

## **STATE BOARD FOR COMMUNITY COLLEGES**

**MEETING NO. 293**  
**September 20, 2007**

James Monroe Building  
Godwin-Hamel Board Room  
Richmond, Virginia  
9:00 a.m.

The State Board for Community Colleges convened at 9:00 a.m. on September 20, 2007, in the Godwin-Hamel Board Room, on the 15<sup>th</sup> Floor of the James Monroe Building, 101 North 14<sup>th</sup> Street, Richmond, Virginia.

Members Present:            Mr. Mark R. Graham, Chair  
                                     Mr. Robert W. Shinn, Vice Chair  
                                     Ms. Shahnaz Ahmed  
                                     Mrs. Megan Beyer  
                                     Mr. Hank W. Chao  
                                     Mr. Gary C. Hancock  
                                     Dr. Barbara A. Johnsen  
                                     Ms. Adele Johnson  
                                     Ms. Connie R. Kincheloe  
                                     Mr. Chris A. Lumsden  
                                     Mr. Nathaniel X. Marshall  
                                     Mr. Jeffery K. Mitchell  
                                     Mr. R. Michael Mohler  
                                     Mr. Michael Petters  
                                     Mr. Alan G. Toxopeus

Staff Present:                Mr. Peter Blake  
                                     Mr. John Brilliant  
                                     Mr. Tom Cantone  
                                     Ms. Pam Currey  
                                     Dr. Glenn DuBois  
                                     Dr. Inez Farrell  
                                     Dr. Jennifer Gentry  
                                     Dr. Marcia Harrington  
                                     Mr. Craig Herndon  
                                     Mr. Trenton Hightower  
                                     Ms. Sharon Hutcheson  
                                     Ms. Wendy Kang  
                                     Mr. Jeff Kraus  
                                     Mr. Pete Landergan  
                                     Dr. Christopher Lee  
                                     Dr. Neil Matkin  
                                     Mrs. Marlene Mondziel  
                                     Ms. Nan Ottenritter

Staff Present: Ms. Karen Petersen  
Dr. Gretchen Schmidt  
Dr. Monty Sullivan  
Mr. Ed Watson  
Ms. Rita Woltz  
Dr. Susan Wood

Others Present: Mr. Everett Jordan, Northrop Grumman Newport News  
Dr. J. Mark Estepp, SWVCC President  
Mrs. Trish Estepp  
Dr. Necmi Mutlu, Virginia International University

I. OPENING

A. Call to Order

Mr. Mark Graham, Chair, called the meeting to order.

B. Roll Call

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

C. Introduction of New Board Member: Mr. Hank W. Chao

Mr. Graham welcomed new State Board member, Mr. Hank Chao. Mr. Chao is a project manager for Verizon Business. No stranger to the community colleges, he was president of the Chinese Students organization while a student at Northern Virginia Community College.

D. Minutes – Meeting No. 292, July 19, 2007

**A motion was made by Ms. Ahmed and seconded by Mr. Shinn that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE JULY 2007 MEETING AS SUBMITTED."**

**The motion carried.**

E. Public Comment

There was no public comment.

F. Education – “Interim Report on Recommendations: From the Chancellor’s Task Force on Nursing Education” – Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research

Mr. Graham asked Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research, to present the education portion of the meeting. Dr. Sullivan stated that in 2005 the Chancellor appointed a task force to look into how the community colleges could increase the number of new nurses. After public forums held throughout the Commonwealth, a report containing several recommendations was published. This report was to provide a progress report on the implementation of the recommendations.

First Dr. Sullivan provided a quick overview. He noted that the VCCS provides a significant number of nurses. Focusing on resources, the VCCS received \$1.5 million in funding to increase capacity at Northern Virginia Community College (NVCC) and the University of Virginia (UVA). He further noted that since 2002-03 there has been a 52% increase in the number of nursing graduates.

The Commonwealth Nursing Program began offering academic courses delivered online. Clinical training was provided locally. There are four colleges participating with one more to be added shortly. The adoption of common criteria for admission was a key issue and will be fully implemented by the VCCS in 2009.

The Virginia Hospital and Health Care Association (VHHA) has been an active partner with the VCCS by providing scholarship funds and baseline data collection to measure retention and turnover rates of nurses. Implementation of the Annual Registered Nursing Report including projections data will provide further information to the VCCS.

The recommendation of including clinical experience early in the nursing curriculum will provide a more complete understanding of the work environment to the students. The adoption of universally-acceptable general education courses is an important part of the common admission criteria.

Dr. Sullivan stated that most of the students who drop out of the nursing programs do so because of social/family issues. Many of the students who decide that nursing is not for them do continue their education in another academic area.

Mr. Lumsden commended the Chancellor and Dr. Sullivan for their work on this effort. He was very impressed by the follow through and believes it is having a favorable impact on nursing in the Commonwealth.

Mr. Graham thanked Mr. Lumsden who chaired the task force.

G. Reports from Campus Liaisons – Ms. Adele Johnson

Ms. Johnson stated that she was very pleased to be assigned as liaison to J. Sargeant Reynolds Community College (JSRCC). Her connection goes back many years. JSRCC is the City of Richmond's community college, the youngest and the third largest. Dr. Gary Rhodes, President, likes to call the four campuses the urban, the suburban, the country, and the online campuses. The urban campus is located near the Biotech Park in downtown Richmond. The suburban campus on Parham Road has more of the traditional students. The country campus in Goochland County offers horticulture and automotive technology programs. The online campus is just that - online. It is hoped that an Eastern Henrico County campus is in its future. JSRCC focuses on student engagement with a number of student clubs and study abroad programs offered. The Middle College, for those 18-24 year old high school dropouts, attracts more students than it can accommodate and is highly successful. Ms. Johnson said that she was excited about the future of JSRCC and of Dr. Rhodes' leadership.

II. CHANCELLOR'S REPORT

A. Introduction of Dr. J. Mark Estep, New President of Southwest Virginia Community College

The Chancellor introduced Dr. J. Mark Estep who has been President of Southwest Virginia Community College (SWVCC) since July. Dr. Estep comes to the VCCS from a university background. Dr. Estep was here with his wife, Trish.

B. Introduction of Dr. Necmi Mutlu, Virginia International University

The Chancellor introduced Dr. Mutlu from the Virginia International University. Dr. Mutlu, along with Ms. Ahmed, was instrumental in organizing a VCCS delegation to visit Turkey this summer. He noted that Turkey is a nation of young people eagerly pursuing higher education with over 1.7 million seeking admission to a system with a capacity of 200,000. Dr. DuBois noted that the Turks will be an economic engine in the Asian/European economies.

Ms. Ahmed reported that Turkey was a magical country with beautiful and generous people, the meeting of the East and the West at its best.

Dr. Mutlu thanked the Chancellor. The relationship between the United States and Turkey was a good one. The goal of the trip was to provide an insight into the Turkish fabric of life. He recounted how in 1999 Turkey experienced a devastating earthquake. Virginia rescue personnel arrived on the scene to provide help and after the task was completed, they left their equipment there to benefit the Turks. He thanked the Chancellor and Ms. Ahmed for the opportunity to speak to the State Board.

C. Chancellor's Report on 2007-2008 Goals

The Chancellor stated that an update on his progress in meeting the 2007-2008 goals was provided.

D. Summary of the Commonwealth's Budget Situation and Impact on VCCS

The Chancellor reported that the VCCS was successful in persuading the Governor to approve the return of the \$29 million carryforward.

Because of the revenue shortfall, the Chancellor stated that the Governor and the Department of Planning and Budget requested that the VCCS prepare five percent budget reduction plans. The five percent reduction totals approximately \$19.6 million for the VCCS. The impact will result in not filling positions and other economies determined by the colleges. The plans have been submitted. Expecting the revenue shortfall to continue, the VCCS was advised to incorporate the reduction into future year's budget plans.

E. Virginia Community Colleges Association Annual Meeting, October 25-27, 2007 at the Omni Hotel in Richmond, VA

The Chancellor reported that the Virginia Community Colleges Association annual meeting will be held in October in Richmond. This is a professional development venue for classified staff primarily.

F. VCCS Student Leadership Conference, November 2-4, 2007, Marriott Newport News, Newport News, Virginia

The Chancellor reported that the Student Leadership Conference will be held in November in Newport News. It is a venue where the best VCCS students are brought together for leadership training. Thanks to Mr. Petters, Northrop Grumman is supporting the event.

G. State Board Annual Meeting, November 13-14, 2007, Portsmouth, VA

This year the Annual Meeting of the State Board will be held in Portsmouth, Virginia, at the Renaissance Hotel. It is where the members of the State Board, the college presidents, and the local college board members meet together.

H. Workforce Development Services

The Chancellor reported that he, along with the Vice Chancellor for Workforce Development Services, Mr. Peter Blake, took part in discussions with the Governor's staff as to how the VCCS can take a stronger role in Workforce Development. The

Chancellor believes that the Governor will announce that, under the Workforce Investment Act (WIA), the VCCS will be named its fiscal agent. The WIA brings federal funds to Virginia. Also under this will be a larger involvement with the One-stop Shops across the state. Positions under the Governor's senior workforce advisory office will move to the VCCS; these are mostly federally funded positions. Through these changes, the VCCS is being asked to help mobilize resources to strengthen workforce development in the Commonwealth. The Chancellor noted that another keen interest of the Governor is the VCCS Middle College and Career Coaches programs.

### III. COMMITTEE REPORTS

#### A. Academic, Student Affairs and Workforce Development Committee – Gary C. Hancock, Chair, reported.

##### 1. Minutes – Meeting of July 18, 2007

The Committee approved the minutes of the July 2007 meeting.

##### 2. Action Items

###### a. Program Approvals (new to system)

(1) Danville Community College  
Certificate in Summer Air Conditioning

(2) Danville Community College  
Certificate in Winter Air Conditioning (Heating)

Mr. Hancock reported that Danville Community College (DCC) requested approval to establish certificates in both summer and winter air conditioning. These are the first of their kind in the VCCS. The programs are designed to meet short-term training needs of students who can attend full-time and complete the program in one year. The Committee recommended approval. (See Appendix I.)

**A motion was made by Mr. Hancock and seconded by Ms. Ahmed that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST OF DANVILLE COMMUNITY COLLEGE TO OFFER A CERTIFICATE IN SUMMER AIR CONDITIONING AND REFRIGERATION AND A CERTIFICATE IN WINTER AIR CONDITIONING AS PROPOSED.”**

**The motion carried.**

b. Program Discontinuances

- (1) Virginia Highlands Community College  
Associate of Applied Science in Computer and Electronics  
Technology
- (2) Virginia Highlands Community College  
Associate of Applied Science in General Engineering  
Technology

Mr. Hancock reported that Virginia Highlands Community College (VHCC) proposed discontinuing their programs in computer and electronics technology and general engineering technology due to low enrollments. Students currently enrolled will be allowed to complete their degrees. The Committee recommended approval. (See Appendix II.)

**A motion was made by Mr. Hancock and seconded by Mr. Marshall that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST OF VIRGINIA HIGHLANDS COMMUNITY COLLEGE TO DISCONTINUE ITS ASSOCIATE OF APPLIED SCIENCE IN COMPUTER AND ELECTRONICS TECHNOLOGY AND ITS ASSOCIATE OF APPLIED SCIENCE IN GENERAL ENGINEERING TECHNOLOGY AS PROPOSED.”**

**The motion carried.**

- c. Approval to Submit the Six-Year Academic Plan to SCHEV  
According to State Requirements

Mr. Hancock asked Dr. Sullivan to provide the report on this item. Dr. Sullivan noted that the State Council of Higher Education for Virginia (SCHEV) requests a six-year academic plan be submitted by October 1 as required by the Higher Education Restructuring Act. An update to the plan is required every two years according to the template provided by SCHEV. A draft plan was presented for consideration. The Academic Plan goes hand in hand with the Financial Plan that will be presented under the Budget and Finance Committee report.

Included in the goals are transfer rates, affordability issues and others. Mr. Hancock commended the staff for its work on the plan. The Committee recommended approval. (See Appendix III.)

**A motion was made by Mr. Hancock and seconded by Ms. Johnson that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE ACADEMIC SIX-YEAR PLAN FOR SUBMISSION AS REQUIRED BY THE STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA.”**

**The motion carried.**

3. Information Items

a. Education Theme - Transfer Website

Dr. Sullivan reported that transfer agreements are dynamic and under revision all the time. The Transfer brochure was developed to better reach students and let them know of transfer opportunities. He also noted that each president has a goal to develop marketing plans for the transfer agreements.

VCCS enrollment growth is in younger students who access information online. As directed by the State Board, the Institutional Advancement staff has designed a transfer wheel website for use by our students and our internal counselors. Mr. Jeff Kraus, Assistant Vice Chancellor for Public Relations, demonstrated the transfer wheel website. Dr. Sullivan noted that built into the process are procedures for quickly notifying colleges and students of any changes.

b. Program Approval (Approved by the Chancellor)

(1) Eastern Shore Community College  
Certificate in General Education

(2) Wytheville Community College  
New Technical Studies Plan of Study – Industrial Technology

Mr. Hancock noted that program approvals by the Chancellor at Eastern Shore and Wytheville community colleges were provided for information. No Board action is required.

c. Program Discontinuances (Approved by the Chancellor)

(1) Virginia Highlands Community College  
Certificate in Corrections

Mr. Hancock stated that a program discontinuance by the Chancellor at Virginia Highlands Community College was noted for information. No Board action is required.

d. VCCS Enrollment and Award Projections  
Approved by the State Council

Dr. Sullivan noted that in response to a SCHEV requirement, the VCCS developed enrollment and award projections for the System as a whole. He stated that enrollment projections were difficult since the VCCS accepts all who seek admission. A series of projections were developed for the 2007-2014 timeframe. He noted the enrollment projections were just approved by SCHEV at its meeting last week. The projections were provided as information and will be used as a planning tool. The annual FTE drives our operating budget and the annual on-campus FTEs drive our capital budget.

B. Audit Committee – Shahnaz M. Ahmed, Chair, reported.

1. Minutes - Meeting of July 18, 2007

The Committee approved the minutes of the July 2007 meeting.

2. Action Item

There were no action items.

3. Information Items

a. Auditor of Public Accounts Report on Audit for the Year Ended June 30, 2006

Ms. Ahmed reported that Mr. Walter Kucharski, the State Auditor, met with the members of the Audit Committee. He stated that the APA has issued an unqualified opinion on the VCCS financial statements. He noted that there were no material internal control or compliance issues; however, there were some reportable issues that have been identified in the report. Mr. Kucharski reviewed each reportable issue with the Audit Committee, and stated that he was happy with the progress on the resolution of these issues. He noted that the reportable issues would have no effect on decentralization and management standards. He also noted that there were two repeat issues; the *Retain Required Documentation for Small Purchase Charge Cards* issue at TNCC, and the *Ensure Capital Asset Inventory Records are Accurate* issue at CVCC.

Because of the new Statement on Auditing Standards Number 114, the State Board should identify an individual that the Auditor of Public Accounts could contact for independent communication. The APA recommended that it would be useful if this person was the Chairman.

b. Litigation

Ms. Ahmed reported that litigation was discussed with System Counsel.

At this time, the Chair called a ten-minute recess.

C. Facilities Committee – Robert W. “Rob” Shinn, Chair, reported.

1. Minutes – July 18, 2007

The Committee approved the minutes of the July 2007 meeting.

2. Action Items

***Consent Items:***

- a. Northern Virginia Community College  
Alexandria Campus  
Construct New Storage Building  
Demolition of Existing Storage Shed (FAACS #BT20)  
Schematic Drawing Review

Mr. Shinn reported that Northern Virginia Community College (NVCC) requested approval to construct a single-story pre-engineered metal storage building on its Alexandria Campus. The existing shed will be razed in conjunction with the project. The Committee recommended approval. (See Appendix IV.)

- b. Germanna Community College  
Culpeper Workforce Development and Advanced  
Technology Center  
Deeds of Easement to Terremark Worldwide, Inc. and  
Culpeper County, Virginia

Mr. Shinn reported that in November 2005 the State Board approved granting water and sewer easements to SLC, Inc., the adjacent landowner to the Culpeper Workforce Development and Advanced Technology Center, Germanna Community College (GCC). The approved easements were never finalized and the property sold. Now the new owner, NAP of the Capital Region, LLC, requests that GCC convey to it and to Culpeper County certain easements to assist its affiliate Terremark in its proposed development. The Committee recommended approval. (See Appendix V.)

**A motion was made by Mr. Shinn and seconded by Mrs. Kincheloe that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS FOR THE NEW STORAGE BUILDING AS SUBMITTED AND IT IS ALSO RECOMMENDED THAT THE STATE BOARD APPROVES THE PLANNED DEMOLITION OF THE EXISTING STORAGE SHED;**

**ALSO, THAT CONTINGENT UPON APPROVAL OF THE GERMANNA COMMUNITY COLLEGE LOCAL ADVISORY BOARD, IT IS RECOMMENDED THAT THE STATE BOARD FOR COMMUNITY COLLEGES APPROVE AND RECOMMEND THE CONVEYANCE OF THESE EASEMENTS TO AN AFFILIATE OF TERREMARK WORLDWIDE, INC. AND THE COUNTY OF CULPEPER. FOLLOWING APPROVAL BY THE STATE BOARD FOR COMMUNITY COLLEGES AND PRIOR TO EXECUTION, THE EASEMENTS WILL BE SUBMITTED FOR APPROVAL AS TO FORM TO THE OFFICE OF THE ATTORNEY GENERAL OF VIRGINIA, AND NEGOTIATED BY THE VCCS FACILITIES MANAGEMENT SERVICES STAFF.”**

**The motion carried.**

*Discussion Items:*

- c. Central Virginia Community College  
Renovate Learning Resources Center  
Schematic Drawing Review

Mr. Shinn reported that during the 2006 session of the General Assembly general funds were appropriated for the design and renovation of the Learning Resource Center at Central Virginia Community College (CVCC). This is a complete renovation of the learning resource center, a two-story, 24,521 gross square feet building. The Committee recommended approval of the schematic drawings. (See Appendix VI.)

**A motion was made by Mr. Shinn and seconded by Mr. Marshall that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS, AS SUBMITTED, CONTINGENT UPON APPROVAL BY THE CENTRAL VIRGINIA COMMUNITY COLLEGE LOCAL ADVISORY BOARD.”**

**The motion carried.**

- d. Northern Virginia Community College  
Annandale Campus - Phase VI  
Schematic Drawing Review

Mr. Shinn reported that during the 2006 session of the General Assembly general funds were appropriated for the design and renovation of the Phase VI of the Annandale Campus of Northern Virginia Community College (NVCC). The project will be constructed using the Construction Management (CM) method of procurement. The project provides for the construction of a three-story,

90,000 gross square feet building. It will provide for the consolidation of all of student services on the campus in one building. The Committee recommended approval of the schematic drawings. (See Appendix VII.)

**A motion was made by Mr. Shinn and seconded by Mr. Mohler that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS OF THE PHASE VI PROJECT, NORTHERN VIRGINIA COMMUNITY COLLEGE, ANNANDALE CAMPUS, AS SUBMITTED.”**

**The motion carried.**

- e. John Tyler Community College  
Midlothian Campus  
Phase II Building  
Schematic Drawing Review

Mr. Shinn reported that during the 2006 session of the General Assembly funds were appropriated for the design and construction of the Midlothian Phase II Building project on the Midlothian Campus of John Tyler Community College (JTCC). The proposed facility is a three-story academic building of approximately 60,000 gross square feet. JTCC is experiencing 8 to 10% growth. The Committee recommended approval of the schematic drawings. (See Appendix VIII.)

**A motion was made by Mr. Shinn and seconded by Dr. Johnsen that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS OF THE PHASE II BUILDING ON THE MIDLOTHIAN CAMPUS OF JOHN TYLER COMMUNITY COLLEGE, AS SUBMITTED.”**

**The motion carried.**

- f. Rappahannock Community College  
Glenns and Warsaw Campuses  
Master Plan Update

Mr. Shinn reported that the current master plan at Rappahannock Community College (RCC) was developed in 1994 and is no longer applicable due to enrollment projections and educational programs. Additionally, an up-to-date master plan is part of the SACS requirement. RCC requests approval of its master plan update. The Committee recommended approval. (See Appendix IX.)

**A motion was made by Mr. Shinn and seconded by Mr. Mitchell that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE UPDATED MASTER PLAN OF RAPPAHANNOCK COMMUNITY COLLEGE, AS SUBMITTED.”**

**The motion carried.**

- g. J. Sargeant Reynolds Community College  
Workforce Training and Technology Center  
Schematic Design Review

Mr. Shinn reported that the 2002 General Assembly authorized funding for the construction of a Workforce Training and Technology Center at the Parham Road Campus of J. Sargeant Reynolds Community College (JSRCC). In 2005 an addition to the scope of this project was authorized by the General Assembly. JSRCC requests approval of the schematic designs. The Committee recommended approval. (See Appendix X.)

**A motion was made by Mr. Shinn and seconded by Ms. Johnson that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DESIGN OF THE WORKFORCE TRAINING AND TECHNOLOGY CENTER AT J. SARGEANT REYNOLDS COMMUNITY COLLEGE, AS SUBMITTED.”**

**The motion carried.**

- h. Tidewater Community College  
Phase I Regional Health Professions Center  
Schematic Design Review

Mr. Shinn reported that Tidewater Community College (TCC) requested approval of the schematic design of its Phase I Regional Health Professions Center on its Virginia Beach Campus. Funds were appropriated for the project by the 2006 General Assembly. The Center will consolidate TCC’s health professions programs in one location with state-of-the-art classrooms and will enhance its ability to respond to increasing health care workforce shortages in the region and in the Commonwealth. The Committee recommended approval. (See Appendix XI.)

**A motion was made by Mr. Shinn and seconded by Mr. Hancock that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DESIGN OF THE PHASE I REGIONAL HEALTH PROFESSIONS CENTER AT THE VIRGINIA BEACH CAMPUS OF TIDEWATER COMMUNITY COLLEGE, AS SUBMITTED.”**

**The motion carried.**

- i. Tidewater Community College  
Blackwater Building Renovations  
Schematic Design Review

Mr. Shinn reported that Tidewater Community College requests approval of the schematic design for the Blackwater Building Renovations project on its Virginia Beach Campus. The 2002 General Obligation Bond package provided funding for the project. The relocation of the science curriculum to the new science building in fall 2007 will allow the Blackwater Building renovations to convert the space into modern classrooms. The Committee recommended approval. (See Appendix XII.)

**A motion was made by Mr. Shinn and seconded by Mr. Toxopeus that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DESIGN OF THE BLACKWATER BUILDING RENOVATION ON THE VIRGINIA BEACH CAMPUS OF TIDEWATER COMMUNITY COLLEGE AS SUBMITTED.”**

**The motion carried.**

- j. Virginia Community College System  
Level One Delegated Authority Policies

Mr. Shinn reported that the State Board approved its Policy Manual for Alternative Methods of Procurement for Construction at the November 2006 meeting. Under the Higher Education Restructuring Act, higher education institutions were permitted to utilize a fixed price, design-build or construction management contract as a method of procurement. The Director of the Department of General Services suggested that the State Board make changes to the *Policy Manual* related to publication in eVA and to SWaM participation by vendors. After staff review, it was determined that the *Policy Manual* lacked appropriate language to authorize the Chancellor to make technical changes to the *Policy Manual* to conform to state policies and procedures. Therefore, suggested textual amendments to the *Policy Manual* are recommended by the Committee. (See Appendix XIII.)

**A motion was made by Mr. Shinn and seconded by Ms. Beyer that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE THREE TEXTUAL AMENDMENTS TO THE *POLICY MANUAL* AS PROPOSED AND THAT THE STATE BOARD AUTHORIZES THE CHANCELLOR TO HEREINAFTER UPDATE THE *POLICY MANUAL* AND THE POLICIES AND PROCEDURES THEREIN AS REQUIRED BY CHANGES TO STATE POLICIES AND PROCEDURES.”**

**The motion carried.**

- k. Southwest Virginia Community College  
Maintenance Building (PC 260-16841-10)  
Contract Award

Mr. Shinn reported that in September 2007 three bids were received for the new maintenance building at Southwest Virginia Community College (SWVCC). He noted that this item was added to the agenda to enable SWVCC to move forward with the project if approved. The apparent low bid exceeded the projected construction budget by more than 10% and as such requires State Board approval. The budget overrun is attributable to unanticipated site development costs, including additional soil to level the site, utility relocation, and the installation of a storm water retention system. Since all three bids received are within two percent of each other, it is recommended that the contract be awarded to the apparent low bidder providing that SWVCC's local college board approves the additional funding required. The Committee recommends approval. (See Appendix XIV.)

**A motion was made by Mr. Shinn and seconded by Mr. Mitchell that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE AWARD OF A CONSTRUCTION CONTRACT IN THE AMOUNT OF \$1,092,200 TO J. A. STREET & ASSOCIATES FOR CONSTRUCTION OF A MAINTENANCE BUILDING AT SOUTHWEST VIRGINIA COMMUNITY COLLEGE. THE APPROVAL IS CONTINGENT UPON THE REQUIRED LOCAL FUNDING OF \$447,209 BEING PROVIDED BY THE LOCAL ADVISORY BOARD TO SOUTHWEST VIRGINIA COMMUNITY COLLEGE.”**

**The motion carried.**

- 3. Information Items
  - a. Virginia Community College System  
Capital Outlay Performance Standards

Mr. Shinn noted that this item is provided for information only, no action is required. Under the Restructuring Act, higher education institutions must now meet a management standard in that all capital projects having a budget over \$1 million are completed within budget as originally approved or as set out in the Appropriations Act. Clarification is provided that the new management standard will be measured against all projects already active as well as those completed in calendar year 2007.

- b. Virginia Community College System  
SWaM Reporting

Mr. Shinn stated that a list of SWaM reporting is provided at the request of the Facilities Committee.

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

Mr. Shinn noted that the status report on Capital Outlay projects is provided.

Additionally, Mr. Shinn stated that, with so many buildings coming online, the VCCS needs a policy for standardizing the naming of its new buildings. If any members of the State Board had any thoughts on this subject, they could convey them either to him or the Chancellor. It is anticipated that a report will be made at the November meeting.

D. Budget and Finance Committee – Megan Beyer, Chair

- 1. Minutes - Meeting of July 18, 2007

The Committee approved the minutes of the July 2007 meeting.

Mrs. Beyer reported that she was pleased to announce that the VCCS did receive its carryforward funds.

- 2. Action Items

- a. Endorsement of Budget Priorities

Mrs. Beyer asked Ms. Pam Currey, Associate Vice Chancellor for Budget and Planning, to present the budget priorities item. Ms. Currey stated that the budget reduction plans are *Governor's Confidential Working Papers* and as such may not be discussed publicly. The plans were developed with the understanding that the cuts would continue into subsequent years and to not use one-time spending strategies. When the VCCS received notice to submit the reduction plans, the turnaround time was very short. She did note that staff expects the plans to be accepted. While Ms. Currey stated that the VCCS was fortunate to receive its carryforward funds, the strategies for the budget cuts would be to not fill positions, increase class sizes, and eliminate classes with low enrollments at an earlier point than we currently do.

Because the resources necessary to run the occupational and technical programs are so much greater than for the general education programs, some of the budget cuts would hit those areas very hard. As an example of how resource-intensive the health programs are, in 2007 nursing student FTEs represented 6.29 percent of total enrollment while consuming 9.41 percent of full-time faculty. Health technology students were 8.98 percent of total enrollment and 14.13 percent of VCCS full-time faculty. These are very expensive programs to run.

Mrs. Beyer provided the timeline for further budget development and tuition discussion. She noted that base budget calculations will be provided by the Department of Planning and Budget (DPB) on October 1. This is not the same as base budget adequacy funding calculations. DPB will allow agencies and institutions to submit 2008-10 budget decision packages in late October. It is anticipated that there will be no significant new spending this year. The Governor will present his budget recommendations on December 17. The General Assembly is in session from January 9 until March 8, 2008. The State Board will consider tuition rates for the 2008-09 academic year at the March 2008 meeting.

The Committee recommends approval of the following budget decision packages (See Appendix XV.):

- Base Budget Adequacy – request general funds to support continued progress toward funding of Base Budget Adequacy guideline amount as calculated and supported by the State Council of Higher Education;
- Security – request \$8.2 million over the biennium (\$5.5 million in the first year and \$2.7 million the second, estimate reduced from the agenda book);
- Operating support for buildings coming on-line – a total of 30 new buildings are scheduled to come on-line in the 2008-10 biennium. The incremental cost of operating those buildings is \$6.1 million the first year and \$10.6 million the second;
- Capital Outlay – State Board previously approved submission of the six-year capital outlay plan. In August VCCS received approval to submit detailed proposals for nine projects totaling more than \$200 million;
- Faculty and Staff Salary Increases – request support for the continued progress of teaching faculty salaries towards the 60<sup>th</sup> percentile of national peers as calculated and supported by SCHEV. SCHEV has projected that it would take salary increases of 8.6 percent each year of the new biennium to reach that goal by FY 2009-10, or 5.9 percent each year to reach the goal by 2011-12;
- Workforce Development program increases – request general funds to sustain, improve, and expand Middle College, Career Coach, Adult Education, and Non-Credit instruction programs. The Committee anticipates that this additional funding request would not exceed \$7.0 million annually for 2008-10;

- Student Financial Aid – support continued progress toward funding financial aid guideline amounts as calculated and supported by the State Council of Higher Education, \$9.2 million additional for 2008-09, \$18.4 million additional for 2009-10;
- Transfer Scholarship funding – request general funds to support the Community College Transfer Scholarship program in the 2008-10 biennium (\$2.2 million the first year and \$4.5 million the second);
- Scholarship/Foundation Funding Match – request general funds to support the proposed Scholarship/Foundation Funding Match (up to \$5.0 million general funds per year);
- Produced in Virginia Engineering Collaborative with the University of Virginia – request general funds to support the proposed Produced in Virginia Engineering Collaborative. This is a new initiative developed by the University of Virginia, originally in conjunction with Central Virginia Community College. They seek to expand and replicate this model to other colleges across the Commonwealth.

**A motion was made by Mrs. Beyer and seconded by Mr. Toxopeus that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES ENDORSES THE BUDGET DECISION PACKAGES AS SUBMITTED.”**

**The motion carried.**

- b. Approval to Submit the Six-Year Financial Plan to SCHEV  
According to State Requirements

Mrs. Beyer reported that, like the Academic Six Year Plan approved earlier, the State Board is required to update the Six Year Financial Plan every two years. She noted that the VCCS enrollments had grown by 3.9 percent this past year and it was projected by SCHEV that the VCCS would experience about three percent growth per year through the next biennium, the equivalent of 10,000 new students. She stated that, since the VCCS is not fully funded now and with the budget cuts in the current year, the resulting funding level would be below 85 percent.

Ms. Currey stated that two scenarios were requested by SCHEV, a best case and a worst case scenario. The general fund calculations determine the appropriate level of state support based on the state/student cost sharing formula. When the

out-of-state student enrollment is factored in, the overall fund split is 60 percent general funds and 40 percent student tuition. The financial plan model is loaded with formulas and data by SCHEV.

Staff ran a variety of scenarios to see the implications of the various funding and spending alternatives on tuition levels. As part of the plan, it is also necessary to indicate how additional revenues will be spent. It is unlikely that full state funding will be appropriated. It is also unlikely that student tuition would be increased to make up the unfunded general fund requirements. A 16.5 percent increase would be required in each of the next six years to fully fund the guidelines with no increase in state funding. Mrs. Beyer noted that the Committee discussed the item at length and recommended that, although the Budget and Finance Committee was not in favor of unnecessary tuition increases, it recommends approval of submission of the required financial plans with caveats. (See Appendix XVI.)

**A motion was made by Mrs. Beyer and seconded by Mr. Mitchell that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES ENDORSES AN ESTIMATED INCREASE OF NOT MORE THAN SEVEN PERCENT IN THE SIX YEAR PLAN SHOULD THE STATE’S SHARE OF FULL FUNDING OF THE BASE BUDGET ADEQUACY GUIDELINES BE PROVIDED IN THE NEXT SIX YEARS.”**

After discussion by the State Board members, the motion was amended to:

**“Staff be authorized to submit the requisite Six-Year Financial Plans to the State Council of Higher Education by October 1, 2007, incorporating the following:**

**It is the sense of the State Board for Community Colleges that increasingly the State is either passing on the burden of the cost of education to students and their families or is putting the Community Colleges in a position to be unable to have access to the resources that the base budget adequacy guidelines indicate are needed. In reviewing the various six-year financial plan scenarios it is apparent to the Board that there is a limit to the amount of tuition Virginia Community College students and their families can bear, particularly given the mission of the VCCS to improve participation of underserved populations – first generation college-going, minority, low-income – in higher education. In considering the worst case scenario assumptions with the six year plan, absent new general fund dollars, the VCCS is faced with either double digit tuition increases or significant reductions in the quality or quantity of educational opportunities. Either of these prospects could prove potentially devastating to our students and contrary to the continued health of the community college system. The State Board finds neither prospect to be in keeping with the mission of the VCCS.**

**As part of its strategic plan, the Board has committed to keeping tuition affordable. The Board recognizes the consequences of this strategy in years when insufficient state funds are appropriated, such consequences including: the inability to develop and implement new curriculum in high demand areas that would further the economic vitality of the Commonwealth; an inability to provide adequate staffing and support services to improve graduation and retention rates of our students; the inability to attract and retain the faculty necessary to serve enrollments, meet workforce demands, and implement new programs.**

**The Board urges the Governor and General Assembly to recognize the currently unmet and future funding needs of the Virginia Community College System in their funding deliberations and to recognize that failure to provide adequate funds cannot be made-up by student tuition and will result in an inability to sustain a vibrant community college system that meets the needs of the Commonwealth and its citizens.”**

**The motion carried.**

Mrs. Beyer reported that the Committee proposed an additional recommendation for the State Board’s consideration and that is for approval to hold a special work session of the Budget and Finance Committee to discuss possible sources of alternative revenues. All members of the State Board would be invited to attend.

**A motion was made by Mrs. Beyer and seconded by Mr. Mitchell that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THAT A SPECIAL WORK SESSION OF THE BUDGET AND FINANCE COMMITTEE BE CALLED TO DISCUSS ALTERNATE REVENUE SOURCES.”**

**The motion carried.**

- c. Approval of JSRCC Parham Road Campus Workforce Training and Technology Center Bond Resolution

Mrs. Beyer reported that approval of a bond authorization resolution on behalf of J. Sargeant Reynolds Community College was sought for the construction of the Workforce Training and Technology Center on the Parham Road Campus. This is a requirement of the Treasury Board. The Committee recommended approval. (See Appendix XVII.)

**A motion was made by Mrs. Beyer and seconded by Ms. Johnson that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE BOND AUTHORIZING RESOLUTION FOR THE J. SARGEANT REYNOLDS COMMUNITY COLLEGE WORKFORCE TRAINING AND TECHNOLOGY CENTER, SUBJECT TO FINAL APPROVAL OF THE SCHEMATIC DESIGN.”**

**The motion carried.**

3. Information Items

There were no information items.

E. Personnel Committee – Nathaniel Xavier Marshall, Chair, reported.

1. Minutes—Meeting of July 18, 2007

The Committee approved the minutes of the July 2007 meeting.

2. Action Item

a. Equal Opportunity Policy Revision

Mr. Marshall reported that it was necessary to update the Equal Opportunity statement in the *VCCS Policy Manual* to bring it in line with the Governor's Executive Order No. 1 and to reflect Federal and State policies. The Committee recommended approval. (See Appendix XVIII.)

**A motion was made by Mr. Marshall and seconded by Ms. Ahmed that:**

**“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE SYSTEM EQUAL OPPORTUNITY POLICY STATEMENT AS PROPOSED.”**

**The motion carried.**

3. Information Items

There were no information items.

**IV. EXECUTIVE COMMITTEE/CHAIR'S REPORT**

Mr. Graham reported that the dates for the State Board Annual Meeting were November 13 and 14, and the regular November meeting of the State Board would be held on November 14 and 15.

The Chair noted that he was working with the staff on the plans to host the March meeting in Abingdon.

V. OTHER BUSINESS

VI. ADJOURNMENT

There being no further business to come before the State Board, the meeting was adjourned at 12:20 p.m.

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Mark Graham, Chair

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Glenn DuBois, Secretary

GD/sbh

## APPENDIX I

**TITLE: PROGRAM APPROVAL: CERTIFICATE IN SUMMER AIR CONDITIONING AND REFRIGERATION, DANVILLE COMMUNITY COLLEGE**

### BACKGROUND:

Danville Community College (DCC) proposes the establishment of a Certificate in Summer Air Conditioning and Refrigeration. This is a one-year, 45-credit curriculum and it will be the first of its kind in the Virginia Community College System. The Summer Air Conditioning and Refrigeration Certificate prepares students to: become employed as service technicians in the air conditioning and refrigeration field, have the training that will make it possible for them to service existing HVAC systems, learn new developments in their field, and continue their training in DCC's diploma and certificate programs, should they choose to do so. Because of the increasing sophistication of heating, air-conditioning, and refrigeration systems, employers prefer to hire those with technical school training or those who have completed an apprenticeship. This program has been reviewed and approved by the DCC Air Conditioning and Refrigeration Advisory Committee, the DCC Curriculum Committee, the DCC Local College Board, and VCCS Academic Services and Research Staff.

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve Danville Community College to offer the Certificate in Summer Air Conditioning and Refrigeration.

### RATIONALE:

The proposed program is designed to meet a short-term training need that can be met by a student who can attend full-time, day-time classes for one year. Students entering this program of study will receive specialized training in the in the repair and maintenance of air conditioning and refrigeration systems found in both residential and commercial buildings. While the training emphasis for students enrolled in this program of study is in air conditioning and refrigeration, it is important to note that the graduates of this and the other HVAC related programs of study have a variety of skills which makes them employable in a variety of occupations. This includes plumbing, sheet metal fabrication, some electrical systems, along with heating and air conditioning, which includes refrigeration.

In the last five to six years the Danville Community College service region has had a large number of jobs lost in the tobacco and textile industries. The employees who have lost jobs in these industries are seeking short-term training in areas that offer job opportunities that will get them back into the workforce as quickly as possible. In response to this need DCC is proposing to offer a 45 credit certificate in Summer Air Conditioning (Appendix A).

#### APPENDIX I continued

The college currently offers a diploma in Air Conditioning & Refrigeration that has 96 credits and requires two full years to complete. The average graduation rate in the diploma program is less than 50%. According to the faculty advisors for this program, many of the students who are non-completers leave to accept jobs in the HVAC industry without obtaining any academic record of completion of their course work. With the availability of the proposed certificates some of the students who elect not to complete the full program of study can be awarded a certificate to recognize their work up to the time of stopping out.

Growth plus replacement needs for Heating, Air Conditioning, and Refrigeration Mechanics and Installers in Virginia Statewide are estimated to average about 347 openings per year. Of these estimated 347 openings per year, 62% are due to growth (new positions) and 38% are due to replacements. This compares with all occupations in Virginia Statewide where 42.9% of annual openings are due to growth and 57.1% are due to replacements.

Heating, air-conditioning, and refrigeration mechanics and installers held about 270,000 jobs in 2004; almost half worked for plumbing, heating, and air conditioning contractors. The remainder were employed in a variety of industries throughout the country, reflecting a widespread dependence on climate-control systems. Some worked for fuel oil dealers, refrigeration and air-conditioning service and repair shops, schools, and stores that sell heating and air-conditioning systems. Local governments, the Federal Government, hospitals, office buildings, and other organizations that operate large air-conditioning, refrigeration, or heating systems employed others. About 15 percent of mechanics and installers were self-employed.

Job prospects for heating, air-conditioning, and refrigeration mechanics and installers are expected to be excellent, particularly for those with training from an accredited technical school or with formal apprenticeship training, and especially in the fastest growing areas of the country. A growing number of retirements of highly skilled technicians are expected to generate many job openings. In addition, employment of heating, air-conditioning, and refrigeration mechanics and installers is projected to increase faster than average for all occupations through the year 2014. As the population and stock of buildings grows, so does the demand for residential, commercial, and industrial climate-control systems. The increased complexity of HVACR systems, increasing the possibility that equipment may malfunction, also will create opportunities for service technicians.

#### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Mr. William H. Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu),  
804.819.4696

APPENDIX I continued

TITLE: PROGRAM APPROVAL: CERTIFICATE IN WINTER AIR CONDITIONING,  
DANVILLE COMMUNITY COLLEGE

BACKGROUND:

Danville Community College (DCC) proposes the establishment of a Certificate in Winter Air Conditioning. This is a one-year, 43-credit curriculum and it will be the first of its kind in the Virginia Community College System. The Winter Air Conditioning Certificate prepares students to: become employed as service technicians in the heating, air conditioning and refrigeration field, have the training that will make it possible for them to service existing HVAC systems, learn new developments in their field, and continue their training in DCC's diploma and certificate programs, should they choose to do so. Because of the increasing sophistication of heating, air-conditioning, and refrigeration systems, employers prefer to hire those with technical school training or those who have completed an apprenticeship. This program has been reviewed and approved by the DCC Air Conditioning and Refrigeration Advisory Committee, the DCC Curriculum Committee, the DCC Local College Board, and VCCS Academic Services and Research Staff.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve Danville Community College to offer the Certificate in Winter Air Conditioning.

RATIONALE:

The proposed program is designed to meet a short-term training need that can be met by a student who can attend full-time, day-time classes for one year. Students entering this program of study will receive specialized training in the in the repair and maintenance of air conditioning and refrigeration systems found in both residential and commercial buildings. While the training emphasis for students enrolled in this program of study is in air conditioning and refrigeration, it is important to note that the graduates of this and the other HVAC related programs of study have a variety of skills which makes them employable in a variety of occupations. This includes plumbing, sheet metal fabrication, some electrical systems, along with heating and air conditioning, which includes refrigeration.

In the last five to six years the Danville Community College service region has had a large number of jobs lost in the tobacco and textile industries. The employees who have lost jobs in these industries are seeking short-term training in areas that offer job opportunities that will get them back into the workforce as quickly as possible. In response to this need DCC is proposing to offer a 43 credit certificate in Winter Air Conditioning (Appendix A).

#### APPENDIX I continued

The college currently offers a diploma in Air Conditioning & Refrigeration that has 96 credits and requires two full years to complete. The average graduation rate in the diploma program is less than 50%. According to the faculty advisors for this program, many of the students who are non-completers leave to accept jobs in the HVAC industry without obtaining any academic record of completion of their course work. With the availability of the proposed certificates some of the students who elect not to complete the full program of study can be awarded a certificate to recognize their work up to the time of stopping out.

Growth plus replacement needs for Heating, Air Conditioning, and Refrigeration Mechanics and Installers in Virginia Statewide are estimated to average about 347 openings per year. Of these estimated 347 openings per year, 62% are due to growth (new positions) and 38% are due to replacements. This compares with all occupations in Virginia Statewide where 42.9% of annual openings are due to growth and 57.1% are due to replacements.

Heating, air-conditioning, and refrigeration mechanics and installers held about 270,000 jobs in 2004; almost half worked for plumbing, heating, and air conditioning contractors. The remainder were employed in a variety of industries throughout the country, reflecting a widespread dependence on climate-control systems. Some worked for fuel oil dealers, refrigeration and air-conditioning service and repair shops, schools, and stores that sell heating and air-conditioning systems. Local governments, the Federal Government, hospitals, office buildings, and other organizations that operate large air-conditioning, refrigeration, or heating systems employed others. About 15 percent of mechanics and installers were self-employed.

Job prospects for heating, air-conditioning, and refrigeration mechanics and installers are expected to be excellent, particularly for those with training from an accredited technical school or with formal apprenticeship training, and especially in the fastest growing areas of the country. A growing number of retirements of highly skilled technicians are expected to generate many job openings. In addition, employment of heating, air-conditioning, and refrigeration mechanics and installers is projected to increase faster than average for all occupations through the year 2014. As the population and stock of buildings grows, so does the demand for residential, commercial, and industrial climate-control systems. The increased complexity of HVACR systems, increasing the possibility that equipment may malfunction, also will create opportunities for service technicians.

#### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional  
Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Mr. William H. Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu),  
804.819.4696

## APPENDIX II

**TITLE: PROGRAM DISCONTINUATION: AAS DEGREE IN COMPUTER AND ELECTRONICS TECHNOLOGY, VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

### BACKGROUND:

Virginia Highlands Community College (VHCC) proposes the discontinuation of their AAS Degree in Computer and Electronics Technology due to low enrollment. This proposal has been approved by the VHCC administration, Local College Board and VCCS Academic Services & Research staff.

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve Virginia Highlands Community College to discontinue their AAS Degree in Computer and Electronics Technology.

### RATIONALE:

Beginning in academic year 2004-05 the program suffered a drastic reduction in program core electronic course enrollments to a total of five students. In academic year 2005-06 there were no students enrolled in any first-term electronics courses at VHCC. In academic year 2006-07 there were three students enrolled in electronics courses and the decision was made to discontinue the program.

Students currently enrolled in the Computer and Electronics Technology degree program will be able to complete their degree with one final offering of the second year electronics courses. VHCC does not anticipate any more program graduates after spring semester of 2008.

### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Mr. William H. Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu),  
804.819.4696

APPENDIX II continued

TITLE: PROGRAM DISCONTINUATION: AAS DEGREE IN GENERAL  
ENGINEERING TECHNOLOGY, VIRGINIA HIGHLANDS COMMUNITY  
COLLEGE

BACKGROUND:

Virginia Highlands Community College (VHCC) proposes the discontinuation of their AAS Degree in General Engineering Technology due to low enrollment. This proposal has been approved by the VHCC administration, Local College Board and VCCS Academic Services & Research staff.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve Virginia Highlands Community College to discontinue their AAS Degree in General Engineering Technology.

RATIONALE:

Beginning in academic year 2004-05 the program suffered a reduction in first-year general engineering course enrollments to a total of four students. In academic years 2005-06 and 2006-07 there were no students enrolled in any first-year engineering courses at VHCC. In academic year 2006-07 the decision was made to discontinue the program.

Students currently enrolled in the General Engineering Technology degree program will be able to complete their degree through the use of appropriate course substitutions. VHCC does not anticipate any more program graduates after spring semester of 2008.

RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional  
Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Mr. William H. Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu),  
804.819.4696

### APPENDIX III

TITLE: Approval to Submit the Six-Year Academic Plan to SCHEV According to State Requirements

#### BACKGROUND:

The State Council of Higher Education for Virginia has requested that the VCCS develop its six-year plan as required under the Higher Education Restructuring Act. SCHEV has provided a template for use in listing academic activities/support services planned for the next three biennia. A draft of Part B (Academic Component) will be provided at the State Board meeting.

ACTION RECOMMENDED: None required.

The staff recommends the approval of the Academic Six-Year Plan for submission as required by the State Council of Higher Education for Virginia.

#### PREVIOUSLY REVIEWED BY:

✓ VCCS Academic Services and Research Staff

#### RESOURCE PERSONS:

- Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research, [msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970
- Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

#### APPENDIX IV

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE  
ALEXANDRIA CAMPUS  
CONSTRUCT NEW STORAGE BUILDING  
DEMOLITION OF EXISTING STORAGE SHED (FAACS # BT20)  
SCHEMATIC DRAWING REVIEW

#### BACKGROUND:

Northern Virginia Community College is proposing to construct a single-story, 1,625 gross square foot, pre-engineered metal storage building on the Alexandria Campus. This facility will be located in the Maintenance Compound, adjacent to the existing pre-engineered metal maintenance buildings and will replace an existing smaller, wood frame, storage shed that is in poor condition. This 25' x 65' structure will be constructed on a concrete "slab-on-grade" and will include two open bays and an enclosed storage area. The predominant exterior material will be vertical architectural metal panels. The sloped roof will feature standing seam metal panels and will include a 5' overhang that extends along the entire front of the building. The existing 320 s. f. storage shed, constructed in 1976, will be razed in conjunction with this project. The estimated construction cost of this new storage building is \$175,000. The total project cost, including construction, A&E fees and miscellaneous related costs, is currently estimated at \$225,000. The funding for the design and construction is being provided through Operation and Maintenance of Plant funds. This project will be reviewed by the Art and Architectural Review Board on September 7, 2007. The State Board will be apprised of any concerns raised by the Art and Architectural Review Board.

#### RECOMMENDATION:

It is recommended that the State Board approve the Schematic Drawings for the new storage building, as submitted. It is also recommended that the State Board approve the planned demolition of the existing storage shed.

#### LOCAL BOARD APPROVAL:

The Local College Board will review the Schematic Drawings for the new storage building and planned demolition of the existing storage shed on September 10, 2007. The State Board will be apprised of any concerns raised by the Local College Board.

#### RESOURCE PERSONS:

Dr. Robert Templin, Jr., President  
Northern Virginia Community College  
(703) 323-3101  
[rtemplin@nvcc.edu](mailto:rtemplin@nvcc.edu)

Mr. Edward O. Watson  
Associate Vice Chancellor for  
Facilities Management Services  
Virginia Community College System  
(804) 819-4920  
[ewatson@vccs.edu](mailto:ewatson@vccs.edu)

## APPENDIX V

TITLE: GERMANN COMMUNITY COLLEGE  
CULPEPER WORKFORCE DEVELOPMENT AND ADVANCED TECHNOLOGY  
CENTER, DEEDS OF EASEMENT TO TERREMARK WORLDWIDE, INC. AND  
CULPEPER COUNTY, VIRGINIA

### BACKGROUND:

At its November, 2005 meeting, the State Board for Community Colleges approved the granting of water and sewer line easements to SLC, Inc., a former adjacent landowner to Germanna Community College's Culpeper Workforce Development and Advanced Technology Center, to assist that landowner's proposed development of its site. The approved easements were never finalized and SLC, Inc. sold the property.

~~Culpeper Lessor 2007-1 LLC~~, *NAP of the Capital Region, LLC* a successor landowner to SLC, Inc. and affiliate of Terremark Worldwide, Inc. (Terremark), has requested the College to convey to it and to Culpeper County certain easements over and across College land to assist Terremark in its proposed development. The proposed easements will allow for the development of Terremark's "Network Access Point of the Capital Region" and will facilitate community and economic development by providing design and development opportunities that would not otherwise be feasible.

The locations of the proposed easements are as shown on the supporting documentation. The specific easements are as follows:

A) ~~To Culpeper Lessor 2007-1 LLC~~ *NAP of the Capital Region or other affiliate of Terremark Worldwide, Inc.*: i) a variable width private storm drainage easement for the installation, operation, and maintenance of storm drainage lines; ii) a variable width permanent ingress/egress and private utility easement for the installation, operation and maintenance of fiber optic lines and other utilities for the purpose of transmitting and/or distributing telecommunication and other utility services; iii) a variable width permanent ingress/egress and private utility easement for the installation, operation and maintenance of roadways and driveways; iv) a twenty (20) foot wide temporary grading and construction easement for activities related to the access roadways and driveways; and v) a thirty (30) foot wide private landscape easement for the installation and maintenance of landscaping for the purpose of providing a visual buffer, and

B) to the County of Culpeper: i) a twenty (20) foot wide sanitary sewer easement for the installation, operation and maintenance of sanitary sewer facilities; ii) twenty (20) foot wide temporary construction easements, located on either side of the sanitary sewer easement for activities related to the sanitary sewer facilities; and iii) a variable width sight distance easement to be maintained by Terremark.

The twenty (20) foot wide sanitary sewer easement and related temporary construction easements traverse the SBCC property from southwest to northeast in a portion of the site that is currently undeveloped and follows a berm. As such, this area of the College's land is not intended or feasible for any future college development. In addition, the remaining easements are clustered in a relatively small area in the vicinity of the entrance to the campus. These easements do not conflict in any manner with anticipated improvements shown on the campus master plan, nor will they preclude the College's optimum use of its land.

APPENDIX V continued

The College requests that these easements be granted for entirely in kind, non-monetary consideration. Granting these easements will assist the College in several tangible ways. First, they will help the College to achieve its mission of supporting economic development in its service region. This area of Culpeper is just developing and utility services are either not currently available or are inadequate. The College's cooperation with Terremark and the County facilitates development of a technology overlay area in Culpeper County designed to attract numerous small and medium-sized technology firms along Route 29, adjacent to or nearby our site. Second, approval of the easements supports the College's previous collaboration with local governments and the local community for their substantial support in building the Workforce Development and Advanced Technology Center in Culpeper. The community was challenged initially with raising approximately \$1 million more than other similar college building projects due to its workforce focus and then raised an additional \$600,000 in a short time period when bids for the project came in significantly higher than anticipated. Third, enhancement of the College's relationship with its new neighbor, Terremark, should lead to increased enrollment in technology programs and jobs for students in those and other related programs. As a result of Terremark's presence adjacent to the Center, a number of other firms are making plans to move into the community as partners of, suppliers to, and vendors for Terremark, which will lead to additional jobs in the community and should result in added students for Germanna. Finally, the relationship with Terremark is expected to lead to donations in kind or monetary. Preliminary and positive discussions have taken place concerning internships and cooperative education programs with Terremark.

**RECOMMENDATION:**

Contingent upon approval of the Germanna Community College Local Advisory Board, it is recommended that the State Board for Community Colleges approve and recommend the conveyance of these easements to ~~the Culpeper Lessor 2007-1 LLC~~ ***an affiliate of Terremark Worldwide, Inc. and the County of Culpeper.***

Following approval by the State Board for Community Colleges and prior to execution, the easements will be submitted for approval as to form to the Office of the Attorney General of Virginia, and negotiated by VCCS Facilities Management Services staff.

**LOCAL BOARD APPROVAL:**

Local Advisory Board will review this item August 29, 2007.

**RESOURCE PERSONS:**

Mr. Richard L. Brehm, Vice President  
Germanna Community College  
(540) 727-3013  
[rbrehm@gcc.vccs.edu](mailto:rbrehm@gcc.vccs.edu)

Mr. Edward O. Watson  
Associate Vice Chancellor for  
Facilities Management Services  
Virginia Community College System  
(804) 819-4920  
[ewatson@vccs.edu](mailto:ewatson@vccs.edu)

APPENDIX VI

TITLE: CENTRAL VIRGINIA COMMUNITY COLLEGE  
RENOVATE LEARNING RESOURCES CENTER  
SCHEMATIC DRAWING REVIEW

BACKGROUND:

During the 2006 Session of the General Assembly, \$4,095,000 in General Funds (GF/0100) was appropriated for the design and renovation of the Learning Resource Center (Bedford Building) at Central Virginia Community College. Clark Nexsen, an A/E firm in Roanoke, Virginia, was retained to complete the design documents for this project and to administer the construction phase of the project.

As currently designed, this project will provide for the complete renovation of this two-story, 24,521 gross square foot, learning resource center (including a new stair tower and elevator tower). The existing functions of the learning resources center will be preserved. The renovation will include the demolition of the majority of interior walls, leaving only stair and elevator shafts along with existing bathrooms. The interior has been completely redesigned to accommodate current teaching programs and functions. The electrical and communication systems will be completely replaced. The new entrance geometry will match the scale and materials of the existing building so that the additions will be perceived as an original part of the current building. The projected construction cost is estimated to be \$3,013,227. The total cost of this project, including construction, A&E fees, contingency and miscellaneous other costs is estimated to be \$4,095,000. The Art and Architectural Review Board will review this project on September 7, 2007, and the State Board will be apprised of any concerns raised by this Board.

RECOMMENDATION:

It is recommended that the State Board approve the Schematic Drawings, as submitted, contingent upon approval by the Central Virginia Community College Local Advisory Board.

LOCAL BOARD APPROVAL:

The Local College Board will review the Schematic Drawings on October 17, 2007. Approval of this drawing is contingent upon approval of the Local College Board.

RESOURCE PERSONS:

Dr. Darrel W. Staat, President  
Central Virginia Community College  
(434) 832-7601  
[staatd@cvcc.vccs.edu](mailto:staatd@cvcc.vccs.edu)

Mr. Edward O. Watson, PE  
Associate Vice Chancellor for  
Facilities Management Services  
Virginia Community College System  
(804) 819-4920  
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## APPENDIX VII

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE  
ANNANDALE CAMPUS – PHASE VI  
SCHEMATIC DRAWING REVIEW

### BACKGROUND:

During the 2006 Session of the General Assembly, \$29,329,000 was appropriated for the design and construction of Phase VI of the Annandale Campus of Northern Virginia Community College. Included in this \$29,329,000 appropriation is \$27,397,000 in General Funds (GF/0100); \$1,217,000 in Higher Education Operating Funds (HEO/0306); and \$715,000 in Local Funds (TA/0700). Einhorn Yaffee Prescott Architecture & Engineering of Washington, D.C. was retained to complete the design documents for this project and to provide construction administration. This project will also be constructed using the Construction Management (CM) method of procurement. The selection of a CM firm is currently underway.

The project, as currently designed, provides for the construction of three-story, 90,000 gross square foot building to be located on the southeast corner of the existing campus quad. This building will be L-shaped and will have essentially flat roofs. The predominant materials will be two shades of tan brick (to match existing campus buildings); aluminum frame window system, storefront and curtainwall; plus an anodized aluminum or copper wall panel cladding system.

The west and north edges of the proposed site for this building slope steeply from the quad level to the major parking lot. The building will provide convenient access to first floor student services functions from the parking lot level, grade level access along the hillside to the bookstore at the second floor, and quad level access to the classroom floor at the third floor. It is anticipated that the building will serve as a major pedestrian connector between the parking lot and upper quad.

The building geometry is consistent with that of surrounding buildings, with special elements highlighted by use of an angled geometry which relates to the traces of previous buildings on the upper quad and to the existing pathway system. Classroom and faculty office spaces are clad primarily in brick with punched openings.

The building is intended to be compatible with, yet distinct from, the existing buildings on the campus. The College desires that this building achieve improved clarity and simplicity for access to Student Services functions, and that the site create a perceptual gateway for Student Services along a major pedestrian access point to campus.

The new building will house the student services functions for the Annandale Campus, which are currently being consolidated in to a “one-stop-shop” that will include the Business, Parking, Student ID Offices, Admissions & Records, the Counseling Center, Testing Center, Career & Training Center, Financial Aid and various other departments. The second floor will house the college bookstore, to be designed and operated by Barnes & Noble. The Campus Police Department will be located on the second floor, along with a small credit union. The third floor will include a 100 person lecture hall along with several classrooms, student study areas, and administrative and faculty offices.

This project was reviewed and approved by the Art and Architectural Review Board on August 3, 2007.

APPENDIX VII continued

RECOMMENDATION:

It is recommended that the State Board approve the schematic drawings as submitted.

LOCAL BOARD APPROVAL:

The Local College Board will review the schematic drawings on September 10, 2007. The State Board will be apprised of any concerns raised by the Local Board.

RESOURCE PERSONS:

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APPENDIX VIII

TITLE: JOHN TYLER COMMUNITY COLLEGE  
MIDLOTHIAN CAMPUS  
PHASE II BUILDING  
SCHEMATIC DRAWING REVIEW

BACKGROUND:

During the 2006 Session of the General Assembly, \$18,910,000 in General Funds, \$456,000 in Higher Education Operating Funds, and \$1,827,000 in Local Funds was appropriated for the design and construction of the Midlothian Phase II Building project for John Tyler Community College's Midlothian Campus. Burt Hill of Washington, D.C. was retained to prepare the design documents for this project and to provide construction administration services as well.

The Midlothian Phase II Building will be located in the Southwest quadrant of the campus core, southwest of existing Building A. The proposed facility is a new three story academic building of approximate 60,000 gross square feet. This facility will house the college's library, computer labs, science department and a bookstore and student multi-purpose room. (See attachments).

The overall budget for this project, including construction, A/E fee, project inspection, contingency and miscellaneous other costs is \$21,193,000. The current project construction budget is \$16 million. Construction Management at Risk delivery method for construction has been approved by BCOM for use by this project.

This project has been approved by the Art and Architectural Review Board at its August 2007 meeting.

RECOMMENDATION:

It is recommended that the State Board approve the schematic drawings as submitted.

LOCAL BOARD APPROVAL:

The Local College Board will review the schematic design at their September, 2007 meeting. The State Board will be apprised of any concerns raised by the Local Board.

RESOURCE PERSONS:

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APPENDIX IX

TITLE: RAPPAHANNOCK COMMUNITY COLLEGE  
GLENN'S AND WARSAW CAMPUSES  
MASTER PLAN UPDATE

BACKGROUND:

Rappahannock Community College (RCC) provides higher education services from campuses in Gloucester and Richmond counties and from off-campus classrooms in King George County. RCC is now a Level II college with 1523 FTES in 2006 – 2007 and is projecting continual growth. The current master plan was developed in 1994. The economic and demographic environment of the service region has not developed as predicted in 1994. That plan is no longer applicable to RCC's enrollment projections and educational programs. Additionally, RCC is subject to accreditation review by SACS in March 2008. An up-to-date master plan is part of the SACS requirements.

To address the changing environment and college strategic management, Commonwealth Architects of Richmond was engaged to produce the RCC plan.

RECOMMENDATION:

It is recommended that the State Board approve the updated Rappahannock Community College Master Plan.

RATIONAL:

Rappahannock Community College recommends approval of the Master Plan to guide future development of the College campus facilities.

LOCAL BOARD APPROVAL:

The College Local Advisory Board approved the Master Plan at their May 9, 2007 meeting.

RESOURCE PERSONS:

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APPENDIX X

TITLE: J. SARGEANT REYNOLDS COMMUNITY COLLEGE  
WORKFORCE TRAINING AND TECHNOLOGY CENTER  
SCHEMATIC DESIGN REVIEW

BACKGROUND:

In 2002 the General Assembly authorized funding in the amount of \$3,138,200 as part of the General Obligation Bond Package for the construction of a Workforce Training and Technology Center at the Parham Road Campus of J. Sargeant Reynolds Community College. MMM Design Group of Norfolk, Virginia, was retained to complete the design documents for this project and to provide construction administration. In 2005 an addition to the scope of this project was authorized by the General Assembly to include administrative space, increasing the scope from 24,075 to 35,000 gross square feet and total appropriated funds to \$8,657,200.

The new Workforce Training and Technology Center will be a two story, free standing building located on the northeast side of campus between the existing Burnette Hall and Parham Road. The first floor will include a two-story entrance lobby, conference rooms, large multi purpose room, a flex room for industrial training, catering kitchen, break room, classrooms, computer labs, and support spaces. Human Resources will also be located on the first floor for improved public access. The second floor will house the administrative offices for the president, marketing, public relations, institutional effectiveness, financial operations, and related functions. The façade will incorporate architectural precast concrete, curtain wall, and sun shading devices to coordinate with the existing buildings.

This project will be reviewed by the Art and Architectural Review Board at its September 7, 2007 meeting.

RECOMMENDATION:

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

LOCAL BOARD APPROVAL:

The Local College Board will review this project at its September 6, 2007 meeting. The State Board will be apprised of any issues or concerns raised by the Local College Board.

RESOURCE PERSONS:

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## APPENDIX XI

TITLE: TIDEWATER COMMUNITY COLLEGE  
VIRGINIA BEACH CAMPUS  
PHASE I REGIONAL HEALTH PROFESSIONS CENTER  
SCHEMATIC DESIGN REVIEW

### BACKGROUND:

The 2006 Acts of Assembly appropriated General Funds in the amount of \$21,360,000 to construct Phase 1 of the Regional Health Professions Center on the Virginia Beach Campus of Tidewater Community College.

The TCC Regional Health Professions Center will consolidate the College's health professions programs in to one location with state-of-the-art classrooms, laboratories, and simulation spaces while the new center will provide space for instruction in Nursing, that program will be housed principally in the Beazley School of Nursing at the College's relocated Portsmouth Campus. The new center will enhance TCC's ability to respond to the increasing shortages in the Region's and Commonwealth's health care workforce.

The program for the new facility includes: laboratories, high technology classrooms, simulation rooms, computer classrooms/laboratories, faculty offices, and student lounge space. Specialized spaces include: an ambulance simulator laboratory; a simulated hospital environment for the certified nursing program; teaching laboratories that accommodate simulation mannequins; a fully functional sleep lab with provisions for EKG; computer facilities with specialized software for the health professions; and an "activities of daily living house" to facilitate in-home treatment techniques as well as EMT response in a multi-story residence.

The Regional Health Professions Center will be located in accordance with the College's approved master plan, at the intersection of Rosemont Road and Faculty Drive. Along with the proposed joint-use library, to be developed in collaboration with the City of Virginia Beach, the Regional Health Professions Center will project a dynamic eastern gateway to the Virginia Beach Campus. The design and site location anticipates a Phase II building next to this building.

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the schematic design of the Phase 1 Regional Health Professions Center at the Virginia Beach Campus of Tidewater Community College as submitted. This project was approved by AARB at its July 6, 2007 meeting.

### LOCAL BOARD APPROVAL:

Tidewater Community College's Local Board will review the schematic design of the Phase 1 Regional Health Professions Center at its September 11, 2007 meeting.

### RESOURCE PERSONS:

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APPENDIX XII

TITLE: TIDEWATER COMMUNITY COLLEGE  
VIRGINIA BEACH CAMPUS  
BLACKWATER BUILDING RENOVATIONS  
SCHEMATIC DESIGN REVIEW

BACKGROUND:

The 2002 General Obligation Bond package provided \$4,160,000 to renovate the existing Blackwater Building on the Virginia Beach Campus of Tidewater Community College. The existing building is original to the campus and includes outdated science laboratories and classrooms and insufficient faculty office space. Furthermore, the existing building systems have exceeded their life expectancy and are very energy inefficient.

The relocation of the science curriculum to the new science building in fall 2007 will allow conversion of the existing laboratory and classroom space into modern classrooms to support instruction in the humanities, mathematics, and other curricula as well as development of modern faculty office space.

The scope of the improvements includes replacing the existing heating, ventilation, and air conditioning system, replacement of exterior windows and doors, and select demolition and re-configuration of existing walls to create new classrooms, including a simulated hotel/hospitality reception center. Modernization of interior finishes and lighting will also be included in the renovation. The improvements will also support improved network-data infrastructure to support state-of-the-art electronic classroom instruction.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the schematic design of the Blackwater Building Renovation as submitted.

LOCAL BOARD APPROVAL:

Tidewater Community College's Local Board will review the schematic design of the Blackwater Building Renovation at its September 11, 2007 meeting.

RESOURCE PERSONS:

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APPENDIX XIII

TITLE: VIRGINIA COMMUNITY COLLEGE SYSTEM  
LEVEL ONE DELEGATED AUTHORITY POLICIES

BACKGROUND:

At its November 2006 meeting, the State Board approved its Policy Manual for Alternative Methods of Procurement for Construction (the "Policy Manual"), in furtherance of the authority provided to the State Board under The Restructured Higher Education Financial & Administrative Operations Act ("Restructuring Act"), Chapter 945 of the 2005 Session of the General Assembly. Under the Restructuring Act, institutions of higher education were permitted to utilize as methods of procurement a fixed price, design-build or construction management contract notwithstanding the provisions of Virginia Code §2.2-4306. See *Code of Virginia*, §23-38.88.

Subsequent to the November 2006 State Board meeting, the Chancellor received a letter from Richard Sliwoski, Director of the Department of General Services, suggesting that the State Board make certain changes to the Policy Manual related to publication in eVA by the VCCS, and to SWaM participation by vendors seeking state contracts under the Policy Manual.

In addition, VCCS staff review determined that, consistent with other similar policies related to other delegated authorities, the State Board's approval of the Policy Manual lacked appropriate verbiage to authorize the Chancellor to make technical changes to the Policy Manual to conform to state policies and procedures.

RECOMMENDATION:

It is recommended that the State Board approve three textual amendments to the Policy Manual, as follows:

In Chapter 1, Section 3.2(i) (page 5) of the Policy Manual, delete the following language: "The requirement to publish on eVA may be waived by the Chancellor in order to expedite the process."

In Chapter 2, Section 3.2 (page 12) of the Policy Manual delete the following language: "The requirement to publish on eVA may be waived by the Director of Engineering and Buildings in order to expedite the process."

In Chapter 3, after Section 1.6, add this new Section 1.7: "SWaM participation and evaluation of such is required for alternative methods of construction procurement as part of the selection process to the extent and in the manner required by Virginia law."

It is further recommended that the State Board authorize the Chancellor to hereinafter update the Policy Manual and the policies and procedures therein as required by changes to state policies and procedures.

LOCAL BOARD APPROVAL:

Not Required.

APPENDIX XIII continued

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APPENDIX XIV

TITLE: SOUTHWEST VIRGINIA COMMUNITY COLLEGE  
MAINTENANCE BUILDING (PC 260-16841-10)  
CONTRACT AWARD

BACKGROUND:

Three bids were received on September 12, 2007 for a new maintenance building at Southwest Virginia Community College. J.A. Street & Associates, of Blountville, Tennessee, submitted the apparent low bid in the amount of \$1,092,200. This bid exceeds the projected construction budget of \$955,547 by \$136,653, or approximately 14%. This budget overrun is attributable to unanticipated site development costs, including additional soil to level the site, utility relocation, and the installation of a storm water detention system. In order to fully fund this project, Southwest Virginia Community College will need to infuse \$447,209 (\$359,709 more than originally funded) in Trust & Agency (Local) Funds to cover the site costs, and \$235,167 in supplemental funding will be added to the original appropriation of \$612,500. The new total project budget will be \$1,294,876.

Since all three bids are within 2 % of each other, the architect recommends award at the value of the lowest bidder, and J.A. Street & Associates has been found to be a responsible contractor capable of performing the work, the Facilities Management Office and the College President are recommending the award of the contract to J.A. Street & Associates, providing the College's local board approves the additional funding. Based on a review of the bids and survey of current market conditions, it is felt that adequate competition was achieved and the low bid is representative of the actual value of the work to be performed.

Per Section 10.0.0.3 (f) of the VCCS Policy Manual, State Board approval is required to award a construction contract when the price exceeds the authorized construction budget by more than 10% or \$100,000, whichever is the greater.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the award of a construction contract in the amount of \$1,092,200 to J.A Street & Associates for construction of a Maintenance Building at Southwest Virginia Community College. This approval is contingent upon the required local funding of \$447,209 being provided by the local advisory board to Southwest Virginia Community College.

LOCAL BOARD APPROVAL:

The Local College Board will vote on increasing the local funding for this proposed contract award at their September 25 meeting.

RESOURCE PERSONS:

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## APPENDIX XV

### **Supplement to Budget Item**

#### Background

The past year, 2006-07, resulted in historic growth for community colleges.

Annual full-time equivalent (FTE) growth for the VCCS was 3.9 percent, or 3,658 FTE (6,877 students) – the equivalent of one additional community college campus. In terms of growth in annual FTE across public higher education in Virginia, community college enrollment growth was 70.3% of the total enrollment growth for 2006-07, and 72% of undergraduate growth.

The next several years are anticipated to be watershed years for community college enrollments.

Enrollment projection meetings with SCHEV resulted in projected community college enrollment increases of about 3% in the next two years – an overall increase of over 6,100 FTE between now and 2009-10.

**When the projected growth is combined with the actual one year enrollment growth for 2006-07 of 3,658, by the end of the 2008-2010 biennium VCCS enrollment will have increased nearly 10,000 FTE.**

Virginia's community colleges have tended to grow when the economy is weak, and therefore do not always receive funding for enrollment growth. The result is that VCCS operating budget needs often appear somewhat overwhelming in terms of basic needs. In nearly every case, the VCCS remains near the bottom of guideline calculations – for base budget adequacy, salaries, financial aid, and maintenance reserve.

According to tables just released by SCHEV, the VCCS is currently funded at 88 percent of base budget adequacy guidelines – **that represents a current general fund shortfall of \$55.9 million, prior to the proposed \$19.8 million budget cut, resulting in a \$75.7 million general fund shortfall in 2007-08.**

#### **Impact of Budget Reductions on Virginia's Community Colleges**

A total of 171 strategies have been developed to achieve the required \$19.8 million budget reduction for the VCCS.

Only about 17 percent of the strategies represent one-time actions; the remainder, about \$16.4 million of the reductions, are changes that will be made with the recognition that these changes are long-term.

Many strategies represent a decision not to move forward with planned expansions in high demand/high cost course offerings and new faculty aimed at responding to enrollment demands, as well as the creation of new programs.

The number of classes offered will be reduced by increasing the average number of students per class on many campuses. Minimum class sizes will routinely increase, making it more difficult for students with weaker skills.

APPENDIX XV continued

**More than 150 vacant and/or new full-time positions will be eliminated, or left unfilled indefinitely.**

There will be no improvement of full-time/part-time faculty ratios already below 50%. With significant enrollment growth, there may in fact be a further decline.

Courses with lower enrollment will be eliminated at a more “efficient” threshold – i.e. where current policy may have maintained a class with 12 students enrolled, now the class will be cancelled unless there are at least 15 students enrolled.

Summer staffing will be reduced at some colleges, reducing student access to some degree.

Occupational-technical courses, because of their higher costs, will be restricted in order to reduce overall costs.

In 2007 nursing student FTE's (Degree and Non-Degree) were 6.29 percent of total enrollment, but consumed 9.41 percent of full-time faculty. Health Technology students represented 8.98 percent of VCCS enrollments, but 14.13 percent of VCCS full-time faculty.

Reductions will be made in planned information technology investments – systems will not be refreshed as frequently, upgrades will not be purchased.

Housekeeping budgets will be reduced and building and grounds maintenance will be delayed.

The VCCS currently has \$10.4 million in “operational level” deferred maintenance. Reductions in maintenance budgets will increase that and the physical condition of buildings will deteriorate further and faster.

Because college education is such a labor-intensive enterprise – almost 75 percent of the VCCS budget is in personal services costs – over 40 percent of the savings (\$8.1 million) will need to come from reducing personnel costs which directly impact services to students, whether in the classroom or in other student services.

**Timeline for Further Budget Development and Tuition Discussion**

Base budget calculations will be provided to agencies and institutions by Department of Planning and Budget (DPB) on October 1. *Base budget calculations are not the same as Base Budget Adequacy funding calculations.*

Base budget calculations take the current year appropriations (E&G = \$391,634,917 gf and 296,625,479 ngf), subtract any one-time appropriations, and add the cost of annualizing costs (salary increases). This forms the “base” appropriation for each year in the new biennium.

It is expected that the base budget calculation will be reduced by the 2007-08 five percent budget reductions.

DPB will allow agencies and institutions to submit 2008-10 budget decision packages in late October.

Through decision packages the VCCS will be able to request additional funding for initiatives. It is not anticipated that there will be significant new spending on non-mandatory budget items – although Governor Kaine has indicated there will be some new priorities supported.

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Governor's Advisory Board of Economists (GABE) begins to put together "economic" forecast for Virginia in mid-October.

Governor's Advisory Council on Revenue Estimates (GACRE) will develop alternative and consensus revenue forecast in late November.

Governor will present budget recommendations for the caboose bill (2006-08 biennial budget) and the 2008-10 biennial budget on December 17.

2008 Session of the Virginia General Assembly begins Wednesday, January 9.

Senate Finance and House Appropriations Committees should report their budgets on Sunday, February 17.

General Assembly should adjourn sine die on Saturday, March 8.

**State Board considers tuition rates for 2008-09 academic year on March 19 and 20.**

Reconvened session should be on Wednesday, April 17.

**Budget Decision Packages recommended by the Budget & Finance Committee**

Base Budget Adequacy – request general funds to support continued progress toward funding of Base Budget Adequacy guideline amount as calculated and supported by the State Council of Higher Education.

Security – request \$8.2 million over the biennium (\$5.5 million in the first year and \$2.7 million the second, estimate reduced from the agenda book).

Operating support for buildings coming on-line – a total of 30 new buildings are scheduled to come on-line in the 2008-10 biennium. Request general funds to support the incremental cost of operating those buildings of \$6.1 million the first year and \$10.6 million the second.

Capital Outlay – State Board approved submission of the six-year capital outlay plan. In August VCCS received approval to submit detailed proposals for 9 projects totaling more than \$200 million. Request funds to support those projects.

Faculty and Staff Salary Increases – request support for the continued progress of teaching faculty salaries towards the 60<sup>th</sup> percentile of national peers as calculated and supported by SCHEV. SCHEV has projected that it would take salary increases of 8.6 percent each year of the new biennium to reach that goal by FY 2009-10, or 5.9 percent each year to reach the goal by 2011-12.

Workforce Development program increases – request general funds to sustain, improve, and expand Middle College, Career Coach, Adult Education, and Non-Credit instruction programs. *The Committee anticipates that this additional funding would not exceed \$7.0 million annually.*

Student Financial Aid – request support for continued progress toward funding financial aid guideline amounts as calculated and supported by the State Council of Higher Education, \$9.2 million additional for 2008-09, \$18.4 million additional for 2009-10.

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Transfer Scholarship funding – request general funds to support the Community College Transfer Scholarship program in the 2008-10 biennium (\$2.2 million the first year and \$4.5 million the second).

Scholarship/Foundation Funding Match – request general funds to support the proposed Scholarship/Foundation Funding Match (up to \$5.0 million gf per year).

Produced in Virginia Engineering Collaborative with the University of Virginia – request \$1.9 million in general funds the first year and \$828,000 in general funds the second year to support the proposed Produced in Virginia Engineering Collaborative.

**TITLE:            Discussion of the VCCS 2008 Session Budget Request (III.D.2.a)**  
***SUPPLEMENTAL***

**BACKGROUND:**

The process of developing the Virginia Community College’s operating and capital budget requests for consideration by the Governor for the 2008 Session of the General Assembly has been continuing through the summer and will remain a topic for discussion into the fall.

Although specific guidance has not been received from the Governor’s office yet regarding any new funding that may be requested, the item below is proposed as an additional budget priority for the 2008 General Assembly Session:

**2008-10 (biennial budget bill)**

***Produced in Virginia Engineering Collaborative with the University of Virginia-*** The University of Virginia College of Engineering and administrators from across Virginia’s community colleges have worked to develop a state-wide collaborative to extend opportunities for the Associate of Science and the Bachelors of Science in Engineering. The collaborative is modeled after the Central Virginia Community College/University of Virginia College of Engineering collaborative that is currently being implemented in the Lynchburg area. The project will be implemented in phases with Phase I to occur in 2008-10 and including programs at:

Central Virginia Community College  
Danville Community College  
Germanna Community College  
Lord Fairfax Community College  
Northern Virginia Community College  
Piedmont Virginia Community College  
Rappahannock Community College  
Southwest Virginia Community College  
Virginia Highlands Community College

APPENDIX XV continued

The current request is in the amount of \$2.7 million and includes funding for faculty personnel and equipment necessary to either develop or expand capacity of existing programs. The biennial request includes \$1.04 million in one-time funds for equipment and instructional materials. The remaining \$1.656 million is request for personnel expenses over the biennium. This request is mirrored by a similar request by the University of Virginia, College of Engineering to provide similar personnel and equipment funding for the bachelors program delivery.

*Request \$2.7 million general funds to support the proposed Produced in Virginia Engineering Collaborative in the 2008-10 biennium.*

RECOMMENDATION:

That the State Board approve the following Operating Budget Priorities for consideration by the Governor and General Assembly during the 2008 Session:

*Produced in Virginia Engineering Collaborative.*

RESOURCE PERSON:

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Ms. Pamela Currey  
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## APPENDIX XVI

### VCCS Six-Year Financial Plan

#### **Background**

The Higher Education Restructuring legislation requires the submission of six-year academic and financial plans each biennium.

The 2007 submission will mark the second such submission.

The State Board is required to approve submission of the plans.

The plans are due to the State Council of Higher Education in Virginia (SCHEV) by October 1, 2007.

#### **Financial Plan**

The six-year financial plan model must be submitted to SCHEV using two different scenarios:

assuming incremental general fund support based on a general fund share for costs for all in-state students as set forth in the current biennial budget; and  
assuming no additional general fund support.

The calculation determines the appropriate level of state support based on the state/student cost sharing formula requiring that in-student tuition cover 1/3 of the average student costs, out-of-state tuition cover 100% or more of average costs, and that the state cover the remaining share.

With 6.15% of the VCCS enrollment estimated to be out-of-state students, the result is an overall fund split of 60 percent general funds and 40 percent tuition for the VCCS.

The six-year financial plan model has been loaded with formulas and data by SCHEV assuming a six-year phase-in of:

Full funding of the Base Budget Adequacy funding guidelines, assuming projected enrollment growth;  
Attainment of a re-benchmarked 60<sup>th</sup> percentile for faculty salaries;  
Any additional self-funded student financial aid; and  
Initiatives.

#### **Results of VCCS Financial Plan Scenarios**

VCCS staff ran a variety of scenarios using this model to see the implication of various funding and spending alternatives on tuition levels.

VCCS plans will recognize enrollment growth projections endorsed by SCHEV for a total increase of 19,234 full-time equivalent students by FY 2013-14.

APPENDIX XVI continued

Prior to any enrollment growth, and the 5 percent budget reduction, for FY 2007-08 SCHEV estimates the VCCS is currently funded at only 88 percent of the amount necessary to fully fund the guidelines. Adjusting for the proposed 5% reduction in general funds leaves the VCCS funded at 85 percent of the guidelines.

As part of the six-year plan it is necessary to indicate how additional revenues will be spent. The items proposed for inclusion in the spending plan are consistent with the State Board's commitment to Dateline 2009 goals and with budget requests proposed for the 2008-10 biennium. The proposed uses of the additional revenue include:

Additional faculty to teach the new students.  
Faculty and staff salary increases.  
Operation and Maintenance funding for buildings.  
Additional staffing and operational support for increased enrollment.

**Discussion of VCCS Financial Plan Scenarios**

It is unlikely that full state funding of the calculated fund split will be appropriated for 2008-10 – according to SCHEV guidelines that would require more than \$150 million over the biennium.

To generate student tuition to maintain the 60/40 fund split, the VCCS would need to increase tuition 6.6 percent in each of the next six years to meet full general funding of the guidelines.

It is also unlikely that it would be reasonable to increase student tuition sufficient to make-up unfunded general fund requirements.

A 16.5 percent increase in in-state tuition would be required in each of the next six years to fully fund the guidelines with no increase in state funding. A 16.5 percent tuition hike would result in in-state full-time tuition and fees increasing from \$2,390 in FY 2007-08 to \$2,784 in FY 2008-09. By FY 2013-14, in-state tuition and fees would reach \$5,975.

**It is the recommendation of the Budget and Finance Committee that:**

Staff be authorized to submit the requisite Six-Year Financial Plans to the State Council of Higher Education by October 1, 2007, incorporating the following:

It is the sense of the State Board for Community Colleges that increasingly the State is passing on the burden of the cost of education to students and their families. In reviewing the various six-year financial plan scenarios it is apparent to the Board that there is a limit to the amount of tuition Virginia Community College students and their families can bear, particularly given the mission of the VCCS to improve participation of underserved populations – first generation college-going, minority, low-income – in higher education. As a result, the Board believes that, under any scenario, VCCS in-state tuition should not be increased more than 7 percent per year.

APPENDIX XVI continued

The Board further recognizes the consequences of this action in years when insufficient state funds are appropriated, such consequences including: the inability to develop and implement new curriculum in high demand areas that would further the economic vitality of the Commonwealth; an inability to provide adequate staffing and support services to improve graduation and retention rates of our students; the inability to attract and retain the faculty necessary to serve enrollments, meet workforce demands, and implement new programs.

The Board urges the Governor and General Assembly to recognize the currently unmet and future funding needs of the Virginia Community College System in their funding deliberations and to recognize that failure to provide adequate funds cannot be made-up by student tuition and will result in an inability to sustain a vibrant community college system that meets the needs of the Commonwealth and its citizens.

**An additional recommendation of the Budget and Finance Committee was made:**

The Budget & Finance Committee recommends that a special work-session of the Committee be called to discuss alternate revenue sources.

RESOURCE PERSON:

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Ms. Pamela Currey  
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## APPENDIX XVII

**TITLE:** Authorizing Resolution for Participation in the 2008 VCBA Pooled Bond Issuance in order to finance \$1.0 million for the JSRCC Parham Road Campus Workforce Training and Technology Center

### BACKGROUND:

The 2003 Virginia Acts of Assembly, Chapter 1042, includes a 9(d) non-general obligation bond funded capital outlay project for the construction of the Workforce Training and Technology Center at J. Sargeant Reynolds Community College, Parham Road Campus. The Act allows the Virginia College Building Authority to provide a pooled bond program for the purchase of bonds and other debt instruments to finance approved capital construction projects for public institutions of Higher Education. A resolution by the State Board for Community Colleges is required by the Treasury Board, prior to bond issuance.

Funding for this project is being provided from three sources:

1. \$3,138,200 authorized in the 2002 General Obligation Bond Referendum;
2. \$1,000,000 authorized in Chapter 1042, 2003 Virginia Acts of Assembly from 9(d) bond proceeds; and
3. \$495,000 authorized in Chapter 1042, 2003 Virginia Acts of Assembly from Trust & Agency funds

The State Board will have to approve the schematic design for the project at a future meeting, prior to the November, 2008 issuance of the Virginia College Building Authority bond sale.

The 34,500 square foot facility on the Parham Road campus will house the Community College Workforce Alliance (CCWA) workforce development and related non-credit programs of J. Sargeant Reynolds Community College. The building will house the Workforce Training Center co-located with the College's central administrative facilities.

J. Sargeant Reynolds Community College and John Tyler Community College joined forces to create a workforce and economic development organization named the Community College Workforce Alliance. CCWA provides business, industry, and government with a single source for training and development to enhance the skills of the workforce. CCWA is an organization established to meet the needs of the region's employers. Individuals are also offered classes for just-in-time learning, career enhancement, or new skills development.

Fifty-five percent of the facility will house the Workforce Training Center and 45 percent will house the College's administrative unit. Training delivered by the CCWA can be specified by businesses based on a signed agreement, for a finite amount of time. Individuals may also reserve rooms within the facility.

APPENDIX XVII continued

Although participation in the Virginia College Building Authority pooled bond program is not expected until November, 2008, there is some expectation by the College that funds may be necessary for the project prior to that time. Passage of the Bond Authorizing Resolution by the State Board at this time will allow the use of a temporary Treasury Loan, if necessary, until bond proceeds would be available. Due to strict expenditure time limitation requirements of the IRS for tax-exempt borrowers, it is not possible to participate in the 2007 Virginia College Building Authority pooled bond program.

RECOMMENDATION:

The State Board approve the bond authorizing resolution for the J. Sargeant Reynolds Workforce Training and Technology Center, subject to final approval of the schematic design.

RESOURCE PERSON:

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J. Sargeant Reynolds Community College  
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Ms. Pamela Currey  
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APPENDIX XVIII

TITLE            EQUAL EMPLOYMENT POLICY STATEMENT, 3.14.0,  
                    REVISED POLICY

BACKGROUND:

The current VCCS Equal Opportunity Policy statement contains outdated references to the Virginia Plan for Equal Opportunity in State Supported Institutions of Higher Education and does not include other federal laws which apply to the VCCS. Its revisions will bring the VCCS policy in alignment with Governor Kaine's Executive Order 1.

RECOMMENDATION:

It is recommended that the State Board approve the revisions to the System Equal Opportunity Policy Statement as described in the attached policy.

RATIONAL:

The VCCS Equal Opportunity Policy Statement should be updated to address new requirements and reflect Federal and State policies. The proposed change will assist applicants, employees and students with complaint processes by posting the name of the person responsible for EEO compliance and providing a summary statement of the procedure for filing complaints.

RESOURCE PERSON:

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