

CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

December 5 - 6, 2006

James Monroe Building
Godwin-Hamel Board Room, 15th Floor
Richmond, Virginia

PRESENT:

BRCC	Dr. James R. Perkins
CVCC	Dr. Darrel W. Staat
DSLCC	Dr. Richard R. Teaff
DCC	Dr. B. Carlyle Ramsey
ESCC	Dr. Cheryl Thompson-Stacy
GCC	Ms. Jan Gray for Dr. Francis S. Turnage
JSRCC	Dr. Gary L. Rhodes
JTCC	Dr. Marshall W. Smith
LFCC	Dr. John J. Sygielski
MECC	Dr. Terrance E. Suarez
NRCC	Dr. Jack M. Lewis
NVCC	Dr. Robert G. Templin, Jr.
PHCC	Dr. Max F. Wingett
PDCCC	Dr. Douglas W. Boyce
PVCC	Dr. Frank Friedman
RCC	Dr. Maureen Murphy for Dr. Elizabeth Crowther
SSVCC	Dr. John J. Cavan
SWVCC	Dr. Charles King
TNCC	Dr. Charles A. Taylor
TCC	Ms. Phyllis Milloy for Dr. Deborah DiCroce
VHCC	Dr. F. David Wilkin
VWCC	Dr. Robert H. Sandel
WCC	Dr. Charlie White

SYSTEM OFFICE STAFF PRESENT:

Dr. Glenn DuBois	Dr. Monty Sullivan
Ms. Marlene Mondziel	Ms. Karen Petersen
Mr. John Brilliant	Ms. Jennifer Allman
Ms. Ellen Davenport	Ms. Rita Woltz
Ms. Donna Swiney	Ms. Susan Hayden
Dr. Jennifer Sager	Ms. Carol Kyber
Mr. Bill Hightower	Mr. Ed Watson
Ms. Sue Ann Curran	Dr. Susan Wood
Mr. James Davis	Ms. Pam Curry
Dr. Christopher Lee	Dr. Inez Farrell
Ms. Amy Capps	Dr. Neil Matkin (by telephone)

OTHERS:

Dr. Billy Cannaday, Department of Education
Dr. Eddie Moore, President, Virginia State University; Dr. Eric Thomas, Provost/Vice President for Academic and Student Affairs, Virginia State University
Dr. Ted Raspiller, Dr. Molly Duggan and Dr. Jaime Lester, Old Dominion University

Wednesday, December 6, 2006

8:30 a.m. – 12 Noon

A. CHANCELLOR'S REPORT

Dr. DuBois recognized that this will be the last ACOP meeting for Dr. Charles King, President Southwest Virginia Community College. He thanked Dr. King for forty years.

1. Dr. Billy K. Cannaday, Jr., Superintendent of Public Instruction, Virginia Department of Education (8:30 a.m.)

Dr. Cannaday was complimentary of the Community College System and referenced the *Report to the Governor and General Assembly: Virginia's P-16 Education Council*, which establishes a goal of having more high school students engage in community college courses, especially in their junior and senior years of high school. He stated that the Department of Education will partner with the VCCS to remove any barriers.

2. Signing of the VSU-VCCS Guaranteed Admission Agreement – President Eddie Moore, Virginia State University and Chancellor Glenn DuBois, Virginia Community College System (9:00 a.m.)

President Eddie Moore, Virginia State University and Chancellor Glenn DuBois, Virginia Community College System signed the VSU-VCCS Guaranteed Admission Agreement. The Agreement was signed with applause. President Moore shared that VSU has 26 scholarships, one for each community college and three at large. Additional scholarships are available at VSU based on need. Their goal for transfer students is 200. Dr. Eric Thomas, Provost/Vice President for Academic and Student Affairs, at VSU stated that he wants to do everything possible to promote transfer students from the VCCS to VSU.

3. Old Dominion University's Community College Leadership Program – Dr. Edward "Ted" Raspiller, Director and Associate Professor of Community College Leadership

Dr. Raspiller stated that this program is helping to mentor leaders of two-year colleges. Each year up to 15 new students begin the program, starting with

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attending their Summer Institute, which is held the first two weeks of June, followed by instruction via TeleTech net to each community college in Virginia and beyond. Dissertation topics have included workforce development, developmental education, student engagement, and student persistence, to name a few.

4. Legislative Reception, January 23, 2007, Old City Hall, Richmond, VA

Dr. DuBois encouraged presidents to mark their calendars.

5. New Horizons Conference, March 29, 30 & 31, 2007, Hotel Roanoke & Conference Center, Roanoke, VA.

Dr. DuBois announced the dates for this conference and that there may be a need to market the conference on a regional basis.

6. Suggested Dates for ACOP 2007-2008

Dr. DuBois followed the suggestion to couple the August meeting with the Annual Retreat. Sunday will start with the National State Directors of Community Colleges (NSDCC) meeting, followed by the Annual Retreat, and close with the ACOP meeting. The Annual Retreat has not been put together and will need input from the Presidents. Dr. DuBois left the decision to the presidents whom to invite from their Cabinet to the Annual Retreat.

Dr. DuBois also shared that Shirley Hamel, wife of Dr. Dana Hamel, passed away. Dr. Hamel is planning a memorial service to be held after the new year.

B. INFORMATION TECHNOLOGY COMMITTEE – Dr. Darrel Staat, Chair

Action Items

1. Enterprise System Recovery Priority and Definitions

An updated list of enterprise systems and the priority in which they are to be restored was developed. A motion was made to adopt the Enterprise System Recovery Priority and Timetable for 2006-2007 and to re-evaluate systems and priorities annually.

The Advisory Council of Presidents accepted the motion and recommended that the report be referred to the State Board for its approval at their next meeting.

2. Password Lockout Policy

The password lockout policy for SIS will lock a user account upon four failed attempts. The ACOP Technology Committee recommended that ACOP accept the proposed implementation of new features within My VCCS and the enforcement of the lockout policy for SIS. A motion was made that the ACOP Technology Committee accepts the proposed implementation of new features within My VCCS and the enforcement of the lockout policy for SIS.

The Advisory Council of Presidents accepted the report and recommended that the report be referred to the State Board for its approval at their next meeting.

Information Items

1. AIS Update

According to Neil Matkin, Vice Chancellor for Information Technology, the conversion to AIS seems to be on track and receiving initial positive feedback and support.

2. Review of SIS v8.9 Upgrade

The upgrade, in general, is working well. However, when colleges register on the same day, the system becomes overloaded. One strategy is to pull out data not routinely used, i.e. 30 years of information. This item will be discussed further at the next Technology Committee meeting.

3. MPLS Update and Timeline

Three rounds of negotiations have occurred between VCCS and Virginia Tech and now an agreed upon document has been sent to the Attorney General's Office for final deliberation and confirmation.

4. SEC-501 Policy Status and Guidance

The Commonwealth has given Colleges many stringent requirements regarding this policy as it relates to information technology security management systems. All state agencies must be in compliance by June 30, 2007. It is recommended that presidents comply with this requirement rather than wait to be audited, then forced to comply. If one community college does not comply with the management points, it could affect all community colleges in their delegation of authority. The System Office and college personnel are actively collaborating to update the VCCS internal guidance that will enable the colleges and the System Office to comply fully with this new standard.

5. Accessibility Policy

No discussion was held regarding this item since we are currently in compliance.

C. PUBLIC AND GOVERNMENTAL RELATIONS – Dr. John J. Sygielski, Chair

Action Items

None

Information Items

1. Distribute and Discuss Materials from Retreats of Senate Finance Committee and House Appropriations Committee Regarding State Economy and Projected Budget Parameters for 2007 General Assembly Session

The Senate finance committee states there will be approximately \$571.5M more available than what is currently earmarked, whereas the House reported \$485M additional revenue. Information on the Higher Education Restructuring Act was summarized by Ms. Ellen Davenport. The Higher Education Restructuring Act provided a new framework for aligning state and institutional priorities, state policy, and funding. The Act does not alter funding goals for methodologies already in place. Some of the goals include: providing access to Virginia students, keeping college costs affordable, promoting the seamless transfer between two-year and four-year institutions, aligning academic programs with state workforce needs, and contributing to the state's economic development efforts. If base budget adequacy is funded completely, the VCCS has the most to gain. An additional 7.1% would bring the VCCS to the 60th percentile of our peers nationally in faculty salaries.

2. Discuss Status of Transfer Scholarship Legislation and Legislative Strategy

Interest in the transfer scholarship continues. Delegate Callahan will be the chief patron in the House and Senator Stosch will co-patron this bill in the Senate. Recently, Ellen Davenport met with both representatives confirming the bills were signed and placed into the reporting system yesterday. In addition, legislators will now be able to sign this legislation electronically after downloading, signing and mailing a form to the clerk. This will allow us to pick up many co-patrons - quickly. VA21 is very excited and behind the bill. Virginia 21 defined this as their most important bill and currently has an online petition ready for students to sign until the first week in January. Students will collect signatures and deliver a "big box" of those signatures during the General Assembly. The Virginia 21 website has excellent descriptions of the bills.

3. Discuss Public Relations Items for 2007 General Assembly

The 2007 theme will be: The Power of Potential. A burgundy scarf, VCCS labeled water bottles and power bars will be handed out to the legislators this year reflecting the 2007 theme.

4. Distribute Final Schedule for Community College Day Visits and Other Logistical Information

The semi-final schedule has been created and distributed. If changes are needed, please contact Ms. Davenport. All kick-off sessions will be held in the Lecture Hall of the Library of Virginia, unless otherwise specified.

5. Discuss Launch of VCCS logo, New VCCS Web Site

Susan Hayden provided us information and examples of the new VCCS look. The seal will still be in use but only for formal items. The consultants are hard at work on the website. The VCCS will send to the colleges camera ready artwork of the logo for their use.

6. Update on Hiring of Assistant Vice Chancellor for Public Relations

Jeff Kraus, currently the Governor's senior advisor and speechwriter, will assume this role effective January 15, 2007. He has a vision of what we need. Governor Kaine is pleased with his move to the VCCS.

D. BUDGET AND FINANCE COMMITTEE – Dr. Elizabeth Crowther, Chair

Action Item

1. Using Commonwealth Debt and Debt Management Policy Manual

The 2005 Session of the General Assembly provided for a significant restructuring of operational authority for Virginia's institutions of higher education. Chapter 3 requires institutions to comply with a debt management policy approved by its governing board that defines the maximum percent of institutional resources that can be used to pay debt service in a fiscal year and the maximum amount of debt that can be prudently issued within a specific period. The State Board for Community Colleges is responsible for the establishment, control and administration of a statewide system of publicly supported comprehensive community colleges. As such, the State Board for Community Colleges is the issuer of any debt issued on behalf of a community college in Virginia. After a lengthy presentation by Ms. Pam Currey, Associate Vice Chancellor for Budget & Planning, the presidents approved this policy. The policy will also be reviewed and commented on by each college's Finance and Administrative officers. The deadline for comments is December 15, 2006.

A motion was made to recommend to the State Board approval of the Virginia Community College Debt Management Policy Manual.

The Advisory Council of Presidents accepted the Virginia Community College Debt Management Policy Manual and recommended that this be referred to the State Board for its approval at their January 2007 meeting.

Information Item

1. Management Standard 11 - Administrative Performance Measures

As a result of language in the budget and meetings of a higher education workgroup and members of the Governor's Cabinet, it is anticipated that the Governor will include amendments to the budget on management Standard 11, Administrative Performance measures for the consideration of the 2007 General Assembly. Administrative Performance Measures include personnel, procurement, capital outlay and information technology. The expected personnel performance measures are as follows: institutions will achieve the classified staff turnover rate goal negotiated with the Secretary of Administration; institutions will comply with its annual approved SWAM plan; institutions will make no less than 75% of dollar purchases through eVA; institutions will complete capital projects 100% on budget; and institutions will complete major information technology projects within the budgets and schedules originally approved.

2. Updates on Budget Development Items

The 2005 Higher Education Restructuring Act provided for a significant restructuring of operational authority for Virginia's institutions of higher education. Language in the Act and the Appropriations Act encouraged the Governor to develop criteria for institutions wishing to have additional operational authority (Level 2) in specific functional areas and develop additional standards to assess the extent to which an institution is well managed in a variety of areas (Management Standard 11). Staff from the VCCS was part of a workgroup of higher education officials working with members of the Governor's Cabinet on language to be included in the Governor's budget to address those two areas. The interest of VCCS staff has been to ensure the language included in the budget would provide realistic opportunities for the VCCS to receive financial incentives and pursue additional operational authority.

E. ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT
COMMITTEE – Dr. Cheryl Thompson-Stacy, Chair

Action Items

None

Information Items

1. SIS Procedures Library

The VCCS Student Services Office is in the process of compiling documentation for the Admissions and Records, Financial Aid, Workforce Development, and Student Financials Modules in a procedures manual known as the VCCS/SIS Library. This manual will contain procedures for the various functions which colleges perform on a day-to-day basis in the SIS. Many VCCS groups will review this library before it is approved this spring.

2. Workforce Development Services Annual Report

The annual report was distributed in support of Legislative Directive to provide updates on activities and successes. The report is used as a promotional tool. VCCS workforce development activities served over 180,000 individuals. The number of individuals served through workforce development services has increased steadily over the last three years.

3. Chancellor's E-Learning Enhancement and Development (CEED) Grant Opportunity

This is a funding opportunity to VCCS colleges that supports the enhancement and development of educational programs (credit or non-credit) that are delivered via e-learning. Applications are due by December 15, 2006. Colleges may request up to \$30,000 per project and may submit up to two project proposals.

4. Guaranteed Admissions Agreements Update

The VCCS, individual colleges, and Virginia's four-year institutions are working together to develop agreements. A full listing of colleges with whom we have agreements can be found on the VCCS website. December 31, 2006 is the projected completion date for agreements with public institutions. January 31, 2007 is the projected completion date for agreements with private institutions.

5. Funding for Student Leadership Conference and Student Activities

Students have expressed to the Chancellor their desire for increased communication between college student groups and enhanced or additional student activities. This Conference has been seen positively by all participants; however, funding continues to impede its future growth. It was recommended

that further discussion be made on ways the VCCS can financially support this effort. Further investigation and suggestions into ways to enhance the financial stability for this Conference will be addressed over the next several months.

6. SCHEV Value Added Assessment

There seems to be serious concern about our current institutional assessment practices and how the new set of SCHEV requirements do not align with current practice and would pose to be an additional assessment responsibility. Many individuals expressed that this requirement is an unfunded mandate. A subcommittee will be created by SCHEV to examine the Information Literacy competency and ways to assess Information Literacy. SCHEV staff will contact IPAC members in the spring for representatives. A meeting was held on Thursday, November 16, 2006 to give IPAC members an opportunity to share their concerns about the new assessment guidelines with Council members. Council members Milliken and Wurtzel were in attendance, along with representatives from two- and four-year institutions. Dr. Sullivan reported that as part of the SCHEV Institutional Performance Target Measures, enrollment projections need to be provided as a system.

7. Institutional Research Initiatives

Dr. Perkins reported that we are moving forward with the SAS hardware and software. It is anticipated that this will be installed in January 2007. Plans are to give a demonstration to ACOP at the April 2007 meeting. New River Community College has been very active in developing RADDs, which has resulted in a very rich data base that can be imported right into the SAS system. Within the next few weeks, the RADDs environment will be moved to the System Office. Once that occurs, it can be used fairly soon. A great deal of appreciation is owed to New River Community College for keeping the data.

F. HUMAN RESOURCES – Dr. Deborah DiCroce, Chair

Action Items

1. Proposed Promotion Policy Update for Administrative and Professional Faculty

The VCCS changed its compensation policies allowing greater flexibility in the method of establishing the compensation for new faculty, thus necessitating a change in how the pay for faculty is calculated upon promotion. A recommendation was made that the ACOP approve the update to policy number 3.7.0.2.6 changing the procedures for rewarding faculty upon promotion.

The Advisory Council of Presidents accepted the update to policy number 3.7.0.2.6 and recommended that this be referred to the State Board for its approval at their January 2007 meeting.

2. More Thorough Reference and Background Checks Within the VCCS

This item was changed to an information item. It was recommended that the HR Directors together with the HR Committee review and put together a policy to bring back to ACOP.

Information Items

None

**12 Noon
Adjournment**