

STATE BOARD FOR COMMUNITY COLLEGES

**MEETING NO. 295
January 24, 2008**

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 January 24, 2008, in the Godwin-Hamel Board Room, 15th Floor of the James Monroe Building, 101 North 14th Street, Richmond, VA.

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
 Mr. Nathaniel X. Marshall
 Mr. Jeffery K. Mitchell

Members Absent: Ms. Connie R. Kincheloe
 Mr. Chris A. Lumsden
 Mr. R. Michael Mohler
 Mr. Michael Petters
 Mr. Alan G. Toxopeus

Staff Present:

Ms. Jennifer Allman	Mr. Bill Hightower
Mr. Robert Belcher	Dr. Donna Jovanovich
Mr. Peter Blake	Mr. Jeffrey Kraus
Mr. Willie Blanton	Dr. Christopher Lee
Mr. John Brilliant	Ms. Sally Love
Mr. Tom Cantone	Dr. Neil Matkin
Ms. Pam Currey	Mrs. Marlene Mondziel
Ms. Ellen Davenport	Ms. Nan Ottenritter
Dr. Glenn DuBois	Ms. Karen Petersen
Dr. Inez Farrell	Dr. Monty Sullivan
Dr. Jennifer Gentry	Mr. Edward Watson
Dr. Marcia Harrington	Ms. Rita Woltz
Mr. Craig Herndon	Dr. Susan Wood
Ms. Sharon Hutcheson	

Others Present: Mr. Everett Jordan, Northrop Grumman Newport News
Dr. David Sam, GCC President
Dr. Cheryl Thompson-Stacy, ESCC President

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. Minutes – Meeting No. 294, November 15, 2007

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

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

The motion carried.

D. Public Comment

There was no public comment.

E. Education: Perception and Truth About the VCCS, Jeffrey Kraus,
Assistant Vice Chancellor for Public Relations

The Chairman stated that he asked the Assistant Vice Chancellor for Public Relations, Jeff Kraus, to give the presentation made at the Annual Meeting in November. Mr. Kraus stated that perception is reality in the Media Age and provided information about the public's perception of Virginia's community colleges as determined by the Virginia Commonwealth University Commonwealth Poll conducted in May 2007. The poll explored four areas, familiarity with the VCCS, favorability of impression, likelihood of attending a Virginia community college, and awareness of the Guaranteed Admissions Agreements. The first three areas were moderately strong and mostly unchanged from a previous poll taken in 2005. Awareness of the Guaranteed Admissions Agreement was low. There were three main reasons given for attending a community college. The first was the number one answer, an alternative to a four-year school. The other two reasons were because of the type of education community colleges provide, and that the colleges met the needs of non-traditional students.

Mr. Kraus provided information on media trends and how information is accessed. More than 50% of Americans get their news online, especially younger Americans. He noted that there were 1488 news stories between September 1, 2007 and January 18, 2008 on Virginia's community colleges. 80% of the news stories are in newspapers, a shrinking news source for young people. 95% of the VCCS stories are positive or neutral, an amazing number. The VCCS reaches an average of 3.4 million each week via media, an equivalent of \$322,813 worth of print space. The VCCS news coverage is largely inside the Commonwealth and lots of stories are about the nursing programs. In summation, Mr. Kraus stated that the VCCS media perception is driven by external events, the VCCS media efforts are college-focused, and the VCCS media mentions are frequently missing potential students. Efforts are underway to change this through online resources, including such tools as the Transfer Wheel, Podcasting and the Wizard Project. Blogging on VAHigherEd.com combined with a compelling, updated website are other tools. The Transfer Wheel receives 20,000 hits per month. In response to questions, Mr. Kraus noted that the VCCS was working on reaching the high school and younger student since the internet is their preferred communications.

F. Reports from Campus Liaisons – Ms. Megan Beyer

Mr. Graham stated that Ms. Beyer would provide a report on Blue Ridge Community College (BRCC) for which she serves as its campus liaison. She said that during a visit to BRCC she found a vital college with vision that was founded on its farming roots. BRCC has grown from 908 students in its first year to over 4,000 students. From its nationally recognized SIFE team, to its successful veterinary technology program that via distance learning is system-wide, BRCC is preparing its young students for new challenges in the world.

II. CHANCELLOR'S REPORT

A. Emergency Preparedness Task Force Report

Chancellor DuBois stated that the Report of the Emergency Preparedness Task Force was a significant effort to look closely at how the VCCS prepares and deals with emergencies. Dr. Neil Matkin, Vice Chancellor of Information Technology, was chairman of the Task Force. Dr. Matkin introduced his co-chairs, Dr. Cheryl Thompson-Stacy and Dr. David Sam, who had personal experience in dealing with emergencies. Dr. Matkin said that the report was an extensive study that reviewed the current state of readiness, the applicable laws and policies, and campus security issues. They took an all hazards approach, met with numerous experts, including Dr. Gordon Davies, a member of the Governor's Virginia Tech Panel.

Dr. Cheryl Thompson-Stacy, President of Eastern Shore Community College, stated that the Task Force concurs with the majority of the relevant recommendations included in the August 2007 Virginia Tech Review Panel. The community colleges have been actively engaged in successful emergency planning efforts and continue to do so.

Noting that there are numerous reports and standards that require data submissions, she stated that the VCCS is working to simplify the reporting requirements. Dr. Thompson-Stacy reported that different colleges need different plans. Each college should have one individual assigned to coordinate the campus safety planning. Coordination among all parties, campus security, local law enforcement and first responders is vital to successfully mitigate emergency conditions. An excellent resource is the Virginia State Police who will tour the campus and work with the college personnel to provide a risk assessment at no cost. A risk assessment should be conducted annually. She spoke of her experiences on the Mississippi coast during Hurricane Katrina. The colleges there were critical in training skilled workers to help the survivors recover.

Next Dr. David Sam, President of Germanna Community College (GCC), spoke of his experience with Hurricane Ivan in Florida. He stated that it was critical to adapt, adopt and improvise with training before a crisis occurs. To illustrate how partnership relationships are very important, he spoke of how valuable the National Guard was during the aftermath of Hurricane Ivan. Merely by their presence on his campus, the threat of looting was eliminated. These relationships should be cultivated before a crisis. Dr. Sam reported that it is more likely that a fire, a hazardous spill or a hurricane will occur rather than a Virginia Tech-type tragedy. In the hearings held by the Task Force, testimony was provided both for and against a weapons policy. He believed it was important to balance the right of free speech with the right to bear arms. Experiences at Germanna Community College necessitated a review of its weapons policy. The weapons policy adopted by GCC and included in the report has been vetted by the Attorney General's office. Among the recommendations were to strengthen relationships with responders, to plan in advance for an emergency, and to update the plans constantly.

Dr. Matkin reported that the Task Force first determined what the colleges had available as baseline capabilities. Community college actions to improve campus safety were also included in the report. On the subject of text/voicemail messaging, he noted that the VCCS operates one of the most advanced telecommunications networks in the nation, one that links all college campuses and system office facilities. All but three colleges use a Voice over Internet Protocol (VoIP) phone system. Two of the three are in the process of converting to VoIP. This system provides multiple methods of connectivity and communication but it is recognized that there is limited potential for emergency notification since the primary target audience would be students who are not assigned a campus telephone. Other options available are voicemail broadcast message, call manager intercom, and call manager integration with a public address system. He stated that text messaging is one tool only and not the complete answer. The Task Force made 24 recommendations in its report.

In response to an inquiry, the Chancellor stated that presidents and their threat assessment teams have the authority to make any decisions necessary in dealing with a crisis on their campus.

Mr. Graham thanked Dr. Matkin, Dr. Thompson-Stacy and Dr. Sam for their efforts on the report.

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

“THE STATE BOARD FOR COMMUNITY COLLEGES ACCEPTS THE REPORT OF THE CHANCELLOR’S EMERGENCY PREPAREDNESS REVIEW TASK FORCE.”

The motion carried.

B. Chancellor’s Report on 2007-2008 Goals

The Chancellor noted that the updated report on the 2007-2008 goals was provided.

C. Fall 2007 Enrollment Update

The Chancellor asked Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research, to present the enrollment update. Dr. Sullivan stated that unduplicated headcount enrollment increased by 5% or 7,960 students over fall 2006. The full-time-equivalent student enrollment increased by 5.8% and further indicates that students are taking a larger course load per student. Career and technical program enrollment increased by 4.7%.

D. Suggested State Board Meeting Dates

The Chancellor noted that proposed meeting dates for FY 2009 were:

July 16-17, 2008;
September 17-18, 2008;
November 11-12, 2008 (Annual Meeting);
November 12-13, 2008;
January 21-22, 2009;
March 18-19, 2009;
May 20-21, 2009.

Mr. Graham requested a motion to accept the dates as proposed.

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

“THE STATE BOARD FOR COMMUNITY COLLEGES ACCEPTS THE MEETING DATES FOR FISCAL YEAR 2009 AS PROPOSED.”

The motion carried.

E. Legislative Reception Held on January 22, 2008

The Chancellor thanked all of the State Board members who attended the Legislative Reception. He also expressed his gratitude to the sponsors and noted that over 150 legislators attended.

F. New Horizons Conference April 9, 10, and 11, 2008 at the Hotel Roanoke and Conference Center, Roanoke, VA

Dr. DuBois announced that the showcase of VCCS professional development, the New Horizons Conference, would be held in April this year. The conference showcases our faculty primarily and he urged the State Board members to attend.

III. COMMITTEE REPORTS

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

1. Minutes – Meeting of November 14, 2007

The Committee approved the minutes of the November 2007 meeting.

2. Action Items

a. Program Approvals

(1) Danville Community College
Associate of Science in Engineering

Mr. Hancock reported that Danville Community College (DCC) requested approval to establish an Associate of Science degree in Engineering. The program would give students the first two years of an undergraduate degree in engineering and is designed for articulation with the University of Virginia's engineering program. The program is also in full agreement with the articulation agreement between the VCCS and Virginia Tech. The Committee recommended approval. (See Appendix I.)

(2) Danville Community College
Associate of Applied Science Degree in Nursing

Mr. Hancock reported that Danville Community College (DCC) requested approval to establish an Associate of Applied Science degree in Nursing. DCC will be a member institution authorized to offer the Commonwealth

Nursing Program. Successful students will be eligible to take the national licensure exam leading to licensure as a registered nurse. The Committee recommended approval. (See Appendix II.)

(3) Danville Community College
Certificate in Protective Services

Mr. Hancock reported that Danville Community College (DCC) requested approval to establish a Certificate in Protective Services (Private Security). Graduates of the program will be prepared for entry level positions in the security industry. The Committee recommended approval. (See Appendix III.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUESTS FROM DANVILLE COMMUNITY COLLEGE TO ESTABLISH AN ASSOCIATE OF SCIENCE DEGREE IN ENGINEERING, AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING AND A CERTIFICATE IN PROTECTIVE SERVICES (PRIVATE SECURITY) AS PROPOSED.”

The motion carried.

b. Approval of Changes to the Chancellor’s Faculty Fellowship

Mr. Hancock reported that the number of applications to the Chancellor’s Faculty Fellowship has declined during the past several years. The proposed changes to the existing program are designed to address some of the reasons noted for the decline. The Academic and Student Affairs Council and the Advisory Council of Presidents endorsed the changes. The Committee recommended approval. (See Appendix IV.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE CHANCELLOR’S FACULTY FELLOWSHIP AS PROPOSED.”

The motion carried.

3. Information Items

a. Education Theme: Governor's Workforce Reform Initiative

Mr. Peter Blake, Vice Chancellor for Workforce Development Services, provided information on the implications for the VCCS as a result of the Governor's Workforce Reform Initiatives. He noted that the Executive Order was signed earlier this month. On both the state and local levels, the emphasis was on training with the community colleges playing a prominent role in the coordination, planning, and delivery of workforce development services. Responsibility for the Workforce Investment Act would move to the VCCS, who will serve as the fiscal agent and grants administrator of \$30 million, with 80% of this going to the localities. Mr. Blake noted that this will result in no increase in funds for the VCCS while requiring substantial VCCS resources. The VCCS would become responsible for "rapid response" function by intervention, transition, and layoff aversion services. The VCCS is charged with strategic guidance and staff support to the Virginia Workforce Council. Proposed legislation will add the Chancellor to the Virginia Economic Development Partnership Board. The VCCS will play a lead role in advising the Governor on use of "discretionary" funds. Under the initiatives, the Secretary of Education will recommend to the Governor on how to involve the VCCS in Career and Technical Education (CTE) that is currently vested with the State Board of Education. The Secretary of Education also will lead a study on the workforce and education needs of adults who do not have a high school credential.

b. Update on Workforce Development Grant Opportunities

It was noted that an update on workforce development grant opportunities was provided.

c. Office of Professional Development Two-Year Strategic Plan

Mr. Hancock noted that a copy of the Two-year Strategic Plan for the Professional Development office was provided and that Ms. Nan Ottenritter, Director of Professional Development, was available to answer any questions.

d. Update on December 2007 Official Southern Association of Colleges and Schools (SACS) Actions

Mr. Hancock noted that a report on the Actions Taken by the Commission on Colleges of the Southern Association of Colleges and Schools was provided.

e. Program Viability Report

Since 2002, the VCCS has engaged in an academic program viability review process that identifies programs in which enrollments have not been productive. College personnel were instructed to use the provided guidelines to review the viability of all of their academic programs and to submit plans to either phase out, justify, or revitalize any low viability programs. A summary of the report was provided.

f. 2007-08 Chancellor's E-Learning Enhancement and Development (CEED) Program Update

Mr. Hancock reported that highlights of this year's successful applicants to the Chancellor's E-Learning Enhancement and Development program. Seventeen colleges submitted proposals with 12 receiving awards.

g. Program Approvals (Approved by the Chancellor)

The following programs were approved by the Chancellor under his delegated authority.

(1) Central Virginia Community College
Certificate in General Education

(2) Danville Community College
Certificate in Corrections
Certificate in Law Enforcement

(3) Germanna Community College
Certificate in General Education

(4) Wytheville Community College
Certificate in General Education

h. Program Discontinuances

The following programs, identified as low viability programs under the recent program viability study, have been approved for discontinuance:

(1) Blue Ridge Community College
Certificate in Administration of Justice
Certificate in Computer-Aided Drafting and Design

- (2) Dabney S. Lancaster Community College
 - Certificate in Banking
 - Certificate in Clerical Studies
 - Certificate in Electronics
 - Certificate in Microcomputer Office Automation

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

1. Minutes - Meeting of November 14, 2007

The Committee approved the minutes of the November 2007 meeting.

2. Action Items

There were no action items.

3. Information Items

a. Purchasing Charge Card Audit

Ms. Ahmed reported that the VCCS Internal Audit Department preformed a Purchasing Charge Card Audit at eight colleges. There were four findings; none of these findings were considered significant.

b. Student Financials Audit

Ms. Ahmed reported that the VCCS Internal Audit Department preformed a Student Financials Audit at eight colleges. There were 28 findings; none of these findings were considered significant. Because there were 13 findings on average at each college, additional audits would be pursued in the future.

c. Litigation

Ms. Ahmed reported that the litigation was reviewed by System Counsel.

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

1. Minutes – November 14, 2007

The Committee approved the minutes of the November 2007 meeting.

2. Action Items

Consent Items:

- a. Germanna Community College
Culpeper Workforce Development and Advanced
Technology Center
Relocation of Access Right of Way and
Grant of Easement to Adjacent Property Owner

Mr. Shinn reported Germanna Community College (GCC) sought approval to relocate an access right of way and grant an easement to an adjacent property owner on land owned by GCC's Educational Foundation and adjacent to GCC's Workforce Development and Advanced Technology Center. Recently the Virginia Department of Transportation (VDOT) acquired a new right of way that is south of the original. If granted, the easement would be located on a remote corner of the workforce center site. The Committee recommended approval. (See Appendix V.)

- b. Southside Virginia Community College
Lease Approval for Changing Location of the
Emporia Off-Campus Site

Mr. Shinn reported that Southside Virginia Community College (SsVCC) sought approval to relocate its 18-year old off-campus site in Emporia to a new building that it will lease for \$1 a year plus operating costs from the Southside Virginia Higher Education Center. This new building will be completed in March 2008. The current building is in disrepair while the new space will be part of a very attractive administrative campus complex. The Committee recommended approval. (See Appendix VI.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES GERMANNA COMMUNITY COLLEGE’S REQUEST TO RELOCATE AN ACCESS RIGHT OF WAY AND GRANT AN EASEMENT TO AN ADJACENT PROPERTY OWNER AS PROPOSED; AND TO AUTHORIZE SOUTHSIDE VIRGINIA COMMUNITY COLLEGE’S REQUEST TO RELOCATE THE EMPORIA OFF-CAMPUS SITE TO THE NEW SOUTHSIDE VIRGINIA HIGHER EDUCATION CENTER CONTINGENT UPON SATISFYING ALL APPLICABLE REQUIREMENTS BY THE STATE AND STATE BOARD POLICY.”

The motion carried.

Discussion Items:

- c. Tidewater Community College
Regional Automotive Center
Utility Easement
City of Chesapeake

Mr. Shinn reported that the construction of Tidewater Community College's Regional Automotive Technology Center is scheduled for completion Spring 2008. In order to provide water service to the building, the City of Chesapeake requires a deed of easement that will not directly impact the center. The Committee recommended approval. (See Appendix VII.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUESTED UTILITY EASEMENT AT TIDEWATER COMMUNITY COLLEGE’S REGIONAL AUTOMOTIVE CENTER AS PRESENTED. THE AUTHORIZATION IS CONTINGENT UPON SATISFYING ALL APPLICABLE REQUIREMENTS BY THE STATE AND STATE BOARD POLICY.”

The motion carried.

- d. Lord Fairfax Community College
Science Building and Temporary Modular Classroom
Deeds of Easement

Mr. Shinn reported that Potomac Edison Company, doing business as Allegheny Power, requested a 10-foot wide utility easement for power lines to serve the new Science Building and a temporary modular classroom building at the Middletown Campus of Lord Fairfax Community College. The Committee recommended approval. (See Appendix VIII.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CONVEYANCE OF THE EASEMENT TO ALLEGHENY POWER FOR THE INSTALLATION, OPERATION AND MAINTENANCE OF UNDERGROUND ELECTRIC POWER LINES TO SERVE THESE BUILDINGS AND BEING CONTINGENT UPON APPROVAL BY THE LORD FAIRFAX COMMUNITY COLLEGE LOCAL BOARD AND UPON SATISFYING ALL APPLICABLE REQUIREMENTS OF THE STATE BOARD POLICY AND THE COMMONWEALTH OF VIRGINIA.”

The motion carried.

- e. Northern Virginia Community College
Loudoun Campus Revised Master Plan

Mr. Shinn reported that Northern Virginia Community College (NVCC) developed a new master plan for the future expansion of its Loudoun Campus through year 2018. The Master Plan 2018 consists of three phases and addresses the facility needs for student population growth, various curricula initiatives, and integration within the local community. The Committee recommended approval. (See Appendix IX.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MASTER PLAN OF NORTHERN VIRGINIA COMMUNITY COLLEGE AT ITS LOUDOUN CAMPUS AS SUBMITTED.”

The motion carried.

- f. Thomas Nelson Community College
Historic Triangle Campus
Utility Easement
Dominion Virginia Power

Mr. Shinn reported that construction of the first academic building on the Historic Triangle Campus of Thomas Nelson Community College is scheduled for completion Spring 2009. In order to provide electrical service to the building, Dominion Virginia Power requires a deed of easement to extend electricity to the building. The Committee recommended approval. (See Appendix X.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUESTED UTILITY EASEMENT AS PRESENTED AT THE HISTORIC TRIANGLE CAMPUS OF THOMAS NELSON COMMUNITY COLLEGE. THE AUTHORIZATION IS CONTINGENT UPON SATISFYING ALL APPLICABLE REQUIREMENTS BY THE STATE AND STATE BOARD POLICY, AND APPROVAL OF THE THOMAS NELSON COMMUNITY COLLEGE LOCAL BOARD.”

The motion carried.

- g. Virginia Community College System
Approval of Six-Year Capital Outlay Plan Amendment

Mr. Shinn reported that at its May 2007 meeting the State Board approved the VCCS 2008-14 Six Year Capital Outlay Plan that was submitted to the Department of Planning and Budget for inclusion in the Governor's 2008-10 Budget. In December 2007, the Governor proposed a General Obligation Bond (GOB) to fund construction projects for colleges and universities. In an effort to include at least one project from each community college, the Governor's Office revised the project order, moving two projects into the first biennium and establishing a third project at Danville Community College. The Committee recommended approval. (See Appendix XI.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REFERENCED CHANGES AS AMENDMENTS TO THE APPROVED VCCS SIX-YEAR PLAN FOR 2008-14. THAT THE STATE BOARD REQUESTS THE CHANCELLOR TO CONTINUE AN AGGRESSIVE INFORMATION CAMPAIGN TO BETTER INFORM THE EXECUTIVE AND LEGISLATIVE BRANCH DECISION MAKERS, AND THE GENERAL PUBLIC REGARDING THE CAPITAL OUTLAY FUNDING NEEDED BY THE VCCS TO PROVIDE CONTINUING STUDENT ACCESS THROUGH THE NEXT DECADE, AND THE SIGNIFICANT RETURN ON INVESTMENT PROVIDED BY THE VCCS TO THE COMMONWEALTH FOR EVERY STUDENT THAT ATTENDS A COMMUNITY COLLEGE.”

The motion carried.

3. Information Items

- a. Virginia Community College System
Governor's Capital Outlay Recommendations 2008-10

Mr. Shinn noted that the Committee discussed the two Bond packages proposed in the General Assembly. Ms. Currey distributed a comparison between the two proposals while she explained some of the differences. The Chancellor noted that the proposals indicated recognition by both the Governor and the House of Delegates of the very real capital needs of the VCCS.

- b. Virginia Community College System
SWaM Reporting

Mr. Shinn noted that the SWaM Report was provided for information.

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

Mr. Shinn stated that the status report on Capital Outlay projects was also provided.

D. Budget and Finance Committee – Megan Beyer, Chair, reported.

- 1. Minutes - Meeting of November 14, 2007

The Committee approved the minutes of the November 2007 meeting.

- 2. Action Items

There were no action items.

- 3. Information Items

Ms. Beyer reported that many of the State Board members attended the Special Committee Meeting held on Wednesday, January 23 at which a myriad of possible partnerships were discussed. She noted that the original intent was to seek ways to lower tuition and what was learned was that revenues derived from the discussed programs are used to supplement the programs, rather than off-set tuition costs, and are typically user supported. As such, they have to be run more like a business. Ms. Beyer stated that she believed it would be valuable to hold an institute with the State Board members, the community college presidents, their vice presidents of finance and any appropriate others to hear similar, if not the same, presentations as the Committee had heard.

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

“THE STATE BOARD FOR COMMUNITY COLLEGES CONVENE A MEETING OF STATE BOARD MEMBERS, COMMUNITY COLLEGE PRESIDENTS, AND COMMUNITY COLLEGE VICE PRESIDENTS ON PUBLIC-PRIVATE PARTNERSHIPS.”

The motion carried.

- a. Briefing on Governor’s Budget Recommendations
 - i. Operating Recommendations

Ms. Currey provided information on the Governor’s budget recommendations. It was noted that the budget is permanently reduced by the five percent budget cut. Ms. Beyer reviewed the Governor’s Budget

proposal that was included in the Board material. The Chair stated that these were challenging times. The Chancellor noted that he would be having a conference call with the college presidents on Friday to provide them with an update. There was a very real possibility of another budget cut forthcoming. He plans to urge the colleges to plan appropriately.

ii. Capital Recommendations

This was discussed under the Facilities Committee.

iii. Restructuring Recommendations

Ms. Currey explained that the Restructured Higher Education Act was passed in 2005. All public institutions of higher education were at Level I except for three institutions, the University of Virginia, Virginia Tech, and the College of William and Mary, which moved directly to Level III. The proposed bill for Level II status was unsuccessful in last year's session of the General Assembly. Another Level II bill is being proposed that, if passed, would provide Level II approval for institutions that meet certain eligibility criteria in two of the three possible categories: information technology, procurement, and capital outlay. If approved, the bill would allow the VCCS to negotiate Level II authority that would provide additional delegated authority in two of the listed areas. The Chancellor stated that the VCCS would definitely seek approval of Level II authority in the information technology area and also determine which area would be most beneficial between the capital outlay and procurement categories, with our major emphasis being information technology.

iv. Other

There was no other business to come before the Budget and Finance Committee.

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

1. Minutes—Meeting of November 14, 2007

The Committee approved the minutes of the November 2007 meeting.

2. Action Item

a. Reassignment of Administrative and Professional Faculty Policy

Mr. Marshall reported that current VCCS policy does not give the Presidents the latitude to reassign administrative/professional faculty to other duties during their fiscal year contract period. It is recommended that the reassignment capability

be provided as a way for the presidents to meet the challenges and business needs of the colleges through appropriate leadership flexibility. The Committee approved the recommendation with one amendment which requests that the Associate Vice Chancellor for Human Resources provide a report at the July 2009 meeting of the Committee on how the colleges implemented the policy in order to ensure Human Resources oversight. (See Appendix XII.)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE POLICY FOR REASSIGNMENT OF ADMINISTRATORS AS PROPOSED AND THAT THE ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES WILL PROVIDE A REPORT ON THE POLICY IMPLEMENTATION AT THE JULY 2009 MEETING.”

The motion carried.

3. Information Items

There were no information items.

IV. EXECUTIVE COMMITTEE/CHAIR'S REPORT

At this time, the Chair requested that Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement, provide a report on the Great Expectations program. Dr. Gentry noted that a brochure describing the program was distributed to the State Board members. The program resulted from a challenge by Mr. Mark Fried of a \$1 million donation to the Virginia Foundation for Community College Education (VFCCE) if it could raise \$4 million. The Great Expectations program provides for children transitioning from foster care with a means to continue their education. Dr. Gentry noted that two cultivation events had been held. The Chancellor and the First Lady of Virginia were contacting possible donors. Dr. Gentry further noted that the Chancellor had approved funds to hire a program director. She believed the challenge would be met successfully by the end of 2008, with a total endowment of \$10 million raised before the First Lady leaves office. Dr. Gentry acknowledged that the First Lady, Ms. Holton, has opened many doors on the national level that were otherwise closed. The Chancellor described his vision of how the Great Expectations program would operate. Dr. Gentry thanked the State Board members and the VCCS staff who has contributed \$20,000 for the program.

Mr. Graham announced that the next meeting of the State Board would be in Abingdon and he urged all of the State Board members to attend. The meeting would be held at the Southwest Virginia Higher Education Center, which is adjacent to Virginia Highlands Community College in Abingdon.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

There being no further business to come before the State Board, the meeting was adjourned at 11:45 a.m.

Mark Graham, Chair

Glenn DuBois, Secretary

GD/sbh

APPENDIX I

TITLE: PROGRAM APPROVAL – ASSOCIATE OF SCIENCE DEGREE IN ENGINEERING

BACKGROUND:

Danville Community College (DCC) proposes the establishment of an Associate of Science degree in Engineering. This is a four-semester, 71-credit curriculum. The Associate of Science in Engineering program is designed to give students the first two years of an undergraduate degree in engineering, and is designed for articulation with the University of Virginia’s engineering program and is also in full agreement with the articulation agreement between the Virginia Community College System (VCCS) and Virginia Tech.

ACTION RECOMMENDED:

It is recommended that the State Board for Community Colleges approve that Danville Community College be allowed to offer the Associate of Science degree in Engineering.

PREVIOUSLY REVIEWED BY:

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

RATIONALE:

The program curriculum was designed in consultation with the School of Engineering and Applied Science at the University of Virginia to meet engineering staffing requirements of local corporations. Successful students will become fully-qualified engineers who will have a higher likelihood of staying and working in DCC’s service area.

The partnership of DCC with UVA and area corporations is a way for the companies to “grow their own” to address their workforce engineering needs without having to send students away from the area for their education. Assistant Dean James F. Groves at the University of Virginia School of Engineering and Applied Science states a commitment “to partner with Danville Community College for the offering of a continuous engineering education pathway in Danville.”

RESOURCE PERSONS:

- Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research, msullivan@vccs.edu, 804.819.4970
- Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, swood@vccs.edu, 804.819.4936
- Mr. William Hightower, Director of Educational Programs, bhightower@vccs.edu, 804.819.4696

APPENDIX II

TITLE: PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

BACKGROUND:

Danville Community College (DCC) proposes the establishment of an Associate of Applied Science degree in Nursing as a member institution authorized to offer the Commonwealth Nursing Program. This is a five-semester (plus pre-requisites), 69-credit curriculum. The Associate of Applied Science in Nursing program is designed to prepare selected students to qualify as contributing members of the healthcare team, rendering direct patient care as beginning practitioners of nursing in a variety of health service facilities. Upon successful completion of the curriculum, students will be eligible to take the National Council Licensure Examination leading to licensure as a registered nurse (RN).

ACTION RECOMMENDED:

It is recommended that the State Board for Community Colleges approve that Danville Community College be allowed to offer the Associate of Applied Science degree in Nursing.

PREVIOUSLY REVIEWED BY:

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

RATIONALE:

It has been well documented that the existing capacity of VCCS institutions to produce ADN graduates is not sufficient to meet current and projected market demands (Chancellor's Nursing Task Force Report). The United States is in the midst of an unprecedented shortage of registered nurses. This shortage is expected to persist because of the increasing demand for health care as baby boomers approach retirement, the nursing workforce ages, and interest in nursing as a career declines because of expanding opportunities for women in previously male-dominant professions (American Association of Colleges of Nursing).

Within six years, Virginia's demand for nurses will be 30 percent greater than its supply. In 2010, the first of 78 million baby boomers will turn 65, an age when people often start to need more medical care. In Virginia, individuals over 65 make up 11 percent of the population but represent 35 percent of the hospital population. This increases the need for nurses and other health care workers (Virginia Partnership for Nursing).

RESOURCE PERSONS:

- Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research, msullivan@vccs.edu, 804.819.4970
- Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, swood@vccs.edu, 804.819.4936
- Mr. William Hightower, Director of Educational Programs, bhightower@vccs.edu, 804.819.4696

APPENDIX III

TITLE: PROGRAM APPROVAL – CERTIFICATE IN PROTECTIVE SERVICES

BACKGROUND:

Danville Community College (DCC) proposes the establishment of a Certificate in Protective Services (Private Security). This certificate is a 3- or 4-semester, 44 credit hour curriculum. Two program lengths are provided to suit the various needs of prospective students. Graduates of this program will be prepared for securing entry level positions in retail and industrial security, including security system design and monitoring. This program proposal has previously been reviewed and approved by the DCC Curriculum Committee, the DCC Local College Board, and the VCCS Academic Services and Research staff.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve that Danville Community College be allowed to offer the Certificate in Protective Services.

RATIONALE:

The purpose of the program is to prepare individuals to be competitive in the hiring and promotion processes in the justice system and to prepare them to continue on with their higher education. The certificate is associated with the college's Administration of Justice Degree program and all certificate courses meet the degree program requirements.

RESOURCE PERSONS:

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APPENDIX IV

TITLE: CHANCELLOR'S FACULTY FELLOWSHIP
PROPOSED REVISIONS

BACKGROUND:

In the past several years, the number of applications for the Chancellor's Faculty Fellowship has decline. A sampling of the reasons includes: 1) not being able to live on one-half salary; 2) inability to fulfill the residential requirement; and 3) lack of clarity of the type of doctoral work eligible; and 4) not being aware of the award.

The Professional Development Committee proposed the enclosed changes. The changes were endorsed by the Academic and Student Advisory Council and the Chancellor's Advisory Council of Presidents. The changes which can be found in the document are summarized below:

- Clarification – 1) both higher education and discipline-related doctoral work are included; 2) the award period is one year (to include leave time and distribution of funds); and 3) time may be spent on course work, writing the dissertation, or both;
- Changes to the existing program – 1) addition of ¼ salary from the system office; 2) location of work – the inclusion of non-residential as well as residential study; 3) the addition of a vice president or provost and chair of the Chancellor's Faculty Advisory Council (CFAC) to the selection committee; and 4) requirement of a bi-annual progress report;
- Needs for the program – 1) marketing it more aggressively to VCCS faculty; and 2) putting memorandums of understanding in place with the Virginia universities providing support.

RESOURCES:

Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research, msullivan@vccs.edu, 804-819-4972

Ms. Nan Ottenritter, Director of Professional Development, nottenritter@vccs.edu, 804-819-4966

APPENDIX V

**TITLE: GERMANNA COMMUNITY COLLEGE
CULPEPER WORKFORCE DEVELOPMENT AND ADVANCED
TECHNOLOGY CENTER
RELOCATION OF ACCESS RIGHT OF WAY AND
GRANT OF EASEMENT TO ADJACENT PROPERTY OWNER**

BACKGROUND:

The Germanna Community College Educational Foundation (Foundation) owns land adjacent to the Germanna Community College's Culpeper Workforce Development and Advanced Technology Center. There is a right of way across another adjacent tract of land that is owned by Crown Jewel, LLC., providing the only public access to the Foundation's property, and a second access route to the College's workforce center. Recently, VDOT acquired a new right of way that is 100 feet south of the original right of way described above. Crown Jewel, LLC has asked the Foundation and the College to agree to abandon the original right of way, and to make the necessary adjustments to provide the Foundation with access to the new right of way by granting an easement across a remote corner of the workforce center site. (See attached plat).

To adjust to this change in right of way location, Germanna Community College is requesting State Board approval: 1) to vacate an existing access right of way that is no longer required or necessary; 2) to obtain a replacement access right of way where the proposed State Route 798 is to be constructed; 3) to grant an easement to the Germanna Community College Educational Foundation, Inc. in the northern most corner of the College's site and to modify an existing utility easement in order for the Foundation to provide access to State Route 790 for the Foundation's land via State Route 798.

RECOMMENDATION:

It is recommended that the State Board approve: 1) vacating an existing access right of way that is no longer required or necessary; 2) obtaining a replacement access right of way where the proposed State Route 798 is to be constructed; 3) granting an easement to the Germanna Community College Educational Foundation, Inc. in the northern most corner of the College's site and modifying an existing utility easement in order for the Foundation to provide access to State Route 790.

LOCAL BOARD APPROVAL:

Local Advisory Board will review this item on January 17, 2008.

RESOURCE PERSONS:

Mr. Richard L. Brehm, Vice President
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Virginia Community College System
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APPENDIX VI

**TITLE: SOUTHSIDE VIRGINIA COMMUNITY COLLEGE
LEASE APPROVAL FOR CHANGING LOCATION OF THE
EMPORIA OFF-CAMPUS SITE**

BACKGROUND:

Southside Virginia Community College is asking for State Board approval to relocate its 18 year old off-campus site in Emporia to a new building. Southside Virginia Community College has leased space in a Perdue, Inc. plant in Emporia, Virginia since 1989. The current building is approximately 40 years old and is in a state of disrepair. Perdue closed their Emporia plant in 2004 but has allowed the college to continue using the 15,000 square foot office building. The present facility is worn out, does not have a science lab, current IT wiring, nor is it fully ADA accessible.

The City of Emporia and Greensville County are building a new 18,000 square foot Southside Virginia Higher Education Center which will be completed by March 2008. The college would like to lease this space for \$1.00 a year plus operating costs for an indefinite period of time. This building is part of a very attractive administrative campus complex which should in itself generate increased enrollment.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges authorize the relocation of the Emporia off-campus site to the new Southside Virginia Higher Education Center. The authorization is contingent upon satisfying all applicable requirements by the state and State Board Policy.

LOCAL BOARD APPROVAL:

The Local College Board has reviewed and approved this project on several occasions. They support the State Board's approval of this project.

RESOURCE PERSONS:

Dr. John J. Cavan, President
Southside Virginia Community College
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APPENDIX VII

**TITLE: TIDEWATER COMMUNITY COLLEGE
REGIONAL AUTOMOTIVE CENTER
UTILITY EASEMENT
CITY OF CHESAPEAKE**

BACKGROUND:

Approved in the 2002 General Obligation Bond package, construction of the 30,000 square foot Regional Automotive Technology Center began in March 2007, and is scheduled for completion Spring 2008. The new facility will replace inadequate rented space currently utilized by Tidewater Community College's Automotive Program and will provide state-of-the-art classroom and laboratory space for instruction in the increasingly technological automotive sector.

In order to provide water service to the building, the City of Chesapeake requires a deed of easement for approximately 519 square feet of land, or 0.0119 acres (approx 20'x26'), on which to place a water meter, water meter vault, and associated piping and appurtenances.

The easement is located at the property line adjacent to Innovation Drive and will not directly impact the center's campus operations or future campus expansion.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the requested utility easement as presented. The authorization is contingent upon satisfying all applicable requirements by the state and State Board Policy.

LOCAL BOARD APPROVAL:

The Tidewater Community College Board will review the proposed easement at its January 15, 2008 meeting.

RESOURCE PERSONS:

Dr. Deborah M. DiCroce
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Virginia Community College System
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APPENDIX VIII

**TITLE: LORD FAIRFAX COMMUNITY COLLEGE
SCIENCE BUILDING AND TEMPORARY MODULAR CLASSROOM
DEEDS OF EASEMENT**

BACKGROUND:

The Potomac Edison Company, doing business as Allegheny Power, has requested 10 foot wide utility easements for the installation, operation and maintenance of power lines to serve the new Science Building, and a temporary modular classroom building at the Middletown Campus of Lord Fairfax Community College. In addition to these new easements, an existing easement for the former electric line to the Smith Center will be vacated. The College is having the location of those lines surveyed and the plats will be attached to the final easements.

Following approval by the State Board for Community Colleges and prior to execution, the utility easement will be submitted for approval by the Office of the Attorney General of Virginia.

RECOMMENDATION:

It is recommended that the State Board approve the conveyance of this easement to Allegheny Power for the installation, operation and maintenance of underground electric power lines to serve these buildings.

This authorization is contingent upon satisfying all applicable requirements of the State Board Policy and the Commonwealth of Virginia.

LOCAL BOARD APPROVAL:

Local Advisory Board will review this item at their February 14, 2008 and is contingent upon approval by the Local Board. The State Board will be apprised of any concerns raised by the Local College Board.

RESOURCE PERSONS:

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APPENDIX IX

**TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
 LOUDOUN CAMPUS REVISED MASTER PLAN**

BACKGROUND:

Northern Virginia Community College has developed a new master plan for future expansion of its Loudoun Campus through the year 2018. The major goals of the “Master Plan 2018” include addressing the facility needs for student population growth, creating an education center to accommodate higher education and/or secondary school facilities, addressing the facility needs of various curricula initiatives including an environmental studies program and NOVA’s emphasis on sustainability, and promoting integration of the Loudoun Campus with its community.

The Master Plan 2018 is composed of three (3) phases: Phase I is to be completed in 2011, Phase II is to be completed in 2014, and Phase III is to be completed in 2018. Phase I includes 180,000 square feet of new construction in three buildings, completion of the loop road, a parking lot and a parking garage for 540 vehicles. Phase II includes 135,000 square feet of new construction in four (4) buildings, a third entrance, and an overflow parking lot. Phase III includes 92,000 square feet of new construction in two (2) buildings. By 2018, the campus will have total of 570,000 gross square feet, 1,700 parking spaces, three entrances, and a loop road. The plan restricts its development to the southern zone of the property and allows for the continuance of the existing ball fields.

This project was reviewed by the Art and Architectural Review Board on December 7, 2007.

RECOMMENDATION:

It is recommended that the State Board approve the Loudoun Campus master plan as submitted.

LOCAL BOARD APPROVAL:

The Local College Board reviewed and approved the Loudoun Campus master plan on November 19, 2007.

RESOURCE PERSONS:

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APPENDIX X

TITLE: THOMAS NELSON COMMUNITY COLLEGE
HISTORIC TRIANGLE CAMPUS
UTILITY EASEMENT
DOMINION VIRGINIA POWER

BACKGROUND:

Approved in the 2002 General Obligation Bond package, construction of the initial first academic building for the new Thomas Nelson Community College Historic Triangle Campus began November 5, 2007, and is scheduled for completion Spring 2009.

In order to provide electrical service to the building, Dominion Virginia Power requires a deed of easement to extend underground electrical conductors from Centerville Road to a pad mounted transformer adjacent to the building. The easement will generally follow the routing as indicated on the attached site plan. The easement as routed will not have a negative impact on planned campus operations and future campus build out.

Following approval by the State Board for Community Colleges and prior to execution, the utility easement will be submitted for approval by the Office of the Attorney General of Virginia.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the requested utility easement as presented. The authorization is contingent upon satisfying all applicable requirements by the state and State Board Policy, and approval of the Thomas Nelson Community College Local Board.

LOCAL BOARD APPROVAL:

The Thomas Nelson Community College Board will review the proposed easement at its January 23, 2008 meeting.

RESOURCE PERSONS:

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Virginia Community College System
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APPENDIX XI

ITEM: VIRGINIA COMMUNITY COLLEGE SYSTEM
APPROVAL OF SIX-YEAR CAPITAL OUTLAY PLAN-AMENDMENT

BACKGROUND:

The Virginia Community College System's 2008-14 Six Year Plan was approved at the May 2007 meeting of the State Board for Community Colleges. Subsequently the approved plan was submitted to the Department of Planning and Budget for inclusion in the Governor's 2008-10 budget.

On December 13, 2007 the Governor announced his support for a \$1.652 billion bond package, with \$1.525 billion in General Obligation Bonds, to fund construction projects for colleges and universities. The new construction and renovation projects in the package primarily target workforce development, expanding facility capacity, retaining students, supporting research programs and providing modern facilities for areas with demonstrated needs, such as education, engineering, nursing, business, and the sciences.

In an effort to include at least one project for each community college, the Governor's Office accelerated the schedules for projects at Blue Ridge and Dabney S. Lancaster community colleges, and it added a project for Danville Community College.

To meet the intent of the bond initiative, the following amendments to the approved VCCS 2008-14 Six Year Plan are recommended:

Add the following project to the plan for the 2008-10 biennium:

DCC

Renovate Engineering & Industrial Technology Building (EIT) \$6,332,000

Constructed in 1972, a comprehensive renovation of the 44,600 square foot Hawkins Engineering and Industrial Technology building's academic, laboratory and academic support spaces would extend the building's life cycle and will continue the college's efforts to upgrade the technology curriculum to keep pace with 21st century standards.

Rename, modify scope/cost and move the following project from 2010-12 biennium to the 2008-10 biennium:

APPENDIX XI continued

DSLCC

Renovate Warren and Scott Halls \$6,339,000

The scope of this project is to design and renovate approximately 21,000 square feet of existing space in Scott Hall and 11,000 square feet in Warren Hall, along with 3,500 square feet of new construction to improve efficiencies and provide new workforce related programmatic offerings that have not been possible due to critical deficiencies in suitable laboratory and instructional space.

Rename and modify cost and move the following project from 2010-12 biennium to the 2008-10 biennium:

BRCC

Construct Classroom/Administration Building \$5,616,000

Construction of a new 20,000 square foot classroom and administration building on the Weyers Cave campus as an alternative to the current Administration Building, Armstrong Hall, which was built in 1967. In lieu of the age and space confinements of Armstrong Hall, the new building will provide ample functional working areas for support services and general purpose classroom space for the expanding program structure.

RECOMMENDATIONS:

That the State Board for Community Colleges approve the referenced changes as amendments to the approved VCCS Six-Year Plan for 2008-14. That the State Board request the Chancellor to continue an aggressive information campaign to better inform the executive and legislative branch decision makers, and the general public regarding the capital outlay funding needed by the VCCS to provide continuing student access through the next decade, and the significant return on investment provided by the VCCS to the Commonwealth for every student that attends a community college.

Resource Persons:

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APPENDIX XII

TITLE REASSIGNMENT OF ADMINISTRATIVE AND PROFESSIONAL FACULTY:
Proposed Policy

BACKGROUND:

Current VCCS policy does not give Presidents the latitude to reassign administrative/professional faculty to other duties during their fiscal year contract period. For a variety of reasons presidents may seek to assign administrators to new duties such as temporary workload requirements, emergencies, personnel changes, performance challenges or other business needs and circumstances. A reassignment policy would also reaffirm that a faculty member's administrative or professional appointment is a contract for employment and that actual assignments and duties are based upon the needs and requirements of the college at any given time.

RATIONALE:

Allowing presidents to reassign administrative/professional faculty during the contract period gives Presidents appropriate leadership flexibility to best manage personnel and to meet their college's workforce challenges and opportunities.

RECOMMENDATION:

It is recommended that the State Board approve the policy for reassignment of administrators as proposed.

RESOURCE PERSON:

Dr. Christopher D. Lee
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System Office
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