

CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

February 18, 2009

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

PRESENT:

BRCC	Dr. James Perkins
CVCC	Dr. Darrel W. Staat
DSLCC	Dr. Richard R. Teaff
DCC	Dr. Scott Barnes for Dr. B. Carlyle Ramsey
ESCC	Dr. Monty Sullivan, Interim
GCC	Dr. David Sam
JSRCC	Dr. Gary Rhodes
JTCC	Dr. Marshall W. Smith
LFCC	Dr. Cheryl Thompson-Stacy
MECC	Dr. Richard Phillips for Dr. Terrance E. Suarez
NRCC	Dr. Jack M. Lewis
NVCC	Dr. Robert Templin
PHCC	Dr. Max F. Wingett
PDCCC	Dr. Douglas Boyce
PVCC	Dr. Frank Friedman
RCC	Dr. Elizabeth Crowther
SSVCC	Dr. John J. Cavan
SWVCC	Dr. Mark Estep
TNCC	Dr. Alvin Schexnider, Interim
TCC	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
Dr. Jennifer Gentry	Mr. Peter Blake
Dr. Joy Hatch	Mr. John Brilliant
Ms. Donna VanCleave	Dr. Christopher Lee
Ms. Ellen Davenport	Dr. Susan Wood
Ms. Jennifer Allman	Mr. Jeff Kraus
Ms. Donna Swiney	Dr. Inez Farrell
Dr. Marcia Harrington	Dr. Craig Herndon
Ms. Nan Ottenritter	Mr. Ed Watson

Ms. Rita Woltz	Mr. Tom Cantone
Ms. Tiffany Pugh	Mr. Willie Blanton
Mr. Bill Hightower	Ms. Carol Kyber
Ms. Laurie Schiavone	Ms. Wendy Kang

A. CHANCELLOR'S REPORT

1. Attorney General Robert F. McDonnell

Chancellor DuBois welcomed Attorney General Robert McDonnell. Mr. McDonnell will be stepping down from his position as Attorney General on Friday to run for Governor of Virginia. He is a father of five with the oldest daughter completing a tour in Iraq.

Mr. McDonnell stated how much he appreciates the 23 Presidents running great community colleges that have been the backbone for all citizens who are looking for a better life. He indicated there was broad agreement on the federal stimulus package, and it will have an effect on the state budget. He felt that the General Assembly will finish their work on Saturday, February 28.

He commented on the community colleges' ability to provide higher education at one-third the cost of four-year institutions. Mr. McDonnell was also complimentary about the agreements the community colleges have with four-year institutions that guarantee students access if they maintain a certain Grade Point Average. He stated that the colleges are in an industry that is still growing in a down economy. Mr. McDonnell stated that he would like to hear more from the presidents about the role that the VCCS is now filling in the area of Workforce Development and some of the challenges with regard to the current budget situation. He spoke about training people for nursing and other critical professions, but stated that we will need the resources to do what is required in Virginia. He is looking forward to being a good working partner with the community colleges.

During a question-and-answer period that followed, there was discussion on the funding formula for workforce training programs. Many workforce programs are non-credit while funding is currently driven by credit courses. Other topics included partnerships and the percentage of the overall cost of education that students are being asked to pay.

It was noted that the community colleges are part of the solution and are very cost effective. There has been significant enrollment growth at the colleges in the past two years.

Mr. McDonnell felt that he and Governor Kaine have worked well together. Although they have had different views on a number of policies, there has been bipartisan cooperation. Mr. McDonnell stated that 85-90% of the bills are passed with compromise, but people hear only about the controversies, not the agreements.

It was commented that Mr. McDonnell has been exceptionally supportive of the community colleges and gets what a community college is about. It was hoped that Mr. McDonnell will look at the VCCS as a lynch pin, both in the context of public policy and then whatever investment this Commonwealth and the taxpayers choose to make. The chancellor thanked Mr. McDonnell for the time he spent with the presidents.

Award Presentation

The Chancellor presented a recognition award for the most dangerous VCCS president. This award was given to Dr. Jack Lewis due to the number of accidents he has had. Dr. Lewis stated that he was honored to receive this special award.

2. ACOP Strategic Planning Vetting Session – Dr. Robert H. Sandel, Chair and President Virginia Western Community College

Dr. Sandel reviewed the strategic planning timeline. He stated that the Strategic Planning Task Force has been exemplary, and the senior staff of the System Office has been a part of this. Dr. Susan Wood has been the engine behind this. The Task Force has worked very hard and has come up with guiding principles. The new plan focuses on developing Virginia workforce for global competitiveness. The Task Force will continue to tweak the preamble. He then reviewed the five goals: access, affordability, student success, workforce, and alternative resources. The presidents thanked Dr. Sandel for providing such an excellent framework. A lengthy discussion followed the PowerPoint presentation on the Strategic Plan. The presidents provided comments and suggested changes.

It was stated that the preamble reads like a mission statement; however, it is not the VCCS mission statement. A review of the VCCS mission statement may be needed at this time.

The goal is to have the State Board approve the new strategic plan by November 2009.

3. Chancellor's Task Force on Environmental Sustainability – Dr. Charlie White, Chair and President, Wytheville Community College

Dr. White shared that the Task Force on Environmental Sustainability will look at curriculum, facilities and community relations. Ed Watson and Tiffany Pugh are helping the Task Force to get started. The Task Force will meet in a few weeks to get everything moving. Dr. White asked that the presidents give input as early as possible and forward their comments to Tiffany Pugh as soon as possible.

4. Update on Multiple EMPLID Clean-up – Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research

The process of cleaning up multiple EMPLID started with 6,900 multiple EMPLID's and

is now down to 40. This has been a major undertaking. Dr. Sullivan thanked everyone for the work they have done. We will still need for the colleges to be vigilant.

5. Chancellor's Award for Teaching Excellence, April 25, 2009 – Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research

The application due date is April 25, 2009. Last year, we had 13 applications and we would like to see more applications this year. This award has a significant dollar amount attached to it.

6. Chancellor's Award for Outstanding Instruction in Workforce Services – Peter Blake, Vice Chancellor for Workforce Development Services

This is more of a recognition award and is done regionally. The awards will take place in May with six events across the state. More information will follow.

7. VCCS New Horizons 2009: *Access, Excellence, Enlightenment*, April 1-3, 2009, Hotel Roanoke & Conference Center, Roanoke, VA

New Horizons will be held April 1-3 at the Hotel Roanoke. The Chancellor will attend, and he encouraged the presidents to join him.

8. The Fourth Annual Chancellor's Award for Leadership in Philanthropy, April 21, 2009, the Country Club of Virginia, Richmond, VA. Featured Speaker: John Casteen, III, President of University of Virginia

The Annual Chancellor's Award for Leadership in Philanthropy is set for April 21 at the Country Club of Virginia in Richmond. John Casteen, president of University of Virginia, will be the featured speaker.

9. April PTK All Virginia Academic Lunch and Awards Ceremony, April 22, 2009 at the Omni Richmond Hotel, Richmond, Virginia, at 12 Noon – Dr. Richard Teaff, President, Dabney S. Lancaster Community College

Dr. Teaff is overseeing the awards luncheon as he has done for the last decade. This year, the luncheon will be at a new venue. It will be held at the Hilton Garden located on Broad Street (not at the Omni as in past years). However, the same format will continue.

B. INFORMATION TECHNOLOGY COMMITTEE – Dr. Terrance E. Suarez, Chair

Action Items

1. Non-Disclosure Agreement

A revised Non-Disclosure Agreement was provided with changes made in red. At the

end is a table delineating data elements that are classified as sensitive or confidential. The contractor would be given access and, therefore, is covered under this agreement.

The Advisory Council of Presidents unanimously approved the recommendation.

2. Technology Funding Model

The technology funding model serves as a means to allocate resources and to ensure compliance with the Chancellor's Expectations. The funding model was redesigned in 2007 to deliver a services-based model, which calculates the total need for college technology services as required by the Chancellor's IT expectations. A committee, comprised of college employees from various sized institutions, has met to perform a detailed review of the Base Services Costs within the existing model and to also ensure the model was compatible with newer security requirements. The Committee also identified key job elements for positions utilized in the model and modified the personnel costs for those positions to align with the Commonwealth of Virginia and/or VCCS pay structure. This will be in effect with fiscal year 2010.

The ACOP Technology Committee recommends to ACOP the adoption of the technology funding model as modified to be used to allocate resources to member colleges on an annual basis.

The Advisory Council of Presidents unanimously approved the recommendation.

Information Items

1. SEC-501 Update

Virginia Information Technology Agency (VITA) developed and released "Revision 4" to the original SEC501-01 document that greatly expands the guidance and related expectations for Information Technology Security Management. The new policy and related standard was approved and all agencies and institutions of higher education were expected to implement the standard by January 1, 2009. One major change to version 4 was the removal of the "academic and research exemption" language. This impacts our ability to deliver the required IT services and support for the VCCS academic community. The System Office ITS Office will submit a formal request to VITA requesting exceptions. With the upcoming security activities already planned for the 2009 calendar year, every college is encouraged to continue their work toward implementing all the standards outlined in revision #4.

2. Email Disclaimer

The Virginia Information Technology Agency (VITA) recommends that all agencies consider adopting an e-mail disclaimer appended to every e-mail originating from a COV owned system. E-mails sent from Commonwealth systems are public records of the

Commonwealth of Virginia and must be managed as such. Appending an e-mail disclaimer may provide some protection from liability in a court of law or prevent a lawsuit from being filed. The e-mail disclaimer was created and vetted by the system attorney. No college is required to use it, but all colleges are encouraged to use the disclaimer. There is no legal use, but will keep people from distributing where not wanted.

3. SIS Performance Update

Over the past several months, ITS staff have undertaken several upgrades in preparation for the higher usage expected for spring registration and the start of classes in January – one of the high water marks for SIS usage for the entire year. The most significant upgrade to SIS was the deployment of the new IBM p595 database server in November, 2008. This new server has 75% more processing capacity than the previous server and has the capability for expansion with additional processors and memory.

4. Joint ASAC/Technology Council Security Workgroup

In an effort to document compliance with the SEC 501 Security Standards, the VCCS has developed and implemented a number of measures. While all parties of the System have embraced the security standards, there is concern about the impact of some of the measures on teaching and learning and the basic operations of the colleges. The Tech Council and the Academic and Student Affairs Council have formed a Joint Security Work Group to review the impact of the SEC 501 Security Standards and measures put in place in response to the standards. The work group will create guidelines for implementation that will be used consistently across the System. The guidelines will allow the VCCS to meet the provisions of SEC 501, but will also provide best practices that all institutions can follow and thus mitigate the risk associated with security issues while limiting the negative effects on college operations.

5. AIS/eVA Integration Update

The final step of the Administrative Information System (AIS) Phase III implementation began on January 31. The project included VCCS, the Department of General Services (DGS) and Bearing Point working together to create a real-time interface with eVA. During the upgrade process, a problem was detected in eVA that affected the submission and approval of some VCCS requisitions. DGS personnel and their software vendor identified a specific timing problem and implemented a solution on February 3. Following extensive testing, the remaining schools were phased into a go-live state. The final phase of the AIS implementation has gone smoothly and involved several entities.

C. BUDGET AND FINANCE COMMITTEE – Dr. Richard R. Teaff, Chair

Action Items

None

Information Items

1. FY10 Resource Needs

At its January 21, 2009 meeting, the Budget and Finance Committee of the State Board reviewed the Governor's budget recommendations which are under current consideration by the 2009 General Assembly. A document that was shared with the Board in January was reviewed with the presidents. A much more in-depth conversation with the Board is planned for March 2009. At the present time, there are too many unknowns.

2. Update on Management Standard 11

As part of the restructuring of operational authority for Virginia's institutions of higher education, the Appropriation Act requires institutions to comply with specific financial and administrative standards. Failure to meet these or any other requirements will result in the loss of Level 1 status for the VCCS. Loss of Level 1 status would mean the loss of all delegated authorities, as well as the loss of any financial incentives associated with Level 1. It would also mean that the VCCS could not request Level 2 delegated authority. The Presidents reviewed the information and discussed the necessary efforts to meet the requirements.

3. Governor's Office Monitoring Certain Capital Projects

One of the goals Governor Kaine highlighted in his 2008 State of the Commonwealth Address was to ensure that funded capital outlay projects were expedited to create jobs and take advantage of the favorable bid climate. The Governor's office identified 68 projects that should start construction within the February 1 to June 30, 2009 timeframe. Eight of the 68 projects are at the community colleges. Progress reports on these eight projects are submitted every three weeks to the Department of Planning and Budget and once a month to the Division of Engineering and Building.

Colleges are requested to notify the System Office if any unforeseen circumstance occurs that will have a negative impact on the schedule for any of the projects being closely monitored. Due to Management Standards, all projects are being monitored to ensure they do not exceed the appropriated budget, whether from General Funds or from local funds.

4. Update on Restructuring Activities – Level 2

The VCCS meets the qualifications required to obtain Level II status for information technology. To request Level II status in the capital outlay management functional area, the VCCS must first have a signed memorandum of understanding in effect for participation in the nongeneral fund decentralization program. It is anticipated that by the end of February 2009, that memorandum will have been submitted. Subsequently the

proposed Memorandums of Understanding for Level II status in the areas of capital outlay management and information technology will be submitted to the Secretaries of Finance, Education, Administration and Information Technology. Two new education related performance measures are required as well. The measures should be presented to SCHEV for approval at its May 2009 meeting. The target date for the VCCS to achieve Level II status in the areas of information technology and capital outlay is July 1, 2009.

5. Update on Resource Allocation Model Committee

There were six items on the agenda yesterday, and the committee managed to talk through the first one. The committee will be meeting by conference call to discuss the rest of the items. There are many issues.

6. Development of Capital Outlay Six-Year Plan

The System Office and the colleges have finalized room/space inventories on-campus enrollments at each college, space utilization reports, facilities condition reports, and documentation and justification on requests. Due to the fact that SCHEV has not yet approved a revised space guideline that incorporates distance learning enrollments, only regular session on-campus enrollments continue to drive new space needs, although distance learning enrollments will be presented to SCHEV as further justification for some projects.

At the March 2009 State Board meeting, a refined but un-prioritized list of college requests that are guideline justified will be provided to the State Board, as well as requested information about each project. At this meeting, the Committee/State Board can determine what priorities it would like to address in determining the final six-year plan. At the May State Board meeting, a prioritized list of projects for each biennium will be provided to the Facilities Committee and State Board for approval.

D. PUBLIC AND GOVERNMENTAL RELATIONS – Dr. F. David Wilkin, Chair

Items for Joint Meeting with Budget and Finance Committee

1. Status of Budgets at General Assembly

The presidents were briefed last week on the status of the state budget. There is a very different environment this year with the additional deficit.

2. Economic Stimulus Package Analysis

The stimulus package was signed yesterday by President Obama which should bring additional funds to Virginia. Ellen Davenport reported on the house and senate budgets. The primary differences center around tuition, financial aid, transfer grants, and out-of-state students which the Virginia House of Delegates is trying to limit.

Information Items

1. Legislative Report

The VCCS is pursuing three legislative initiatives in 2009: Two Year Transfer Grants, Foster Care Tuition Grants and a Community College Scholarship Match program.

- Two Year Transfer Grants. The Governor included amendments in his introduced budget to strengthen transfer grants for community college students who graduate and transfer to four-year Virginia institutions. Two bills were introduced to raise the award for every eligible community college transfer student by \$500, to \$1,500 year. Students studying science, teaching, engineering, math, and nursing will also receive an additional \$500, or a total of \$2,500 per year.
- Foster Care Tuition Grant. Two bills were introduced to broaden the criteria for these grants to enable more students to take advantage of them by extending the grants to part-time students and also by allowing students who aged out of foster care before receiving their high school diploma or GED to access the grants.
- Community College Scholarship Match Program - would offer an innovative public-private partnership to be used to expand educational opportunity for Virginians across the Commonwealth.

Other legislation includes moving forward to study the current teacher shortage in the Commonwealth, and establishing pilot programs for “Open Education Resources Centers” in conjunction with SCHEV and the Department of Education.

2. Strategy and Direction

There has been some discussion about the legislative reception being scheduled after cross-over as a way to say thank you to the legislature. Timing was unfortunate this year as many committees had late meetings. The reception is a positive event, and colleges should reach out to legislators to attend the legislative reception.

E. ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT COMMITTEE – Dr. Charlie White, Chair

Action Items

1. Proposed Revisions to the VCCS Policy Manual, Section 6.0.1 – General Admission to the VCCS Colleges

Changes to the guidelines for the General Admission to the VCCS Colleges were presented at the December ACOP meeting and were tabled for reconsideration at the February meeting following a re-wording for clarity.

It is recommended that the Advisory Council of Presidents approve the proposed revisions to the language in VCCS *Policy Manual* Section 6.0.1—General Admission to the VCCS Colleges, 6.1.0.1—Dual enrollment Student Admissions and 6.0.1.2—Home School Student Admissions.

The Advisory Council of Presidents unanimously approved the recommendation.

2. Proposed Revision to the VCCS Policy Manual Section 6.4.0.3 – Orientation/ Student Development

A task force was formed last year to review Section 6 of the VCCS *Policy Manual* and propose any needed changes. It was determined that there was no consistency in the waiver policy across the System for the SDV 100 course.

It is recommended that Advisory Council of Presidents approve the suggested changes to *Policy Manual* Section 6.4.0.3.

The Advisory Council of Presidents unanimously approved the recommendation.

3. Approval of the New Allocation Model for State Financial Aid Funds

At the December ACOP meeting, a new model to allocate our state financial aid funds was presented. This new model was recommended to the VCCS by Lee Andes, Assistant Director of Financial Aid at SCHEV. The new model was reviewed and it was agreed that it was the best determinant of student need at each college and did a better job of allocating the VCCS state financial aid funding to the 23 colleges. The Financial Aid Workgroup and ASAC have already endorsed this recommendation. While no allocation model is perfect, the proposed Straight Need Model seems to more accurately capture the needs of students in the VCCS.

It is recommended that Advisory Council of Presidents adopt the Straight Need Model for allocating state financial aid funds to the colleges beginning with the 2009-2010 aid year with four provisions.

The Advisory Council of Presidents approved the adoption of the Straight Need Model for allocating state financial aid funds beginning with the 2009-2010 financial aid year with four provisions. The results of the vote on this issue were: 20 yeas; 3 nays.

Discussion Item

1. Student Leadership Conference Funding

This item was moved from a Discussion Item to an Action Item.

The Student Leadership Conference has grown to approximately 425 participants. The funding support from the colleges helps keep the student registration fees at a minimum and allows the SLC Planning Committee to continue to offer an outstanding format for the participants.

It is recommended that the Advisory Council of Presidents approve the proposed budget and funding plan for the 2009 Student Leadership Conference.

The Advisory Council of Presidents unanimously approved the recommendation.

Information Items

1. Fall 2008 Enrollment Summary

Fall 2008 enrollment data has been finalized and submitted to SCHEV. Susan Wood assisted with the preparation of the summary. Dr. Wood reviewed the profile of demographic and academic attributes of fall 2008 enrollment compared with fall 2007 enrollment. It was requested that this same chart be available to individual colleges and Dr. Wood will send it out.

2. Wizard Update

The Wizard is a web based tool that would permit searches for career and educational offerings available at Virginia's community colleges. Launch sites for the Wizard will be available at seven locations.

3. Strategic Planning Update (preview of Vetting Session)

This item was covered in the Chancellor's report.

4. Student Success Snapshot #6

Perkins IV has replaced Perkins III with a series of new measures. The VCCS is required to use the new measurements in its reporting to USDOE beginning in 2009. There are several significant changes between Perkins III and Perkins IV including CTE concentrators are students who have declared a CTE major and who have earned 12 degree bearing credits. Snapshot #6 provides a three-year analysis of the Perkins completion measure.

5. Virginia Department of Health Professions Healthcare Workforce Advisory Council

In Spring 2008 Governor Kaine designated a \$275,000 Workforce Investment Act grant for FY 2008-09 for the development of the DHP Healthcare Workforce Data Center. The

purpose of the Healthcare Workforce Data Center is to improve the healthcare system in the Commonwealth by improving data collection and measurement of the Commonwealth's healthcare workforce through regular assessment of workforce supply and demand. One of the advisory committees is the DHP Healthcare Workforce Data Center Advisory Council. Vice Chancellor Peter Blake represents Virginia's Community Colleges as a member of the Healthcare Workforce Advisory Council.

6. On-line Developmental Math Modules for COMPASS Preparation

Academic Services and Research arranged for the purchase of math modules that are now owned in perpetuity by Virginia's Community Colleges. This material is stored on Blackboard in a course shell titled Math Tutorials Correlated to COMPASS Test. The course may be copied partly or in its entirety and may be copied as often as needed. Academic Services and Research continues to pursue methods of support for colleges in their effort to increase student success and retention.

7. Joint ASAC/Tech Council Working Group RE: VITA Security Standards and VCCS Operations

The Tech Council and Academic and Student Affairs Council have formed a Joint Security Work Group to review the impact of the SEC 501 Security Standards and measures put in place in response to the standards. The work group will create guidelines for implementation that will be used consistently across the System and also provide "best practices" that all institutions can follow and thus mitigate the risk associated with security issues while limiting the negative effects on college operations.

8. Notice of Two Reports for 2008-09 Chancellor's Goals

The 2008-09 Chancellor's Goals include two reports from colleges relating to services to businesses and communities. Colleges and system office staff members have been working on formats for these reports. Those formats will be sent to colleges by the end of the month. Templates will also be sent to the colleges.

9. Update on Career Readiness Certificate

The Career Readiness Certificate is an assessment-based credential that gives employers and employees a uniform measure of key workforce skills. Virginia's community colleges administer the program, in cooperation with the Virginia Workforce Council. In FY 2008, Virginia awarded nearly 4,300 CRC's, which was a 33 percent increase over the previous year.

10. Dateline 2009 Progress Report for Workforce Development

In FY 2008, workforce development exceeded the goal, serving over 233,000 individuals. Staff recently completed a detailed report that shows data on workforce courses and programs by college.

F. HUMAN RESOURCES – Dr. Frank Friedman, Chair

Action Items

None

Information Items

1. Emergency Preparedness Update

The VCCS has made marked progress toward meeting the recommendations of the Chancellor's Task Force on Emergency Preparation and Management since the last report in June 2008. Mary Savage, our new Emergency Preparedness Coordinator, has visited each of the 40 campuses to assess our collective progress and to support the colleges in their efforts. An individual campus report will be sent to each president in about month. Trends from the assessments include the need for broader training for key players and additional resources for preparedness related activities.

2. Chancellor's Faculty Diversity Initiative Update

The Chancellor's Faculty Diversity Initiative is doing well. The program is designed to assist the VCCS in diversifying its teaching faculty ranks. Since roughly half of our full-time teaching faculty members come from our adjunct ranks, it is important that leaders and hiring decision makers cultivate a rich and diverse pool of applicants from which to make each selection. Since April 2008, over 640 graduate students or minority professionals have made application to the program. The program placed 141 students or professionals this academic year, which is greater than a two-fold increase from last year. Candidates not selected will remain in our online database and will become candidates for future openings.

3. Training and Professional Development Expenditures in the VCCS

Training and professional development is a part of the human resources agenda for 2009 and proposals are being developed to highlight its importance within the VCCS. All available data shows that better training and professional development leads to increased productivity.

Other Items

Human Resource Delegation Agreements will be sent to the Presidents in the near future.

Honorary Degree information is due to the System Office by February 20, 2009.

The Chancellor notified the Presidents that Secretary Tom Morris suffered a heart attack. He is being moved out of intensive care and will be going home soon. Secretary Morris' address will be sent to the Presidents.

**12 Noon
Adjournment**