERGROUND SERVICE TO BE PROVIDED TO WORKFORCE DEVELOPMENT CENTER (BUILDING 05) ON THE JOHN H. DANIEL CAMPUS OF SOUTHSIDE VIRGINIA COMMUNITY COLLEGE. THE AUTHORIZATION IS CONTINGENT UPON SATISFACTION OF ALL APPLICABLE REQUIREMENTS OF THE COMMONWEALTH, OFFICE OF THE ATTORNEY GENERAL OF VIRGINIA, AND VIRGINIA COMMUNITY COLLEGE SYSTEM POLICIES;

APPROVES THE REQUEST OF SOUTHWEST VIRGINIA COMMUNITY COLLEGE TO APPROVE THE AWARD OF A CONTRACT TO J.A. STREET & ASSOCIATES, INC. FOR AN AMOUNT NOT TO EXCEED $170,000 AND BEGIN A MAINTENANCE RESERVE PROJECT TO REPLACE WINDOWS IN THE WESTERN PART OF RUSSELL HALL WITH NEW ENERGY-EFFICIENT WINDOWS MATCHING THE ONES RECENTLY INSTALLED IN THE EASTERN PART OF THE BUILDING."

The motion carried.

e. Virginia Community College
Update State Board Policy Manual
Section 10.0.04

Ms. Helfant-Browning reported that the Policy Manual update will give authority to the Associate Vice Chancellor of Facilities Management Services to award a construction contract where a minimum of two (2) bids are not received. The delegation of this approval to the Associate Vice Chancellor of Facilities Management Services will allow for award of these contracts on a more expedited basis.

A motion was made by the Committee that:

"THE STATE BOARD OF COMMUNITY COLLGES APPROVES THE UPDATE TO SECTION 10.0.04 (J) OF THE VCCS *POLICY MANUAL* TO AWARD BIDS ON A PROJECT FOR WHICH A SINGLE BID WAS RECEIVED TO THE ASSOCIATE VICE CHANCELLOR OF FACILITIES MANAGEMENT SERVICES".

The motion carried.

3. Information Items

a. Virginia Community College System
SWaM Expenditure Report

Ms. Helfant-Browning asked Mr. Robert Jones to give the SWaM report. Mr. Jones noted that 19% of the expenditures were spent with SWaM businesses.

Ms. Fernandez inquired why there was a drop in minority businesses.

Mr. Jones responded it represents a natural fluctuation in the numbers on a per month basis. He noted Facilities is committed to assisting minority owned business

b. Virginia Community College System
College Construction Projects Report

Mr. Jones presented the Construction Project Reports. He noted that because the projects are less than $500,000 they do not need Board approval, but are presented as an informational item.

c. Virginia Community College System
Status Report on Capital Outlay Projects

Mr. Robert Jones noted a report on College Construction Projects was provided. All projects are proceeding on time except for the J. Sargeant Reynolds Community College (JSRCC) Workforce Training and Technical Center and Virginia Western Community College (VWCC) Science and Technology building. He noted the JRSCC project is operational with only a few items that need to be completed. The VWCC project completion has been moved to spring 2013 due to design issues. (See Appendix XIV)

The Chancellor inquired if there is any oversight provided for construction companies there have been issues with in the past.

Mr. Jones responded that a construction company that a college has had issues with can be reported to the Department of General Services and from there a contractor can either be enjoined or debarred which is being pursued at this time.

D. Budget and Finance Committee – Mike Thomas, Chair

1. Minutes - Meeting of May 16, 2012

2. Action Items

a. Approval of FY 2013 College Operating Budgets to Satisfy

Mr. Thomas reported that a requirement of the Southern Association of Colleges and Schools (SACS) is the annual approval of the college budgets by the governing entity for institutions which for the Virginia community colleges is State Board for Community Colleges. Mr. William Johnson reviewed a PowerPoint on the budgets. The Committee recommended approval. (See Appendix XV)

A motion was made by the Committee that:

"THE STATE BOARD OF COMMUNITY COLLEGES APPROVES THE FY 2013 COLLEGE BUDGETS."

The motion was carried.

b. Approval of the Bond Authorizing Resolutions for:

Mr. Thomas reported that capital outlay projects such as the construction of student centers and recreational facilities for which general fund support cannot be used are usually financed with the proceeds from 9(d) revenue bonds issued through the Virginia College Building Authority (VCBA) Pooled Bond program. Five projects at the community colleges are to be included in the debt issuance in fall 2012. State Board approval of debt issuance authorization resolutions are required prior to the VCBA issuing the bonds. (Appendix XVI)

1) John Tyler Community College, Construction Parking Garage, Midlothian Campus

2) Northern Virginia Community College, Construct Parking Garage, Annandale Campus

3) Northern Virginia Community College, Construct Parking Garage, Loudoun Campus

4) Northern Virginia Community College, Construct Parking Garage, Woodbridge Campus

5) Tidewater Community College, Construct Parking Garage, Chesapeake Campus

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE RESOLUTIONS AUTHORIZING PARTICIPATION IN THE 2012 VIRGINIA COLLEGE BUILDING AUTHORITY POOLED BOND ISSUANCE(S) TO FINANCE THE PARKING GARAGES AT TIDEWATER COMMUNITY COLLEGE, JOHN TYLER COMMUNITY COLLEGE AND NORTHERN VIRGINIA COMMUNITY COLLEGE."

The motion carried.

c. Approval of Authorizing Resolutions Declaring the Intention to Reimburse the Cost of Certain Expenditures for:

Mr. Thomas reported that at the July 2012 meeting of the State Board, John Tyler Community College (JTCC), Northern Virginia Community College (NVCC) and Tidewater Community College (TCC) requested approval to participate in the 2012 VCBA Pooled Bond Issuance in the fall 2012. To comply with federal regulations, colleges need to determine if it will need to spend its own funding to cover expenses and reimburse itself from bond proceeds when the proceeds are available. JTCC, NVCC and TCC now

request State Board approval of resolutions to ensure that reimbursements will be available if it becomes necessary for their projects prior to the fall 2012 bond issuance. The Committee recommended approval. (See Appendix XVII)

1) John Tyler Community College, Construction Parking Garage, Midlothian Campus

2) Northern Virginia Community College, Construct Parking Garage, Annandale Campus

3) Northern Virginia Community College, Construct Parking Garage, Loudoun Campus

4) Northern Virginia Community College, Construct Parking Garage, Woodbridge Campus

5) Tidewater Community College, Construct Parking Garage, Chesapeake Campus

A motion was made by the Committee that:

"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES AUTHORIZING RESOLUTIONS DECLARING THE INTENTION TO REIMBURSE THE COST OF CERTAIN EXPENDITURES FOR JOHN TYLER COMMUNITY COLLEGE, NORTHERN VIRGINIA COMMUNITY COLLEGE, AND TIDEWATER COMMUNITY COLLEGE TO ENSURE THAT REIMBURSEMENTS WILL BE AVAILABLE IF IT BECOMES NECESSARY FOR THEIR PROJECTS PRIOR TO THE FALL 2012 BOND ISSUANCE.

The motion carried.

3. Information Items

a. Sustainability Program Update

Ms. Van Cleave reported on the Sustainability Program Update. The Environmental Sustainability Task force was endorsed by the State Board at its 2009 meeting. The information reported is self-reported info on how the colleges are doing. (See Appendix XVIII)

b. Process to Update Six Year Plan

Mr. Thomas reported this is identical to the Six Year Plan discussed earlier in the Academic, Student Affairs and Workforce Services Committee report.

c. SWaM Report

Ms. Van Cleave provided the Board with the updated SWaM report.The colleges that are having issues meeting their SWaM may need to have their goals reexamined to see their set goals are attainable.

E. Personnel Committee – Steve Gannon, Chair

1. Minutes—Meeting of May 16, 2012

It was reported that the Committee approved the minutes of its May 2011 meeting.

2. Action Item

a. Policy Manual Updates for New Faculty Roles and Compensation

Dr. Lee reported that the Policy Manual updates are for the three new faculty positions he Board approved at its March 2012 meeting. The changes include adding the associate instructor title to appropriate sections, creating a new section explaining the new role, and reformatting numerous sections to better clarify the new role in comparison to other faculty positions. (See Appendix XIX)

A motion was made:

"THAT SUBJECT TO REPORT UPON COMPLETION, THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES DELEGATION OF AUTHORITY TO UPDATE THE VCCS POLICY MANUAL TO THE CHANCELLOR TO MAKE APPROPRIATE CHANGES THAT INCLUDE AND INCORPORATES THE THREE NEW FACULTY ROLES CONSISTENT WITH THE STATE BOARD'S APPROVAL OF THESE POSITIONS. IT IS FURTHER RECOMMENDED THAT THE STATE BOARD APPROVE REMOVING SALARY SCALES FROM THE POLICY MANUAL AND PUBLISHING THE SCALES ON THE VCCS WEBSITE AND IN OTHER OFFICIAL PLACES."

The motion carried.

3. Information Item

a. Competitive Executive Compensation Discussion

Dr. Lee reported that over the last few months the Personnel Committee has discussed compensation related matters with the VCCS. These conversations have included the recruitment and retention of teaching faculty and key personnel, including executive positions. Since competitive total compensation for executive positions includes more than salaries and traditional benefits, some analysis of our positioning with peers is warranted.

The Personnel Committee is looking for a toolkit of options to make sure the VCCS can recruit executive talent and be competitive in the marketplace.

IV. EXECUTIVE COMMITTEE/CHAIR'S REPORT

There was no executive committee meeting

V. OTHER BUSINESS

A. Resolution of Appreciation

A Resolution of Appreciation was presented to Ms. Rita Woltz Beale. Ms. Beale served 9 years as System Counsel and Assistant Attorney General for Virginia's Community Colleges. Ms. Beale will be leaving the VCCS and has accepted the position Deputy Attorney General in the Office of the Attorney General of Virginia.

Ms. Beale thanked the Board. She is very proud to have worked for VCCS and the Chancellor and will keep their best interests at heart in her new position. Ms. Beale received the Dana B. Hamel Award in recognition for her service to the VCCS.

B. Other Information

Mr. Bruce Meyer stated that if Board Members who have the generic style access badges would like to have a new badge with his/her picture on it, please notify Marlene Mondziel and she will take care getting these new badges.

VI. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12PM

APPENDIX I

TITLE: CHANGE TO VCCS POLICY MANUAL 8.3.0 CENSUS DATES AND REGISTRATION - ACADEMICS

BACKGROUND:
A review of Section 8.3.0 of the VCCS Policy Manual revealed that several sentences had been inadvertently included twice. This action item addresses a policy revision to remove one set of the repeated sentences. This policy revision was approved by the Advisory Council of Presidents at their June 2012 meeting.

Current policy language:

8.3.0 Census Dates and Registration Periods (SB)

Enrollments reported for all credit classes shall be those recorded at the end of the census date for a given session. The census date for a standard and non-standard term shall be the fifteenth percent (15%) of the calendar days in a session, which includes all instructional and exam days. If the census date falls on a weekend or holiday, then the census date shall be the next working day. The last day to drop a class with a refund of tuition shall be the census date, or the fifteenth percent (15%) of the session for that class. The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.
The enrollment for those sessions with census dates occurring after the midterm reporting date shall be reported at the end of the semester. The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruption.

Copies of such documents shall be submitted by the college president(s) to the Chancellor.
The last day to drop a class with a refund of tuition shall be the census date for that class.
The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.

The enrollment for those sessions with census dates occurring after the mid-term reporting date shall be reported at the end of the semester. The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruptions. Copies of such documents should be submitted by the college president(s) to the Chancellor.

Current policy language showing proposed revisions:

8.3.0 Census Dates and Registration Periods (SB)

Enrollments reported for all credit classes shall be those recorded at the end of the census date for a given session. The census date for a standard and non-standard term shall be the fifteenth percent (15%) of the calendar days in a session, which includes all instructional and exam days. If the census date falls on a weekend or holiday, then the census date shall be the next working day. The last day to drop a class with a refund of tuition shall be the census date, or the fifteenth percent (15%) of the session for that class. The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.

APPENDIX I Continued

The enrollment for those sessions with census dates occurring after the midterm reporting date shall be reported at the end of the semester. The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruption.

Copies of such documents shall be submitted by the college president(s) to the Chancellor.
The last day to drop a class with a refund of tuition shall be the census date for that class.
The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.

~~The enrollment for those sessions with census dates occurring after the mid-term reporting date shall be reported at the end of the semester. The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruptions. Copies of such documents should be submitted by the college president(s) to the Chancellor.~~

Proposed policy language:

8.3.0 Census Dates and Registration Periods (SB)

Enrollments reported for all credit classes shall be those recorded at the end of the census date for a given session. The census date for a standard and non-standard term shall be the fifteenth percent (15%) of the calendar days in a session, which includes all instructional and exam days. If the census date falls on a weekend or holiday, then the census date shall be the next working day. The last day to drop a class with a refund of tuition shall be the census date, or the fifteenth percent (15%) of the session for that class. The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.
The enrollment for those sessions with census dates occurring after the midterm reporting date shall be reported at the end of the semester. The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruption.

Copies of such documents shall be submitted by the college president(s) to the Chancellor.
The last day to drop a class with a refund of tuition shall be the census date for that class.
The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.

ACTION RECOMMENDATION:

That the State Board of Community Colleges approve the policy revision to the VCCS Policy Manual Section 8.3.0 Census Dates and Registration (C).

RATIONALE:

The proposed change above is intended to remove a repeated sentence from Policy 8.3.0.

APPENDIX I Continued

RESOURCE PERSON:

Dr. Susan S. Wood, Vice Chancellor,
Academic Services & Research, VCCS
swood@vccs.edu
804.819.4972

APPENDIX II

TITLE: PROGRAM APPROVAL– CERTIFICATE IN CYBERCRIME INVESTIGATION

BACKGROUND:

Danville Community College (DCC) proposes the establishment of a Certificate in Cybercrime Investigation, CIP code 43.0199. This is a three-semester, 38-credit curriculum. The Cybercrime Investigation Certificate is designed for persons who are interested in receiving training to investigate computer-related crimes. The certificate is tailored for practitioners in law enforcement and protective services. Since the certificate is the first of its kind in the VCCS the program is therefore presented as an action item.

ACTION RECOMMENDED:

It is recommended that the State Board of Community Colleges approve that Danville Community College be allowed to offer the certificate in Cybercrime Investigation.

PREVIOUSLY REVIEWED BY:

- DCC Curriculum Committee and College Board
- VCCS Academic Services and Research staff

RATIONALE:

The certificate will provide law enforcement and protective services professionals with the training needed to investigate identify theft and other computer-related crimes.

RESOURCE PERSONS:

Dr. Susan S. Wood, VCCS, Vice Chancellor for Academic Services and Research, swood@vccs.edu, 804-819-4970

Dr. Dan Lewis, VCCS, Director of Educational Programs, dlewis@vccs.edu, 804-819-4936

APPENDIX II Continued

Danville Community College Program Proposal
Certificate in Cybercrime Investigation

Danville Community College (DCC) is seeking approval to offer the Certificate in Cybercrime Investigation, CIP code 43.0199. The Cybercrime Investigation Certificate is designed for persons who are interested in receiving training to investigate computer-related crimes. The certificate is tailored for practitioners in law enforcement and protective services.

Number of Credit Hours
The proposed Certificate in Cybercrime Investigation is a career technical education certificate program that requires a total of 38 credits for graduation. The curriculum exceeds the minimum requirement of 15% of the credit hours in general education.

Survey of Prospective Students
DCC administered a survey to students enrolled in Administration of Justice (ADJ) courses in addition to employees of three local law enforcement organizations. Sixty-percent of the respondents indicated that that they would enroll in a cybercrime investigation certificate program.

Employer Demand
The U.S. Department of Labor's Bureau for Labor Statistics categorizes the investigation of cybercrime as one of the duties for detectives and criminal investigators. The Bureau of Labor Statistics projects that in Virginia these occupations will grow 17 percent from 2008 to 2018. Several employers, including the Danville Police Department and Danville Sheriff's Office, are supportive of the proposed program.

Relation to Existing Programs
The Cybercrime Investigation Certificate will be a pathway to the AAS degree in Administration of Justice. All credits in the certificate will transfer to the degree program.

Estimated Headcount and FTES

Year 1 2012 -2013		Year 2 2013 -2014		Year 3 2014 -2015		Target Year 2015-2016		
HDCT	FTES	HDCT	FTES	HDCT	FTES	HDCT	FTES	GRADS
15	9	16	10	17	11	17	11	8

HDCT – fall headcount enrollment
FTES – annual full-time equivalent student enrollment
GRADS – annual number of graduates of the proposed program

APPENDIX II Continued

Curriculum Detailing Credit Hours by Course

1st Semester (Assumes a Fall Semester Start):

ENG 111 College Composition I	3
ADJ 100 Survey of Criminal Justice	3
ITN 276 Computer Forensics I	4
SDV 100 College Success Skills	1
ADJ 130 Introduction to Criminal Law	3
Total Credits: 14	

2nd Semester:

SOC 200 Principles of Sociology	3
ITE 116 Survey of Computer Software Applications	2
ADJ 161 Introduction to Computer Crime	3
PSY 200 Principles of Psychology	3
Total Credits: 11	

3rd Semester:

ITN 277 Computer Forensics II	3
ADJ 227 Constitutional Law for Justice Personnel	3
ITN 260 Network Security Basics	4
SOC 236 Criminology	3
Total Credits: 13	

Total credits for the Certificate in Cybercrime Investigation = 38

APPENDIX III

TITLE: PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPY ASSISTANT

BACKGROUND:

Germanna Community College (GCC) proposes the establishment of an Associate of Applied Science in Physical Therapy Assistant. This is a four-semester, 66-credit curriculum. The Associate of Applied Science degree in Physical Therapy Assistant is designed for persons who are interested in acquiring the skills needed to perform a variety of rehabilitative activities and exercises as outlined by individual treatment plans developed by physical therapists.

ACTION RECOMMENDED:

It is recommended that the State Board of Community Colleges approve that Germanna Community College be allowed to offer the Associate of Applied Science degree in Physical Therapy Assistant.

PREVIOUSLY REVIEWED BY:

- GCC Curriculum Committee and College Board
- VCCS Academic Services and Research staff

RATIONALE:

According to the U.S Department of Labor, employment of physical therapist assistants and aides is expected to grow by 45.7 percent from 2010 to 2020, much faster than the average for all occupations. Researchers attribute shortages in the field of physical therapy to an increase in demand for the health care needs of an aging population as well as advances in technology that are enabling an increase in treatment for a variety of conditions.

RESOURCE PERSONS:

Dr. Susan S. Wood, VCCS, Vice Chancellor for Academic Services and Research, swood@vccs.edu, 804-819-4970

Dr. Dan Lewis, VCCS, Director of Educational Programs, dlewis@vccs.edu, 804-819-4936

APPENDIX III Continued

Germanna Community College Program Proposal
Associate of Applied Science in Physical Therapy Assistant

Germanna Community College (GCC) is seeking approval to offer the Associate of Applied Science degree in Physical Therapy Assistant, CIP code 51.0806. The Associate of Applied Science degree in Physical Therapy Assistant is designed for persons who are interested in acquiring the skills needed to perform a variety of rehabilitative activities and exercises as outlined by individual treatment plans developed by physical therapists.

Number of Credit Hours
The proposed Physical Therapy Assistant (PTA) AAS degree is a career technical education degree program that requires a total of 66 credits for graduation. The curriculum exceeds the minimum general education credit hour requirements specified in Table 5-1B; including courses in communication, humanities, mathematics or natural science, personal wellness, and social sciences.

Learning Outcomes
GCC seeks to provide graduates with a strong background in general education through formal education experiences (courses). The required courses as well as specialized courses in the major field support the development of the following GCC General Learning Outcomes:

- Communication,
- Critical Thinking,
- Cultural and Social Understanding,
- Information Literacy,
- Personal Development,
- Quantitative Reasoning,
- Scientific Reasoning

Graduates of the AAS in Physical Therapy Assistant will be able to

- Provide physical therapy interventions within federal, state, facility and American Physical Therapy Association (APTA) standards of ethical conduct.
- Apply knowledge of physical therapy to educate patients and caregivers in addition to other members of the health care team.
- Collect and review data pertaining to a patient's plan of care and modify techniques as needed under the supervision of the physical therapist.
- Practice safe and appropriate techniques and therapeutic procedures.

Program Assessment
Student learning will be assessed on a regular basis to ensure that identified outcomes are being achieved. Student learning will be assessed on a regular basis to ensure that identified outcomes are being achieved. GCC employs a comprehensive approach to assessing its general education outcomes through the use of a variety of assessment techniques. Each of the seven general education outcomes is annually reviewed by the GCC General Education Committee. This committee—composed of teaching and administrative faculty—work to ensure that GCC general education outcomes remain properly aligned with the general education goals areas codified in Table 5-1A and Table 5-1B of the VCCS *Policy Manual*. Additionally, the seven general education outcomes are on a regular cycle of assessment whereby each outcome is evaluated every three years.

APPENDIX III Continued

The PTA program will be subject to regular program review as are all academic programs at GCC. Currently, an annual program review occurs each year with a summative program review occurring every five years. Data emerging out of such reviews will be used by faculty and administrators to evaluate the effectiveness of the program and drive improvement strategies. Initially, student surveys and test scores will be examined each semester.

Benchmarks for the Program

The PTA program will be deemed successful if:

- At least 85% of the graduates successfully pass the National Physical Therapy Examination (NPTE) within one year of completing the program.
- At least 90% of the students completing the program will find employment as physical therapist assistants.
- At least 98% of employers hiring GCC's PTA graduates will report satisfaction with student preparation and performance in the workplace.
- At least 90% of the students will report satisfaction with the program at the end of each semester.
- The program maintains accreditation approval.
- The program meets projections for headcount, FTES, and number of graduates.
- The program graduates a minimum of 85% of those originally enrolled.

Estimated Headcount and FTES

Year 1 2013-2014		Year 2 2014-2015		Year 3 2015-2016		Target Year 2016-2017		
HDCT	FTES	HDCT	FTES	HDCT	FTES	HDCT	FTES	GRADS
12	11	11	10	12	11	11	10	10

HDCT – fall headcount enrollment
FTES – annual full-time equivalent student enrollment
GRADS – annual number of graduates of the proposed program

Student Demand

1) There is a strong demand for the PTA program in GCC's service area. 66% of those who participated in a student survey conducted by the college are interested in enrolling in the program.
2) GCC received emails from 15 students who support the development of the PTA program at the college.

Employer Demand

1) According to the U.S Department of Labor, employment of physical therapist assistants and aides is expected to grow by 45.7 percent from 2010 to 2020, much faster than the average for all occupations.
2) There is a strong employer demand for physical therapy assistants within 100 miles of GCC's Locust Grove Campus. A job search in May 2012 on the website,

APPENDIX III Continued

3) TherapyJobs.com listed 136 physical therapist assistant vacancies. 43 jobs were within a 50 mile radius of the campus.

Program Duplication
There are five PTA programs within Virginia: (1) Northern Virginia Community College; (2) ECPI University (Newport News); (3) Tidewater Community College; (4) Jefferson College of Health Sciences (Roanoke); (5) Wytheville Community College. The closest program to GCC is NVCC's program. GCC does not anticipate that its proposed program would compete with NVCC for students.

Program Resource Needs
The college will incorporate the funds needed to initiate the PTA program into its strategic planning and budgeting processes. The expenditures include equipment and supplies in addition to salaries and benefits for two PTA full-time positions.

Curriculum Detailing Credit Hours by Course

Prerequisites:	
NAS 161 Health Science I*	4
ENG 111 College Composition I	3
PSY 200 Developmental Psychology	3
SDV course**	1
HLT 105 CPR	1
Total Credits: 12	
1st Semester (Assumes a fall semester start for technical courses):	
NAS 162 Health Science II*	4
PTH 105 Intro. to Physical Therapist Assisting	2
PTH 121 Therapeutic Procedures I	5
PTH 151 Musculoskeletal Structure and Function	5
Total Credits: 16	
2rd Semester (Prerequisite: successful completion of 1st semester):	
PTH 131 Clinical Education	2
PTH 115 Kinesiology for the PTA	4
PTH 122 Therapeutic Procedures II	5
PTH 110 Medical Reporting	1
Total Credits: 12	
3th Semester (Prerequisite: successful completion of 2nd semester):	
PTH 226 Therapeutic Exercise	4
PTH 251 Clinical Practicum I	3
PTH 210 Psychological Aspects of Therapy	2
Humanities Elective***	3
Total Credits: 12	
4th Semester (Prerequisite: successful completion of 3rd semester):	
PTH 252 Clinical Practicum II	4
PTH 255 Seminar in Physical Therapy	2
PTH 225 Rehabilitation Procedures	5
SOC 200 Principles of Sociology	3
Total Credits: 14	

Total credits for the AAS Degree in Physical Therapy Assistant = 66

APPENDIX III Continued

* BIO 141-142 may be substituted for NAS 161-162

**SDV 100 College Success Skills or SDV 101 Orientation to Health Care Careers
***Includes any course from ART, ENG (Literature), HUM, MUS, PHI, REL or Foreign Language

Appendix IV

TITLE: **TAACCCT GRANT STRATEGY UPDATES** (Academic, Student Affairs, and Workforce Development Committee, Information Item III.A.3.i)

BACKGROUND:

This update will describe the projects, present an overview of the timelines, and share opportunities for college input in the planning.

- **Decision Support System**: Blackboard Analytics software has been installed with baseline configuration, along with other required software components. The new project director has been hired and has begun working to move the project forward. The DSS Steering committee has met three times to approve project planning documents. The Blackboard Analytics Orientation/Kickoff Event was held in early May 2012, which began the overall data validation for the first phase of the project, Financial Data. The Advisory Council of Presidents will be provided more information about the Decision Support System at the August ACOP meeting.

- **Automated Early Alert (eWise)**: The workgroup met with the CEO and technical representatives for a detailed review of a vendor-delivered Early Alert system. As an outcome of that meeting, system office staff from Academic Services & Research and procurement are moving forward with regard to the purchase of an early alert system.

- **Automated College and Career Planning:** A workgroup consisting of college representatives and system office staff has been identified and have convened via web conference. The group is currently drafting requirements to define the scope and functionalities of the automated college and career planning tool within the Virginia Education Wizard. In addition, the aspects of this initiative that will be supported by the academic advising features within PeopleSoft have been identified and a vendor has been selected to develop those components.

- **Adult Career Coaches:** As the new TAA-funded adult career coaches (ACC) and experiential learning/job placement coordinators (JPC) are being hired at each community college, work is being done from the System Office to prepare newly these new staff members. Identical two-day trainings are being held on June 19 – 20 at NRCC, and on July 24 – 25 at JSRCC. The workshops are meant to orient the new hires to the priorities of the grant and to offer practical training opportunities on topics such as the Virginia Education Wizard, the Virginia Workforce System, and career consulting and coaching. These new positions are also being invited to take part in the Career Coach Academy, scheduled to take place September 11 – 13 in Richmond. With more than 350 participants expected, this year's academy will include professional development opportunities for high school coaches, and adult career coaches serving clients on college campuses, in One Stops, VEC offices, and in adult education venues,. This is a new,

Appendix IV Continued

coordinated and collaborative approach that is leading to the development of a formalized training and certification process that will be available for adult career coaches working in a variety of agencies and settings.

ACTION RECOMMENDED:

None. This is for information only.

RESOURCES:

Dr. Susan Wood, VCCS, Vice Chancellor for Academic Services and Research, swood@vccs.edu, 804.819.4972

Dr. Craig Herndon, VCCS, Vice Chancellor for Workforce Development Services, cherndon@vccs.edu, 804.819.4782

APPENDIX V

Internal Audit Goals

Fiscal Year Ending June 30, 2013

Overall vision:

To improve and refine our operations and the service we provide so that we can ensure our direction is consistent with the goals of Achieve 2015, the Chancellor's annual goals, and re-engineering and to be the department where innovation and expertise is the standard and where other audit departments come for advice. We will do that by seeking and implementing the newest and most innovative audit tools and practices and empowering staff to advance their skills and core competencies.

Goal A – Add value by performing audits and special projects according to the audit plan and the changing needs of the VCCS

1. Prepare the annual audit plan to spend at least 70% of hours available on audits, special projects, management requests, or audit related projects.
2. Coordinate audits with the Auditor of Public Accounts attempting to avoid duplication of audit effort.
3. Meet periodically with the Chancellor, State Board, Presidents, and other members of the staff to determine if needs have changed and modify the audit plan accordingly.
4. Improve efficiency of audit processes:
    a. Integrate generalized audit software, IDEA, into all audits and special projects as appropriate
    b. Monitor hours charged to audit and audit-related projects
    c. Re-engineer the follow-up process for monitoring audit recommendations issued to management
    d. Implement recommendations from the Quality Assurance Review

Goal B: Identify and audit areas of highest risk by performing a risk assessment and preparing an annual audit plan

1. Update the risk assessment model.
2. Obtain and review the most current organizational charts and policies.

APPENDIX V Continued

3. Meet with President's of each college and System Office senior management regarding concerns or special needs.
4. Prepare a feasible audit plan for submission to the Chancellor and State Board.

Goal C: Provide sound advice and facilitate the resolution to problems by developing good working relationships, becoming more knowledgeable of VCCS operations and issues, and being responsive to management's needs

1. Perform audits and fulfill management requests, which lead to the building of a base of knowledge and a common ground for those involved.
2. Present information at meetings and conferences regarding the Internal Audit function and the types of services offered.

Goal D: Provide leadership and ensure the technical competence of internal audit staff and compliance with the IIA Standards

1. Prepare individual training plans for each auditor to allow them to maintain professional certifications as well as enhance their skills, credentials, and value to the department and the VCCS.
2. Provide leadership and team-building training to the internal audit staff identifying areas for more focused development in areas needing improvement.
3. Continue the Audit Process Improvement Program designed to bring more efficiency to our processes and to develop skills in the staff to manage multiple projects and prepare oral presentations.

Goal E: Build strong, professional relationships with other members of the internal auditing profession

1. Participate on Peer Review teams.
2. Serve on committees and boards of professional associations.
3. Attend meetings of the Central Virginia Chapter of the Institute of Internal Auditors.
4. Attend meetings of the Information Systems Audit and Control Association.
5. Network with other internal audit departments.
6. Volunteer for leadership roles in professional organizations such as the Association for College and University Auditors and the College and University Auditors of Virginia.

APPENDIX VI

TITLE: APPROVED FY 2012-2013 AUDIT PLAN

BACKGROUND:

The Audit Plan is a document that governs the timing, scope, and objectives of the audits and special projects planned for the fiscal year for the VCCS which includes the System Office and the 23 colleges. Several factors contributed to the current design of the audit plan for fiscal year 2012-2013:

- Risk assessment
- Input received from the Chancellor, cabinet members, presidents, and management
- Consideration of results of past audits (both internal and external)
- Requests made by management

The proposed plan includes the audit of several key areas of the VCCS:

- Human Resources Management System (HRMS)
- PCard (Small Purchase Charge Card)
- Dual Enrollment
- PCI DSS Compliance
- IT Security Standards and Procedures
- Accounts Payable

The audits will address internal controls and operational issues and provide management with practical suggestions on ways to mitigate weaknesses or improve the efficiency of operations. A summary of the audit plan with associated hours follows.

RECOMMENDATION:

It is recommended that the Audit Committee approve the FY 2012-2013 Audit Plan.

RESOURCE PERSON:

Mrs. Helen C. Vanderland
Director of Internal Audit
Virginia Community College System
804-819-4951

APPENDIX VII

TITLE: APPROVE INTERNAL AUDIT GOALS

BACKGROUND:

My vision for the VCCS Internal Audit Department is:

> *To improve and refine our operations and the service we provide so that we can ensure our direction is consistent with the goals of Achieve 2015, the Chancellor's annual goals, and re-engineering and to be the department where innovation and expertise is the standard and where other audit departments come for advice. We will do that by seeking and implementing the newest and most innovative audit tools and practices and empowering staff to advance their skills and core competencies.*

In order to provide the State Board, the Chancellor, Presidents, and VCCS Administrators with independent objective assurance and consulting services, and to move towards accomplishing my vision, the following goals have been developed:

A. Add value by performing audits and special projects according to the audit plan and the changing needs of the VCCS;

B. Identify and audit areas of highest risk by performing a risk assessment and preparing an annual audit plan;

C. Provide sound advice and facilitate the resolution to problems by developing good working relationships, becoming more knowledgeable of VCCS operations and issues, and being responsive to management's needs;

D. Provide leadership and ensure the technical competence of internal audit staff and compliance with the IIA Standards; and

E. Build strong, professional relationships with other members of the internal auditing profession.

Detailed plans to accomplish each goal follow this summary.

RECOMMENDATION:

It is recommended that the Audit Committee approve the Internal Audit Goals for 2012-2013.

RESOURCE PERSON:

Mrs. Helen C. Vanderland
Director of Internal Audit
Virginia Community College System
804-819-4951

APPENDIX VIII

TITLE: PERSONNEL MATTER – INTERNAL AUDIT DIRECTOR EVALUATION (III.B.2.d.)

BACKGROUND:

The Internal Audit Director's performance evaluation will be discussed in **Closed Session** at the Audit Committee meeting.

RECOMMENDATION:

It is recommended that the Audit Committee for the State Board for Community Colleges approve the Internal Audit Director's performance evaluation.

RESOURCE PERSON:

Dr. Glenn DuBois
Chancellor
Virginia Community College System
804-819-4903

APPENDIX IX

Internal Audit Department
2011-2012 Audit Plan
Status as of June 2012

	In Process	Complete
Audits		
Academic Activities (Faculty Workloads, Overload Pay, Adjunct Pay)		x
Local Funds Accounting		x
Accounts Payable	x	
Hazardous Materials		x
ARMICS Follow-up		x
Financial Aid Follow-up		x
Purchasing Card Follow-up		x
Workforce Development - Administration of Funds		x
Leases		x
Special Projects		
NVCC - Review of Audit Recommendations		x
VWCC - Financial Aid Review		x
WCC - Business Office Review		x
DSLCC - Trio Grant Review		x
Management Requests		x
Other Projects		
Risk Assessment and Audit Planning		x
Quality Assurance Review		x
APA Assistance		x
Audit Process Improvement		x
Fraud Investigations (30 hotlines received year to date)		x

Italics - indicates a carryover from prior fiscal year.

APPENDIX X

TITLE: EASTERN SHORE COMMUNITY COLLEGE NEW CAMPUS ENTRANCE SIGNS SCHEMATIC DESIGN REVIEW (III.C.2.a)

BACKGROUND:

Eastern Shore Community College is proposing to install new Campus Identification / Information Signs at each of the entrances to the campus. The existing Campus Entrance Sign, located along U. S. Route 13 and erected in the early 70's, no longer meets the needs of the college, as it does not have an "Electronic Messaging" capability. Also, with the recent completion of a new Campus Access Road, connecting the campus to Parkway Drive in the adjacent Business / Industrial Park, an additional entrance sign is needed at this location.

The new Campus Entrance Signs are generally described as double-sided, brick and pre-cast concrete signs, each identifying the name of the college and featuring an LED – Electronic Messaging Board. The new signs will allow the college to display multiple electronic messages. In addition to disseminating important information, these new signs will greatly enhance the overall image of the college.

The Main Entrance Sign, located along U. S. Route 13, measures approximately 13' - 4" in width x 12' – 0" in height. The sign at the entrance from Parkway Drive will be approximately 9' - 4" in width x 9' - 2" in height. The new sign along U. S. Route 13 will replace the existing Campus Entrance Sign and will be constructed in the same general location as the existing sign. The selected materials for these signs are compatible and consistent with the materials present in the existing campus buildings. The use of exterior brick with pre-cast concrete banding was specifically chosen to match the design elements featured on the Business Development & Workforce Training Center, which has become the "signature" building on this campus.

The estimated construction cost for the two signs is $191,000. The projected total cost of this project, including A/E fees, construction and miscellaneous related soft costs is $230,000. Funding for this project is being provided through Higher Education Operating Funds (HEO 0300).

The design for these signs was reviewed and approved by the Art & Architectural Review Board at their June 1, 2012 Meeting.

RECOMMENDATION:

It is recommended that the State Board approval the Schematic Design, as submitted.

LOCAL BOARD APPROVAL:

The Local College Board approved the design for this project on May 29, 2012.

RESOURCE PERSONS:

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APPENDIX XI

TITLE: LORD FAIRFAX COMMUNITY COLLEGE
MIDDLETOWN CAMPUS
REVIEW PROPOSED FOUNDATION LEASE PROPOSAL
(III.C.3.b)

BACKGROUND:

The Lord Fairfax Community College Foundation proposes to finance, design, and construct a student union building to serve Middletown Campus students. This will be a 32,000 gross square foot (approximate) facility constructed on property owned by the Foundation, directly north of the LFCC Middletown campus (Tax Map Parcel 91-A-99B in Frederick County). The facility will house the campus bookstore, food services, student lounge, fitness center, two classrooms, and student services office space. The proposed project cost is $9 million.

LFCC will lease the entire building from the Foundation. The proposed initial lease term is ten years with renewable options in five year increments. The proposed lease is $700,000 a year with utilities to be paid by the College, which equates to $21.88 per gross square foot. The College will use bookstore commissions, food service commissions, vending commissions, higher education operating funds (for office space), student activity fees, and parking fees to pay the lease to the Foundation. Based on the information currently in hand, the proposed lease will not meet the criteria to be considered a capital lease.

In accordance with Virginia Community College System Policy Manual §10.0.0.4, State Board approval of any agreement associated with the development is required.

LOCAL BOARD APPROVAL:

The Community College Local Advisory Board approved the concept of this lease at its June, 2011 meeting.

RECOMMENDATION:

It is recommended that the State Board for Community College approve the lease of the Student Center constructed by the LFCC Foundation, subject to satisfaction of all requirements of the Commonwealth and Virginia Community College System policy.

RESOURCE PERSONS:

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APPENDIX XII

**TITLE: SOUTHSIDE VIRGINA COMMUNITY COLLEGE
JOHN H. DANIEL CAMPUS
DEED OF EASEMENT
(III.C.2.c)**

BACKGROUND:

Southside Virginia Community College requests the State Board approval for a deed of easement as shown to allow the Verizon underground service to be provided to Workforce Development Center (Building 05) on the John H. Daniel campus of Southside Virginia Community College. The new phone line is to be used in case of an emergency where a long term power outage is experienced causing the main phone system to go down. This is also part of the college's COOP plan which will allow the college to conduct business in the workforce development center which can be powered by a backup generator. The college will use local funds for this project.

In accordance with Virginia Community College System Policy Manual §10.1.1, Southside Virginia Community College requests State Board approval to convey an easements to allow the Verizon underground service.

LOCAL BOARD APPROVAL:

Local Advisory Board will review this item at July 18, 2012 meeting and its approval is anticipated.

RECOMMENDATION:

In accordance with Virginia Community College System Policy Manual §10.1.1, it is recommended that the State Board for Community Colleges approve the conveyance of an easement to Verizon for underground service to be provided to Workforce Development Center (Building 05) on the John H. Daniel campus of Southside Virginia Community College. The authorization is contingent upon satisfaction of all applicable requirements of the Commonwealth, Office of the Attorney General of Virginia, and Virginia Community College System Policies.

RESOURCE PERSONS:

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APPENDIX XIII

TITLE: SOUTHWEST VIRGINIA COMMUNITY COLLEGE RUSSELL HALL WINDOW REPLACEMENT CONTRACT AWARD (III.C.2.d)

BACKGROUND:

The former library space in the eastern half of Russell Hall is presently being renovated for Health Sciences. Because the scope of work for that project was limited, it was necessary to do a separate Maintenance Reserve project to replace windows in the western part of Russell Hall with new energy-efficient windows matching the ones recently installed in the eastern part of the building.

This window replacement project was bid on May 16, 2012. Although 3 general contractors attended the pre-bid conference, only one bid was received. This bid of $170,000 from J. A. Street & Associates, Inc. of Blountville, Tenn. was within 10% of the $158,500 estimated budget.

Per Section 10.0.0.4 (j) of the VCCS Policy Manual, State Board approval is required to award a construction contract when a minimum of two bids were not received. Therefore, State Board approval is necessary to award this contract.

RECOMMENDATION:

It is recommended that the State Board approve the award of a contract to J.A. Street & Associates, Inc. for an amount not to exceed $170,000.

LOCAL BOARD APPROVAL:

Local Board approval is not required for replacement-in-kind Maintenance Reserve projects.

RESOURCE PERSONS:

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APPENDIX XIV

Virginia's Community Colleges
Capital Outlay Status Report Sorted by College
Updated 6/27/2012

Line Item Funded

Funding	Comp. Date	College	Project Name	Phase	Projected Comp. Date of Phase	Funding	Supplement Estimate	Comments
		BRCC	Information Technology Building	Closeout	Jul-12	$ 7,209,000		Construction substantially complete, building occupied, punch list work almost complete
		BRCC	Student Recreation Center	Construct	May-13	$ 10,698,000		Notice to Proceed issued Jan. 3, 2012, earthwork under way
		CVCC	Construct Occupational Program Building, Culinary Arts	Closeout	Jun-12	$ 1,778,000		Construction complete. Equipment purchases in progress
		DSLCC	Renovate Warren and Scott Halls	Construct	Jul-12	$ 6,607,967		Certificates of Occupancy received for Scott Hall and renovated portion of Warren Hall. Tiered Classroom complete. Receive Certificate of Occupancy - Jun-12. Complete Punch-list.
		GCC	Parking Garage, Fredericksburg	Construct	Oct-12	$ 5,941,000		Complete construction.
		GCC	Academic Services Building	Construct	Nov-12	$ 23,300,000		BCOM Substantial Completion Inspection (Phase III Academic Building) completed 5/16/12. Receive Certificate of Occupancy - May 2012. Renovation of Phase I Academic Building delayed, pending completion of damage from earthquake.
		JSRCC	Renovate Burnette Hall	Construct	Aug-12	$ 9,626,000		Project is Substantial Completed, BCOM Walkthrough completed
		JSRCC	Workforce Training & Technical Center	Construct	Aug-12	$ 8,857,200		Surety on Board, Working on Fi nal Punchlist and TCC
		JSRCC	Improvements to Downtown Campus	Construct	Mar-13	$ 11,900,000		Construction in progress - Phase 1-2 completed Phase 3 begur
		JTCC	Chester Library Renovation	Construct	Jul-12	$ 3,112,000		Notice to Proceed date 8-22-11. Construction in progress with 98% compeltion. Additional repairs of rated wall has to be completed prior to BCOM substantial completion inspection scheduled for Juy 9.
		JTCC	Chester 2nd Entrance	Construct	Sep-12	$ 1,446,000		Authorization of additional funding by DPB granted 10/31/2011. Construction Contract executed 2/2/12. Construction in progress 40% completion.
		MECC	Renovate Dalton-Cantrell Hal	Construct	Dec-12	$ 11,200,000		Construction started Sept. 2011 - Progressing on schedule
		NRCC	Replace HVAC	Construct	Aug-12	$ 1,439,000		Construction is 90% Complete, Delay with DDC Controls Contracto
		NVCC	Annandale Campus, Phase VI	Closeout	Oct-12	$ 34,356,000		Construction complete & building occupied. Complete Furnishings & Equipment purchases.
		NVCC	Loudoun Campus, Phase III	Construct	Aug-12	$ 37,046,029		Construction in progress - LR Building. Completion delayed, due to Floor Covering change in Corridors. Additions to Vet Tech Building & Science Building complete & occupied
		NVCC	Manassas Campus, Phase III	Construct	Aug-12	$ 31,640,998		Construction complete. Certificate of Occupancy received January 2012. Barnes & Noble to complete "fit-out" of Bookstore.
		NVCC	Annandale Campus, Renovate Cafeteria	Design	TBD	$ 1,550,000		Pre-planning Study completed. Overall project scope currently under review
		NVCC	Manassas Campus, Improvements: Access Road	Design	TBD	$ 400,000		Pending VDOT funding for intersection at State Route 234
		NVCC	Construct Higher Education Center, Loudoun Campus	Design	Jul-12	$ 14,381,600		Working Drawings currently in review at BCOM
		NVCC	Construct Phase III Academic Building, Woodbridge Campus	Construct	Apr-13	$ 35,639,109		Construction in Progress
		NVCC	Construct Support Services Building, Woodbridge	Construct	Aug-12	$ 3,016,830		Temporary Certificate of Use & Occupancy received June 2012. Complete "punch-list" & Furnishings & Equipment purchases
		NVCC	Expand Brault Building, Annandale	Design	Jul-12	$ 682,350		Working Drawing Phase - Project scope/building function modified by college.
		NVCC	Replace Tyler Academic Building, Alexandria	Design	Jul-12	$ 40,225,996		Working Drawing Review Phase
		NVCC	Workforce Development Center, Woodbridge	Design	Nov-12	$ 2,500,000		Awaiting 6 PAC Committee Funding Recommendations. Complete Working Drawings
		PDCCC	Major Mechanical Renovation, Hobbs Campus	Construct	Feb-13	$ 3,442,000		Notice to Proceed issued June 19, 2012, Contratctor Mobilizing
		PHCC	Learning Resources Center and West Hall Renovation	Closeout	Apr-13	$ 3,439,300	$ 4,749,700	Sub-project to refurbish existing elevator "West Hall" being pursued
		PHCC	Motorsports/Workforce Development Center	Design	TBD	$ 9,452,000		Project on hold pending further study of site development cost and scope issues. Alternative site being considered.
		RCC	Classroom and Laboratory Renovation, Glenns and Warsaw	Closeout	Sep-12	$ 10,500,000		Construction reached final completion except for repair of feature wall. Replacement materials require long lead time.
		SsVCC	Student Services/LRC Building Daniel Campus	Bidding	Sep-12	$ 12,385,258		CO-2 requesting authorization of full funding approved by DPB 10/10/2011. Bids will be received July 10, 2012
		SWVCC	Renovate Russell Hall	Construct	Jan-13	$ 9,645,000		Construction started Sept. 2011. GC anticipates completion July 2012.
		TCC	Phase I, Regional Health Prof.Ctr, VAB Campus	Closeout	Aug-11	$ 21,360,000		Certificate of Occupancy issued
		TCC	Construct Norfolk Campus Student Center	Closeout	Aug-12	$ 17,595,000		Project substantially complete and occupied. Workign on Final CO. Awaiting TCC for Access System Submittal to BCOM
		TCC	Construct Academic Building, Chesapeake Campus	Construct	Mar-13	$ 28,012,000		Construction Progressing on Schedule. Project is at 40% Complete
		TCC	Construct Learning Resource Center - Phase 1, VAB Campus	Construct	Dec-12	$ 43,549,000		Construction in progresss. Closing in building
		TCC	New Construction: Construct Student Center, VAB Campus	Construct	May-13	$ 24,370,000		Steel erection and Floor slab pours complete
		TCC	New Construction: Construct Student Center, CC Tidewater	Design	Aug-12	$ 20,753,000		Construction Progressing on Schedule. Project is at 10% Complete
		TCC	New Construction: Construct Student Center, PC, Tidewater	Construct	Dec-12	$ 18,396,000		Steel erection complete. Floors poured. Utility work starting
		TNCC	Renovate Campus Post ISS Building (Phase II)	Design	TBA		$ 1,929,703	Project on hold pending final accounting of TNCC HT Campus & Dental Hygiene changes.
		TNCC	Acquire Hampton III Bldg. (Phase II Improvements)	Closeout	Aug-11	$ 2,707,000		Certificate of Occupancy issued
		TNCC	Renovate Hampton III Building (Phase III Renovation)	Closeout	Aug-11	$ 8,033,000		Certificate of Occupancy issued
		VWCC	Construct New Science and Technology Building	Construct	Apr-13	$ 23,117,000		Completion will be delayed due to design errors regarding ceiling height required for mechanical equipment, work resumed April 2

APPENDIX XIV

Virginia's Community Colleges
Capital Outlay Status Report Sorted by College
Updated 6/27/2012

Line Item Funded

Funding	Comp. Date	College	Project Name	Phase	Projected Comp. Date of Phase	Funding	Supplement Estimate	Comments
		VWCC	Construct Exterior Multi-Use Plaza	Construct	Jun-12	$ 2,000,000		Construction in progress.
		VWCC	Renovate & Expand Student Life Center	Bidding	Jul-12	$ 7,542,000		Revised Working Drawings submitted to BCOM 5/22/2012, bids due 7/5
		WCC	Wm. F. Snyder Auditorium	Closeout	Jul-12	$ 1,536,080		Project complete and buidling occupied. VCCS to complete CO-14 upon receiving as-built docs from AE.
		WCC	Walking and Biking Trail	Closeout	Jul-12	$800,000		Construction complete. VCCS received closed out docs from AE. VCCS to complete CO-14.
		WCC	Upgrade Electrical Systems-Phase II	Closeout	Jul-12	$ 2,566,000		Construction complete. VCCS received closed out docs from AE. VCCS to complete CO-14.
				TOTAL		**$ 575,752,717**	**$ 6,679,403**	

System-wide Projects

Funding	Comp. Date	College	Project Name	Phase	Projected Comp. Date of Phase	Funding	Supplement Estimate	Comments
		NRCC	Major Mechanical Campuswide (ESCO)	Construct	Jan-12	$ 4,761,100		Construction in progress on schedule, Project is 90% Complete
		TCC-N,C	Major Mechanical - Lighting (ESCO)	Closeout	Aug-12	$ 3,368,031		Completing Final Documentation
		SWVCC	Buchanan Hall Plumbing Replacemen	Construct	Oct-12	$ 355,000		
		VWCC	Major Mechanical - Exterior Envelope Repair (ESCO)	Closeout	Aug-12	$ 1,791,344		Completing Final Documentation
		VWCC	Emergency Lighting & Life Safety Alterations	Construct	Dec-12	$ 550,000		Contract awarded Oct. 2011. Significant change order pending
		WCC	Structural Repair - Grayson Hal	Complete		$ -		This project was incooprated into the WCC-Snyder Auditorium Addition and is complete
		VCCS	Americans with Disabilities Act Improvements	Various	Various	$ 4,000,000		Project is being completed in eleven phases systemwide. Phase 1 is under construction. Phases 2 and 3 bids over budget and under redesign. Phase 4 contract award in progress.
				Total System-wide Projec		**$ 14,825,475**		
				Grand Total		**$ 586,578,192**	**$ 6,679,403**	

Notes:

Funding:
- Within budget.
- Costs may exceed funds available.
- Costs will exceed all available funding.

Comp. Date:
- On schedule.
- Facility may not be ready in time to hold scheduled classes.
- Facility will not be ready in time to hold scheduled classes.

APPENDIX XV

VIRGINIA COMMUNITY COLLEGE SYSTEM

FY 2012 AND FY 2013 BUDGET DISTRIBUTIONS BY COLLEGE

	FY 2012 Budget				FY 2013 Budget				Change from FY 2012 to FY 2013	
	Revised GF	ARRA	NGF	Total	GF	ARRA	NGF	Total	GF	Total Funding
Blue Ridge	$ 7,643,201	$ 666,236	$ 12,580,039	$ 20,889,476	$ 7,811,276	$ -	$ 11,302,089	$ 19,113,365	$ 168,074	$ (1,776,112)
Central Va.	$ 7,417,391	$ 654,633	$ 10,825,222	$ 18,897,247	$ 7,730,280	$ -	$ 10,854,699	$ 18,584,979	$ 312,888	$ (312,268)
Dabney S. Lancaster	$ 3,584,096	$ 277,587	$ 3,516,388	$ 7,378,071	$ 3,805,483	$ -	$ 3,297,116	$ 7,102,599	$ 221,387	$ (275,472)
Danville	$ 7,754,314	$ 670,180	$ 10,028,133	$ 18,452,627	$ 7,800,196	$ -	$ 9,768,881	$ 17,569,077	$ 45,882	$ (883,551)
Eastern Shore	$ 2,864,072	$ 208,486	$ 2,575,480	$ 5,648,038	$ 2,879,218	$ -	$ 2,478,304	$ 5,357,522	$ 15,146	$ (290,516)
Germanna	$ 10,041,443	$ 883,265	$ 15,041,091	$ 25,965,799	$ 11,440,902	$ -	$ 18,113,836	$ 29,554,738	$ 1,399,460	$ 3,588,939
J.S. Reynolds	$ 18,581,314	$ 1,635,726	$ 34,222,484	$ 54,439,524	$ 20,068,106	$ -	$ 37,636,441	$ 57,704,547	$ 1,486,792	$ 3,265,023
John Tyler	$ 13,647,530	$ 1,196,905	$ 19,209,681	$ 34,054,116	$ 14,650,237	$ -	$ 22,878,904	$ 37,529,141	$ 1,002,707	$ 3,475,025
Lord Fairfax	$ 9,374,639	$ 808,938	$ 15,378,006	$ 25,561,584	$ 10,052,256	$ -	$ 16,019,140	$ 26,071,396	$ 677,616	$ 509,812
Mountain Empire	$ 6,080,307	$ 525,358	$ 8,227,943	$ 14,833,608	$ 6,181,924	$ -	$ 7,451,116	$ 13,633,040	$ 101,617	$ (1,200,568)
New River	$ 8,161,428	$ 718,901	$ 12,014,558	$ 20,894,887	$ 8,573,348	$ -	$ 11,601,202	$ 20,174,550	$ 411,920	$ (720,337)
Northern Va.	$ 67,505,058	$ 5,774,029	$ 171,183,913	$ 244,463,000	$ 74,770,002	$ -	$ 171,036,713	$ 245,806,715	$ 7,264,944	$ 1,343,716
Patrick Henry	$ 6,772,443	$ 588,735	$ 9,266,611	$ 16,627,789	$ 6,743,757	$ -	$ 7,896,521	$ 14,640,278	$ (28,686)	$ (1,987,510)
Paul D. Camp	$ 5,106,472	$ 391,819	$ 3,434,611	$ 8,932,902	$ 5,302,005	$ -	$ 3,958,402	$ 9,260,407	$ 195,533	$ 327,504
Piedmont Va.	$ 7,357,386	$ 629,627	$ 12,046,644	$ 20,033,657	$ 7,822,029	$ -	$ 11,792,291	$ 19,614,320	$ 464,643	$ (419,337)
Rappahannock	$ 6,357,512	$ 535,134	$ 7,505,474	$ 14,398,120	$ 6,828,472	$ -	$ 7,503,221	$ 14,331,693	$ 470,960	$ (66,427)
Southside Va.	$ 10,415,196	$ 911,892	$ 13,269,940	$ 24,597,027	$ 11,199,171	$ -	$ 12,484,697	$ 23,683,868	$ 783,976	$ (913,159)
Southwest Va.	$ 7,212,084	$ 611,562	$ 8,030,563	$ 15,854,209	$ 6,911,596	$ -	$ 9,009,519	$ 15,921,115	$ (300,488)	$ 66,907
Thomas Nelson	$ 14,483,315	$ 1,247,195	$ 27,057,130	$ 42,787,639	$ 15,166,841	$ -	$ 29,585,632	$ 44,752,473	$ 683,526	$ 1,964,834
Tidewater	$ 43,182,885	$ 3,803,996	$ 87,062,216	$ 134,049,098	$ 48,133,716	$ -	$ 80,480,687	$ 128,614,403	$ 4,950,831	$ (5,434,694)
Va. Highlands	$ 5,387,990	$ 454,208	$ 7,101,673	$ 12,943,871	$ 5,693,371	$ -	$ 7,156,510	$ 12,849,881	$ 305,381	$ (93,990)
Va. Western	$ 11,954,729	$ 1,063,962	$ 18,624,311	$ 31,643,002	$ 12,745,774	$ -	$ 17,716,026	$ 30,461,800	$ 791,045	$ (1,181,202)
Wytheville	$ 6,636,948	$ 582,761	$ 9,533,297	$ 16,753,006	$ 7,020,971	$ -	$ 9,087,713	$ 16,108,684	$ 384,023	$ (644,323)
System Office	$ 31,183,609	$ 853,556	$ -	$ 32,037,165	$ 22,749,863	$ -	$ -	$ 22,749,863	$ (8,433,746)	$ (9,287,302)
Central Accts Transfers	$ 1,462,834				$ 568,700					
Total	$ 320,168,197	$ 24,841,136	$ 517,735,408	$ 830,098,298	$ 332,649,495	$ -	$ 519,109,660	$ 828,440,592	$ 12,481,298	$ (1,657,706)

Appendix XVI

TITLE: AUTHORIZING RESOLUTIONS FOR PARTICIPATION IN THE 2012 VCBA POOLED BOND ISSUANCE(S) TO FINANCE COMMUNITY COLLEGE PROJECTS
(Budget and Finance Committee, Action Item III.D.2.b.1-5)

BACKGROUND:

Capital outlay projects such as construction of parking structures, student centers and recreational facilities for which general fund support cannot be used are usually financed with proceeds from 9(d) revenue bonds issued through the Virginia College Building Authority (VCBA) Pooled Bond program.

Currently, there are five projects at the community colleges which will be included in the VCBA 9(d) debt issuance in fall 2012. State Board approval of debt issuance authorization resolutions is required prior to the VCBA issuing the bonds. The projects eligible for the fall 2012 issuance are:

1) John Tyler Community College, Construct Parking Garage, Midlothian Campus
2) Northern Virginia Community College, Construct Parking Garage, Annandale Campus
3) Northern Virginia Community College, Construct Parking Garage, Loudoun Campus
4) Northern Virginia Community College, Construct Parking Garage, Woodbridge Campus
5) Tidewater Community College, Construct Parking Garage, Chesapeake Campus

John Tyler Community College Parking Garage:

In May 2011, John Tyler Community College received capital project approval from the State Board to construct a 350 space parking structure on the Midlothian campus. The new garage will support increased enrollment demands and may utilize design-build or Construction Manager At-Risk procedures to construct the deck contiguous with the Midlothian Campus Phase III Academic Building approved for detailed planning. The business plan for construction is based on a $10 increase in the fall of 2013 to the existing flat $20 per semester per student auxiliary parking fee.

Northern Virginia Community College Parking Garages:

In May 2011, Northern Virginia Community College received capital project approval from the State Board to construct a 1,000 space parking garages at its Loudoun, Woodbridge and Annandale campuses. The new garages would mitigate short parking supply due to increased enrollments and may utilize design-build or Construction Manager At-Risk procedures to expedite construction. The business plan for construction is based on a $30 increase to the flat parking decal fee available to all students, which was approved by the State Board at its May 2012 meeting.

Tidewater Community College, Chesapeake Campus Parking Garage:

In May 2011, Tidewater Community College received capital project approval from the State Board to construct a 1,200 space parking garage at its Chesapeake campus. The new garage would mitigate short parking supply due to increased enrollments and facilities expansion. The business plan for construction was based on the FY 2012 auxiliary parking fee of $4.30 per credit hour.

Appendix XVI Continued

The amounts to be issued for each project are listed on the table below:

Item	Project Code	Title	Amount
C-26.	17942	New Construction: Construct Parking Deck, Midlothian Campus, John Tyler Community College	$6,829,000
C-27.	17923	New Construction: Construct Parking Garage, Annandale Campus, Northern Virginia	$16,912,000
C-28.	17924	New Construction: Construct Parking Garage, Woodbridge Campus, Northern Virginia	$23,467,000
C-31.	17927	New Construction: Construct Parking Garage, Loudoun Campus, Northern Virginia	$16,912,000
C-29.	17925	New Construction: Construct Parking Garage, Chesapeake Campus, Tidewater	$25,893,000

RATIONALE:

These projects meet the requirements of the VCCS Debt Management Policy. The projects will provide a direct benefit to the students at the respective colleges. The projects were part of the VCCS's Six-Year Capital Outlay Plan, and the proposed financing for all of the projects has been approved by the State Board for Community Colleges. The proposed debt issuance matches revenue projections and the term of the debt matches the useful life of the centers. The plan of issuance has been coordinated with the VCCS's capital planning process.

Authorization to include each of the listed projects in Department of Treasury's fall 2012 9(d) revenue bond sale are included in Chapter 3, 2012 Acts of Assembly, Special Session 1, "the Appropriations Act".

The State Board resolution authorizing the issuance of the debt should be adopted prior to approval of the related Pooled Bonds by the VCBA and must be obtained before the bonds are priced for a project to be included in an issuance.

RECOMMENDATION:

It is recommended that the State Board approve the resolutions authorizing participation in the 2012 VCBA 9(d) pooled bond issuances to finance the construction of the referenced parking garages at John Tyler, Northern Virginia and Tidewater Community Colleges.

RESOURCE PERSONS:

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APPENDIX XVII

TITLE: AUTHORIZING RESOLUTION DECLARING THE INTENTION TO REIMBURSE THE COST OF CERTAIN EXPENDITURES FOR COLLEGES PARTICIPATING in the FALL 2012 9-D REVENUE BOND DEBT ISSUANCE (Budget and Finance Committee, Action Item III.D.c.1-5)

BACKGROUND:

At the July 2012 State Board meeting, John Tyler Community College (JTCC), Northern Virginia Community College (NVCC) and Tidewater Community College (TCC) are requesting approval to participate in the 2012 VCBA Pooled Bond Issuance for identified parking garages on their respective campuses. The Virginia Department of Treasury plans to issue bonds to support these projects in fall 2012.

To comply with federal regulations, colleges need to determine if it will need to spend its own funding to cover expenses and reimburse itself from bond proceeds when the proceeds are available. Pursuant to Federal Treasury Regulations Section 1.150-2(c), expenditures may be reimbursed from the bond proceeds if expenses are made on, after, or within 60 days prior to the date of the adoption by the institution's governing board of a resolution authorizing the reimbursement of project costs.

JTCC, NVCC and TCC request Board approval of resolutions to ensure that reimbursements will be available if it becomes necessary for the colleges to spend their own funds on these projects prior to the bond issuance in fall 2012.

RECOMMENDATION:

It is recommended that the State Board approve the resolutions declaring the intention to reimburse the cost of certain expenditures for parking garages to be constructed on the Midlothian campus of John Tyler Community College, the Annandale, Loudoun and Woodbridge campuses of Northern Virginia Community College and the Chesapeake campus of Tidewater Community College.

RESOURCE PERSONS:

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APPENDIX XVIII

TITLE: PROGRESS ON IMPLEMENTING RECOMMENDATIONS OF THE ENVIRONMENTAL SUSTAINABILITY TASK FORCE

BACKGROUND:

This item provides a summary and progress updates on the implementation of the recommendations of the Environmental Sustainability Task Force endorsed by the State Board for Community Colleges at its September, 2009 meeting. Updates were received from the colleges in Spring 2011 and again, in Spring 2012. Attached is an "At A Glance Summary" of the progress made towards the implementation of the goals to which the colleges have committed.

A detailed report of all responses received from the colleges can be found at the Facilities home page on the VCCS website.

Highlights from the colleges' responses for the April 2012 update include:

1. **Environmental sustainability scholars program/Guidelines for modifying courses**
   - Most colleges reported that they encourage faculty to include sustainability content in existing courses.
   - Several colleges have developed a new course(s) and/or a career studies certificate(s) with a focus in sustainability.
   - Several colleges reported that they have secured resources for faculty release time and/or professional development to support curriculum development of sustainability courses.

2. **Annual funding for professional development**
   - Most colleges reported that they are providing resources for professional development opportunities in sustainability, specifically for faculty development.

3. **Gaps between existing college programs and industry needs/ Programs and scholarships to bridge gaps**
   - Several colleges have conducted an analysis to identify gaps in course offerings needed to meet industry needs, which has led to course development and/or program enhancement.
   - Several colleges have taken advantage of grant opportunities for weatherization.
   - Several colleges are actively pursuing grants in support of green jobs.

4. **LEED silver or Green Globes two-globe standards**
   - Several colleges have current construction projects that will conform to either LEED silver or Green Globe two-globe standards, which is in support of the Governor's Executive Order #19.

APPENDIX XVIII Continued

- Several colleges are updating their campus master plans to incorporate sustainable features.

5. **Program for ensuring a healthy learning and work environment**
   - Several colleges have made changes in lighting fixtures, HVAC systems and other similar renovations to improve the interior work environment.
   - A few colleges reported that they participate in the CommonHealth program to promote healthy living.

6. **Preventative Maintenance Program**
   - Several colleges indicated that a Preventative Maintenance Program has been established.
   - Several colleges have completed renovation projects through Schneider Electric's performance contract.
   - A few colleges use the SchoolDude software program to assist with their maintenance program.

7. **Reduce fuel consumption and carbon emissions**
   - A few colleges have expanded their distance learning program in support of reducing commute frequency for students.
   - A few colleges have created designated parking spaces for fuel-efficient vehicles and have included fuel-efficient vehicles in the college fleet.
   - Several colleges have provided bike racks and improved access to/incentives for mass transit.

8. **Sustainability committee**
   - Most of the colleges have established sustainability committees with varying degrees of participation.
   - Many colleges have developed a "green page" to inform, promote and/or generate awareness of sustainability initiatives.

9. **Procurement practices**
   - A few colleges have incorporated sustainability criteria into requests for proposals to procure goods and services.
   - A few colleges indicated the current practice of purchasing recycled materials (i.e. paper).

10. **Information technologies**
    - Most colleges reported their use of virtual servers and SharePoint sites.
    - Several colleges use document imaging and electronic signatures to reduce the amount of paper used.
    - A few colleges have made changes to current printing practices (i.e. double-sided, management systems, etc.).

APPENDIX XVIII Continued

11. Community leaders/ Integrated sustainability program

- Most colleges reported that they are working with localities and community and industry leaders to obtain support for sustainable practices.

ACTION:

No action is required.

RESPONSIBLE INDIVIDUALS:

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APPENDIX XIX

TITLE: POLICY MANUAL UPDATES FOR NEW FACULTY ROLES AND SALARY SCALES (Personnel Committee, Action Item III.E.2.a)

BACKGROUND:

The State Board for Community Colleges approved the establishment of three new faculty roles at its March 2012 meeting. Due to the innovative nature of the new associate instructor role, there are dozens of policy manual changes that are necessary. The changes include adding the associate instructor title to appropriate sections, creating a new section explaining the new role, and reformatting numerous sections to better clarify the new role in comparison to other faculty positions. To a much lesser extent, there are edits and inclusions that are necessary for the two other faculty roles that were approved—10-month teaching faculty, and the part-time 9-month Teaching Faculty as well. Thus, there are an extensive number of administrative changes that need to be made.

Further, the salary scales for teaching, administrative, professional and adjunct faculty and presidential positions are included in the VCCS policy manual. This requires frequent updates to a governing document. To make salary scales more accessible to audiences internally and externally, and to reduce the number of changes that are necessary, it would be prudent to keep the guiding policies related to compensation in the policy manual and separately publish the actual annual salary scales on the VCCS and College websites, or, in other locations as necessary.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges delegate the authority to update the VCCS policy manual to the Chancellor to make appropriate changes that include and incorporates the three new faculty roles consistent with the State Board's approval of these positions. It is further recommended that the State Board approve removing salary scales from the policy manual and publishing the scales on the VCCS website and in other appropriate places.

RATIONALE:

The number of editorial changes to update the VCCS policy manual is extensive and this task is administrative in nature and does not require a governance review.

RESOURCE PERSON:

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