

# CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

February 22, 2006

James Monroe Building  
Godwin-Hamel Board Room, 15<sup>th</sup> Floor  
Richmond, Virginia

PRESENT:

BRCC	Dr. James R. Perkins
CVCC	Dr. Darrel W. Staat
DSLCC	Gary Keener (representing Dr. Richard R. Teaff)
DCC	Dr. B. Carlyle Ramsey
ESCC	Dr. Cheryl Thompson-Stacy
GCC	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	Pete Parker (representing Dr. Douglas W. Boyce)
PVCC	Dr. Frank Friedman
RCC	Dr. Elizabeth Crowther
SSVCC	Dr. John Sykes (representing Dr. John J. Cavan)
SWVCC	Dr. Charles R. King
TNCC	Dr. Charles A. Taylor
TCC	Dr. Deborah M. DiCroce
VHCC	Dr. F. David Wilkin
VWCC	Dr. Robert H. Sandel
WCC	Dr. Ed Barnes, Acting President

## SYSTEM OFFICE STAFF PRESENT:

Dr. Glenn DuBois	Mr. Dave Mair
Ms. Dale Andrews	Ms. Karen Petersen
Mr. John Brilliant	Mr. Ed Watson
Ms. Ellen Davenport	Mr. Peter Blake
Dr. Monty Sullivan	Ms. Pat Holmes
Ms. Jennifer Allman	Ms. Pam Currey
Ms. Marian Hassell	Dr. Susan Wood
Dr. Neil Matkin	Ms. Rita Woltz
Ms. Carol Patterson	Dr. Nan Ottenritter
Ms. Jo Jo Martin	Dr. Jennifer Sager

## OTHERS:

The Honorable Timothy M. Kaine, Governor of Virginia  
The Honorable Thomas R. Morris, Secretary of Education  
Robert (Bob) Swab, Consultant w/Bearing Point  
Tami Perriello, Consultant w/BearingPoint

**Wednesday, February 22, 2006**

A. The Honorable Timothy M. Kaine, Governor of Virginia

The Chancellor welcomed Governor Kaine to the VCCS Advisory Council of Presidents meeting.

Governor Kaine thanked the VCCS Presidents for their support and support of the town hall meetings being held across the Commonwealth regarding transportation.

The Governor stated that the Commonwealth can't wait any longer to fix transportation.

- Congestion is getting worse in our urban areas and will continue to as their populations increase.
- Aging and out-dated roads threaten the safety of Virginia families in rural areas.
- In just six years, Virginia will begin losing federal transit and highway money because we won't have the matching funds.
- Virginia needs a transportation reform plan that's balanced and brings a state-wide approach to what is a state-wide challenge.
- We need better transportation management to ensure we are getting the most for our transportation dollars.
- We need better planning. We need to change the way we do business and better coordinate transportation and land use planning.
- We need better choices. Giving people more choices about how to get there will reduce congestion.
- We need greater accountability. Our transportation tax dollars should be used only for transportation.
- And we need stable, reliable, long-term funding to meet our transportation needs.
- That funding should come from those who use the system and will directly benefit from its improvements.
- That money should not come from the General Fund, at the expense of the progress we made during the 2004 budget reform and at the expense of education, public safety, health care and the environment.

Governor Kaine stated that unfortunately, the House of Delegates is cutting General Fund programs to pay for its transportation plan. He noted that the House plan rolls back the progress of 2004, cuts proven and effective initiatives, and fails to provide the long term revenue our transportation system needs. Governor Kaine also stated that the House Transportation plan cuts education –

- It cuts teacher pay, early childhood education, drop-out prevention, school efficiency reviews and school turn-around specialists, A.P. test preparations for disadvantaged students and programs to help adults obtain their G.E.D.
- It cuts the bipartisan supported research investment package, base adequacy funding and \$28 million dollars from our community college system.

B. The Honorable Thomas R. Morris, Secretary of Education –

Dr. Thomas R. Morris, Secretary of Education, appreciated the opportunity to meet with the VCCS Presidents. Dr. Morris stated that he is looking forward to working with the Presidents. Dr. Morris commented that the challenge to education funding is real as the Governor had stated in his comments. The challenge of generating sufficient dollars for transportation will have an effect on education funding priorities if a dedicated and protected revenue flow is not in place for transportation. Transportation funding will demand a huge chunk of the General Fund in the coming years if transportation needs are permitted to compete with education priorities for the same dollars.

Dr. Morris encouraged the presidents to find opportunities to get the word out through op-ed pieces for local newspapers and other communication avenues.

C. CHANCELLOR'S REPORT

1. Introduction of Dr. Cheryl Thompson-Stacy, President,  
Eastern Shore Community College

The Chancellor introduced Dr. Cheryl Thompson-Stacy, of Biloxi, Mississippi, as the new president of Eastern Shore Community College.

Dr. Thompson-Stacy, was vice president for academic and student affairs at Mississippi Gulf Coast Community College. From 1997-2001, Dr. Thompson-Stacy was college dean for academic and student affairs at Mississippi Gulf Coast. Prior to that she served as dean of business and technology at Cuyahoga Community College in Cleveland, Ohio, from 1996-1997 and served as dean of business technologies, humanities and social sciences at Jefferson Community College in Steubenville, Ohio, from 1993-1995. She was also director of academic and student affairs at Kent State University's Geauga Campus in Burton, Ohio from 1989-1993.

Dr. Thompson-Stacy holds a doctorate from the University of Sarasota in Sarasota, Florida and two master's degrees and a bachelor's degree from Kent State University.

Also, the Chancellor stated that Dr. Thompson-Stacy, in her first week at Eastern Shore Community College had raised \$300,000 for their foundation.

2. Introduction of Mr. Peter Blake, Vice Chancellor for Workforce Development Services

The Chancellor introduced Mr. Peter A. Blake, the new Vice Chancellor for Workforce Development. Mr. Blake has been with the Office of the Governor since 2002, where he served as deputy secretary of education prior to becoming secretary of education when former Secretary Belle Wheelan left in July.

He has also worked for the House Appropriations Committee as a legislative fiscal analyst specializing in higher education funding, and spent 14 years at the State Council of Higher Education for Virginia, ending as associate director there. In the last several years, he has worked closely with the Governor to develop policy and budget proposals for high school transition and dual enrollment programs as well as industry certifications and career readiness initiatives. He has also been very involved in the higher education restructuring effort, including the development of performance measures for statewide goals.

Mr. Blake has a bachelor's and a master's degree from Virginia Commonwealth University, and has also taught as an adjunct faculty member there.

3. Introduction of Ms. Pamela A. Currey, Associate Vice Chancellor for Planning and Budget Services

The Chancellor introduced Ms. Pamela A. Currey, the new Associate Vice Chancellor for Planning and Budget Services.

Ms. Currey has been with the Office of the Governor since 2002. Prior to that, she was a legislative fiscal analyst with the Senate Finance Committee.

Ms. Currey will direct all phases of the VCCS budget process, and will serve as staff to the Budget and Finance Committee of the State Board and to the Budget and Finance Committee of the Advisory Council of Presidents, providing leadership in attaining resources needed to achieve the VCCS strategic plan.

Ms. Currey has a master's degree from Colorado State University, where she was a United States Department of Education Fellow, and a bachelor's degree from West Virginia University.

4. Introduction of Dr. Susan Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology

The Chancellor introduced Dr. Susan S. Wood, the new Assistant Vice Chancellor for Educational Programs and Instructional Technology.

As Assistant Vice Chancellor for Educational Programs and Instructional Technology, Dr. Wood will assist the 23 community colleges in curriculum planning, including leading the development of new educational programs as well as seamless transfer agreements and special projects such as teacher preparation. In addition, Dr. Wood will provide leadership for instructional technology and distance education, and ensure both technology and educational program areas are coordinated to achieve an integrated teaching and learning environment that supports the system's *Dateline 2009* goals.

Dr. Wood joined the VCCS System Office in April 2005 as interim director of educational programs and was permanently selected for that post in September. Susan previously worked at J. Sargeant Reynolds Community College, where she was professor of mathematics from 1986 to 2005. She joined J. Sargeant Reynolds in 1973 as a charter faculty member.

Dr. Wood has a doctorate in mathematics education and a master's degree in mathematics from the University of Virginia, and a bachelor's degree from Virginia Tech.

5. Introduction of Dr. David H. Gill, Assistant Vice Chancellor for Institutional Effectiveness

The Chancellor introduced Dr. David H. Gill, the new Assistant Vice Chancellor for Institutional Effectiveness.

The Chancellor stated that as Vice Chancellor for Institutional Effectiveness, Dr. Gill will assist the colleges in planning, evaluation, research and reporting functions necessary to monitor progress toward achieving the goals of the system's long-term strategic vision, *Dateline 2009*, as well as working with the colleges on college-level strategic planning.

Dr. Gill was the Director of Research and Institutional Effectiveness for the San Jacinto College District. Prior to his position at San Jacinto, Dr. Gill was Director of Performance Systems for the Texas Higher Education Coordinating Board. He was with the Texas coordinating board from 1998 to 2005, where he also served as Director of Evaluation and Division Web Services for the Community and Technical Colleges Division. He has also held leadership positions in research and evaluation with the Texas Education Agency, the Governor's Center for Management Development, and the Texas Workers Compensation Commission.

Dr. Gill has a doctorate and a master's degree from Texas A&M University and a bachelor's degree from Lamar University in Beaumont.

6. April PTK All Virginia Awards Ceremony – Dr. Richard Teaff,

President, Dabney S. Lancaster Community College

In Dr. Teaff's absence, Dr. Perkins provided information regarding the April PTK All Virginia Awards Ceremony luncheon scheduled for Wednesday, April 19, 2006 at 12:30 at the Omni Richmond Hotel. The luncheon speaker will be Paul Tribble, President Christopher Newport University.

An instruction sheet was distributed to the presidents.

7. Confidential Information Security – John Brilliant, Director, Internal Audit and Neil Matkin, Vice Chancellor for Information Technology Services

Mr. John Brilliant, Director, Internal Audit, stated that the VCCS Internal Audit had performed a review to determine if J. Sargeant Reynolds Community Colleges' current internal control environment adequately addresses the inappropriate dissemination of confidential information that occurred at that college.

Based on the findings of the review, it is recommended that the colleges should ensure that any access to confidential information by any means other than on-line access should require the same authorization process that the VCCS currently requires for on-line access. Access to confidential information should be granted on a need to know basis, approved by management, and documentation of the approval should be kept on file. All employees should receive information technology security awareness training. Information Technology security awareness training should be provided and documented as required by COV ITRM Standard SEC2001-01.

8. Recommendations for AIS Implementation – Ms. Karen Petersen, Executive Vice Chancellor and Dr. Neil Matkin, Vice Chancellor for Information Technology Services

Ms. Karen Petersen, Executive Vice Chancellor and Dr. Neil Matkin, Vice Chancellor for Information Technology Services provided information concerning recommendations for AIS implementation. After cost benefits, PeopleSoft was selected to implement the Administrative Information System. The system will focus on financials first. A target date for the AIS Human Resource implementation has not been established but AIS HR work will occur simultaneously with AIS Financials. The HR Implementation workgroup will be formed at a later date.

**The Advisory Council of Presidents endorsed the recommendation to use the PeopleSoft financial and human resource application.**

9. Report on Institutional Research Task Force – Dr. Jim Perkins, Chair and President, Blue Ridge Community College

The initial meeting of the Institutional Research Task Force was held on February 20, 2006.

The Chancellor's vision for the Institutional Research Task Force is to build and maintain a strong IR support system that provides accurate and reliable information to assist in all levels of reporting and decision making. A steering committee charged to develop a comprehensive implementation plan and strategies to ensure long term viability of the VCCS institutional research function will be created. Three work groups will be formed composed of the best people across the system.

Copies of the PowerPoint presentation will be provided electronically to the presidents.

10. Chancellor's Faculty Fellowship and Professorship Programs – Dr. Richard Teaff, President, Dabney S. Lancaster Community College

Ms. Nan Ottenritter, Director of Professional Development, provided data concerning participation of faculty members in the Chancellor's Faculty Fellowship and Professorship Programs. It was noted that there's been fewer applications. It is hoped that better communications will increase faculty participation. The professional development programs are a great resource to attract new faculty members.

11. Foundation Leadership Conference, Friday, March 31, 2006, Featured Speaker: Penelope Burk, Boar's Head Inn, Charlottesville, VA – Dr. Jennifer Sager, Vice Chancellor for Institutional Advancement

The third annual foundation leadership conference has been scheduled for March 31 with Penelope Burk as the keynote speaker. Ms. Burk has an internationally-known reputation for her research and findings related to donor-centered fund raising. Her presentations are widely acclaimed as among the most effective training programs in the sector today.

Also, at the Foundation Leadership Conference, the Chancellor will present the first Chancellor's Award for Leadership in Philanthropy to one nominee from each of the 23 community colleges.

12. New Horizons Conference – Hotel Roanoke & Conference Center, Roanoke, VA, April 6, 7, & 8, 2006

The VCCS will be hosting the 22<sup>nd</sup> annual New Horizons conference at the Hotel Roanoke & Conference Center. VCCS New Horizons 2006 theme is Enhancing Student Success. There will be 147 workshops, 10 meetings of peer groups and other important groups in the VCCS, some wonderful keynote speakers, 15 TIE finalists, and many interesting things going on.

D. INFORMATION TECHNOLOGY COMMITTEE – Darrel Staat, Chair

Action Items

1. Chancellor’s Expectations 2006-2008 Biennium

The Chancellor’s Expectations 2006-2008 Biennium requires a strategic approach to technology planning at the System Office and the colleges. Operational requirements should be aligned with strategies and projects related to each Dateline 2009 technology goal. As each of the colleges develop their technology plan for the 2006-2008 biennium, Information Technology Services encourages colleges to use their mission, vision, and values along with college strategic goals with the Dateline 2009 goals, to frame their operational requirements.

The ACOP Technology Committee requested additional edits and clarification to the Chancellor’s Technology Expectations 2006-2008 biennium document before approving.

2. Funding Proposals for MPLS Cost Distribution

Item tabled until the April 2006 meeting.

Information Items

1. SIS/Campus Solutions v8.9 Upgrade Update

An update to SIS/Campus Solutions v8.9 was provided. It was noted that the schedule for much of this project is still subject to change based on availability of Oracle/PeopleSoft resources, development of the detailed project plan, and final approval of Tech Council and ACOP.

2. Distribution Lists for Notification on Outages or Emergencies

It was reported that to ensure the timely delivery of email communications regarding service interruptions related to enterprise systems, colleges should

develop and maintain two local outage distribution lists to facilitate the communication of service interruption notices related to enterprise systems. The development and maintenance of local outage distribution lists will improve workflow and facilitate the process of sending appropriate information about the status and availability of enterprise systems to each target audience in a timely manner.

E. DATELINE 2009 ADVISORY COMMITTEE – Dr. Gary L. Rhodes, Chair

Action Items

None

Discussion Items

None

F. PUBLIC AND GOVERNMENTAL RELATIONS – Dr. Francis S. Turnage, Chair

1. Update on Actions of the 2006 General Assembly

We appreciate the fact that the Governor, the House, and the Senate recognize the significant need for new and renovated facilities across the Commonwealth to serve current and future enrollments. It is critical that the final budget include sufficient funding and safeguards to ensure timely completion of construction.

Voter-approved bond projects at Virginia's community colleges are at great risk of not being completed if a House Appropriations Committee budget proposal to reduce \$12.7 million in capital funding is successful.

A minimum of \$75 million in new operating funds is needed in the next biennium to meet the needs of current and future enrollments. This investment will provide new faculty, new instructional programs, and increased student support.

Our campuses have served thousands of students during the past 40 years. As a result the final budget must include the nearly \$12 million in repair or replacement of mechanical and electrical systems across the 40 campuses. Delaying the investment in these projects will cost taxpayers more money in the future.

2. Crossover; Re-Cast Legislative Strategy

It was reported that we are now modifying our legislative approach to focus on additional funding for our cost overrun capital projects and additional help in the

base budget. There are also some specific capital projects that need to be restored.

The final budget must include a total of \$59,158,000 representing the shortfall amount for projects previously authorized in the 2002 bond issue. The House Appropriations Committee has recommended a \$12,658,000 reduction. Full restoration of this funding will allow completion of 44 community college projects across the Commonwealth.

The final budget must include \$11,687,000 in repair or replacement of mechanical and electrical systems at our campuses and \$150,000 in funding for handicapped accessibility.

Capital projects included in the Governor's introduced budget must be fully funded so that construction can commence in the next biennium.

Base budget adequacy must contain appropriate increases over the current biennium so that enrollment growth can be accommodated.

3. Discussion of Legislative Reception, Legislative Materials, Progress to Date

It was reported that the Legislative Reception at the Old City Hall was attended by dozens of legislators, 250 community college supporters, Governor Tim Kaine and Lt. Governor Bill Bolling. This represented a record turnout from members of the General Assembly. Thanks to all of you who encouraged your legislators to attend, and who made the effort to make the reception a success!

4. Status of Transfer Scholarship Legislation and Other Relevant Legislation before the General Assembly

It was reported that the Transfer Scholarship legislation has not succeeded this year. We should pursue it again next year. The Senate Bill, SB 540, functions as a rebate and is not effective until the academic year beginning after July 1, 2008. It has no fiscal impact on the upcoming biennial budget; however, the Senate's budget amendments include \$50,000 to the VCCS for administrative costs related to SB 540.

The House is "bonding" all projects justified by SCHEV guidelines. That means for the VCCS that NVCC Loudoun III, NVCC Regional Health Center, Blue Ridge Info Tech, TNCC Hampton III acquisition, JSRCC Burnette Hall renovations, JTCC Midlothian II, NVCC Annandale VI, and PDCC Hobbs Campus are all bonded and not paid for with general funds.

The House reduces our base budget adequacy funding by \$25 million.

The House does not fund the expansion of middle college nor does it fund small business assistance.

The House included \$3 million General Fund for the nursing shortage task force.

The Senate is recommending \$78.7 million more in base budget adequacy over the biennium for the VCCS. But they reduce funding for enrollment growth and degrees by \$72.3 million. They limit the expansion of middle college by \$5.1 million. They include \$50,000 for the administrative costs of the community college transfer grant program.

G. BUDGET AND FINANCE COMMITTEE – Dr. James R. Perkins, Chair

Action Item

1. VCCS Allocation Model Changes

At the December 2005 meeting of the Advisory Council of Presidents, a number of recommendations from the Allocation Model Committee were presented regarding use of “hold harmless provisions” in the VCCS allocation model for 2006-07 and beyond. The recommendations were presented for consideration by the presidents. The delay in action was provided to allow presidents time to review the proposals in depth prior to taking action.

The recommendations are stated below:

**Recommendation for Hold Harmless Calculation for other than Out-of-state Contracts.**

*The following process is recommended for other than out-of-state contract hold harmless provisions:*

- a. *The allocation model will be run for all colleges for 2006-2007 without any adjustments for hold harmless (except for out-of-state contracts). The allocation simulation (#1) will include any new appropriations for 2006-2007, tuition increases, new three-year enrollment numbers, salary increases, and any other adjustments made during the 2006 legislative session. The results of that allocation will be compared to a separate allocation simulation (#2) run with the same parameters except that it will include the three-year enrollment numbers used for 2005-06.*
- b. *The starting point for the “hold harmless” calculation will be the individual amounts provided to each of the seven colleges in 2005-2006, which together total \$2,411,846. No increase in either the total or individual college amounts*

*will be made and it is expected that through changes in enrollments that the individual amounts will be phased out over six years. Progress toward phasing out the hold harmless amounts will be monitored and if not complete in six years another review will be made of the policy to determine if an extension of time is needed. No new colleges will be eligible for “hold harmless.”*

- c. *For 2006-07 the hold harmless amount provided to each college in 2005-2006 will be reduced for the absolute difference between the #1 and #2 simulations for each of the seven colleges. The remaining hold harmless amount will then be added to the results of simulation #1. Similar calculations will be made in subsequent years until such time as the hold harmless amount has been eliminated for each college. Colleges with increased enrollments will be “growing” their way out of “hold harmless” by receiving General Funds and tuition through the allocation model for their new enrollment to replace the “hold harmless” subsidy, and colleges with reduced enrollments will not be receiving the subsidy for enrollments that are no longer at the college.*
- *It is anticipated that there would be no need for a second step for a “hold harmless” calculation relative to tuition and salary increases, however this issue will be monitored.*
  - *In subsequent years the same concept would be applied until such time as the phase out was completed.*
  - *In times of budget reductions, all colleges would participate in any across-the-board reductions after the above process was applied.*

**Recommendation for Hold Harmless Calculation for Out-of-State Contract Rates.**

*It is recommended that the \$7.3 million General Fund hold harmless subsidy currently provided for out-of-state contracts be phased out over a 6 year period for all colleges. This would phase out the General Fund subsidy for military contracts as well as business and industry contracts. As the \$7.3 million for hold harmless is phased out, the revenues go back into the allocation model to be distributed through the regular distribution process.*

*In order for colleges with large military constituencies to remain competitive in their negotiations with the military, however, it is recommended that a separate military contract rate be established that is equivalent to the in-state tuition rate.*

*It is also recommended that the credit hour rate for out-of-state contracts for non-military business and industry contracts be increased over a six year period by an incremental amount of \$10.00 each year such that by the sixth year the out-of-*

*state contract rate will be \$60 higher than the in-state rate. It will still be substantially less than the standard out-of-state rate. Increasing the out-of-state contract rate by \$10 per year will essentially cover the General Fund revenues lost to phasing out the hold harmless provisions for those contracts.*

Recommendation to approve current colleges who out-of-state is the same as in-state contract rate. Military out-of-state rate remains the same. The Committee will take another look at adjustments. Committee motion to adopt the VCCS Allocation Model changes.

2. Recommended Tuition and Fees, 2006-07

It is recommended that the ACOP consider the various tuition options offered and endorse a particular 2006-07 tuition rate increase for presentation to the State Board for Community Colleges for action at its March 2006 meeting. The increase would be implemented effective summer 2006.

It is further recommended that the ACOP endorse an average salary increase of 6.19% for both full-time and adjunct teaching faculty out of funds available in 2006-07. Administrative faculty salary increases would be allowed up to 6.19% as long as the 135% ratio to full-time faculty was not exceeded.

These endorsements are made assuming there are no dramatic changes in the introduced budget for the VCCS. These endorsements are also made with a commitment to making continued significant progress on each of the *Dateline 2009* goals, particularly with regard to retention and enrollment goals.

The ACOP Budget and Finance Committee reviewed several different tuition and fee rate options and has recommended an increase of the in-state tuition rate by 6.62% or \$4.50 per credit hour for 2006-07.

The Committee recommended that the Military Contract Rate for Active duty military be set at the in-state rate and the rate charged to in-state businesses represent the cost of providing those services by phasing in an increase in the rate of \$10 per year over the in-state rate in each of the next six years, for a cumulative increase of \$60.

Committee motion recommends that the Advisory Council of Presidents accepts the proposed increase in tuition and fees for 2006-07.

**Motion carried.**

Out-of-state tuition to be increased by 10%. The Committee recommended that the Military Contract Rate for active duty military be set at the in-state rate and that the rate charged to in-state businesses represent the cost of providing those

services by phasing in an increase in the rate of \$10 per year over the in-state rate in each of the next six years, for a cumulative increase of \$60. Also, the Committee recommended that the distance learning e-rate for out-of-state students be increased to reflect the updated estimate of the full-cost of distance learning. The capital fee applicable to out-of-state students be increased to reflect the updated estimate of the full-cost of distance learning. The capital fee applicable to out-of-state students would be maintained at \$1.20 per credit hour and the Technology Fee of \$3.15 per credit hour would not be increased

After considerable discussion, taking into consideration the need to maintain affordability while maintaining access and a predictable revenue stream in order to build quality services and programs, the Advisory Council of Presidents has endorsed the following recommendation for tuition increases in 2006-07:

A 6.62% increase in tuition for 2006-07 (\$4.50/credit hour) provides an additional \$12.6 million: with a 1% increase in enrollment, a total of \$14.6 million is generated, which when combined with the proposed General Fund budgets, provides a total of \$50.8 million in new spending capacity for 2006-07 against the introduced budget, \$37.8 million against the House budget, and \$37.9 million against the Senate Budget. This leaves approximately \$10.3 million in unused tuition authority in 2006-07. With another 6.62% increase in tuition in 2007-08

### 3. Level One Delegated Authority Policies

It was reported that the 2005 General Assembly passed the Restructured Higher Education Act that provides additional flexibility in a number of administrative areas for institutions of higher education. The Act also provides for the development of additional administrative and financial standards that must be set in order to achieve the eligibility for the added flexibility. The budget introduced for 2006-08 by Governor Warner included these additional standards which are now under consideration by the General Assembly.

Anticipating that the VCCS will be eligible to access the level one provisions of the Act, the System Office is reviewing the options and requirements in order to begin accessing the provisions as soon as possible. The matrix, Transition Provisions for Exercising Level I Authority for All Institutions of Higher Education (§23-38.88) lists the provisions for which the VCCS is eligible. The list indicates which items are known to be of interest to the colleges, but also identifies those which we need to determine if there is sufficient interest to pursue (see below). The presidents are requested to review items 5, 6, and 7 on the list that follows:

#### **Transition Provisions for Exercising Level I Authority For All Institutions of Higher Education (§ [23-38.88](#).)**

<b>Authority</b>	<b>VCCS to pursue?</b>	<b>Requirements</b>
1. Enter into an operating/income lease or capital lease.	<p>Immediately for Income/Operating Lease Authority</p> <p>Not eligible at this time for Capital Lease Authority</p>	State Board must adopt written policies and procedures for the operating and income lease authority and must designate a "Responsible Official." The capital lease authority is contingent on existing decentralization authority which VCCS does not currently have.
2. Convey an easement pertaining to any property such institution owns or controls.	Immediately	State Board must adopt written policies and procedures and designate a "Responsible Official." Also required to use standard form.
3. Utilize as methods of procurement a fixed price, design-build or construction management contract notwithstanding the provisions of § <a href="#">2.2-4306</a> .	Yes	State Board must establish policies and procedures that ensure compliance with the Virginia Public Procurement Act; requirements for documentation that an alternative method of procurement is more advantageous than a fixed price construction contract utilizing a general contractor; procedures for authorization of either a one-step or two-step process; and provision for selection of a provider, awarding a contract, and obtaining building permits and Certificates of Occupancy.
<b>Authority</b>	<b>VCCS to pursue?</b>	<b>Requirements</b>
4. Acquire easements.	Yes	State Board must adopt written policies and procedures that incorporate requirements for fair market value appraisals, due diligence, environmental impact reports, and use of a standard form.

Advisory Council of Presidents

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5. Dispose of their surplus materials at the location where the surplus materials are held and to retain any proceeds.	Solicit input from Colleges	State Board should adopt written policies and procedures and maintain accurate and complete records for auditing surplus materials and sales revenue.
6. Procure goods, services, and construction from a vendor that the institution has certified as a small, women-, and minority-owned business enterprise.	Solicit input from Colleges	State Board must establish written internal procedures to verify whether or not a vendor qualifies under DMBE criteria and certification requirements.
7. Contract with a building official of the locality in which construction is taking place and for such official to perform any inspection and certifications required for the purpose of complying with the Uniform Statewide Building Code.	Review and solicit input from Colleges	State Board must adopt policies which incorporate numerous requirements. State Board must designate a Responsible Official. State Fire Marshall continues to perform inspections.

<b>Authority</b>	<b>VCCS to pursue?</b>	<b>Requirements</b>
<p>8. Sell surplus real property valued at less than \$5 million, which is possessed and controlled by the institution.</p>	<p>Review existing authority and requirements</p>	<p>State Board must adopt written policies and procedures and designate “Responsible Official.”</p> <p>There are numerous requirements prior to any actual sale – sale at fair market value, notification of DGS to determine if another state agency needs the property, or the local government, prior to offering for public sale. If property acquired with nongeneral funds institution may keep proceeds. If property acquired with general funds, 50 percent of the proceeds go to the institutions 50 percent to the State Park Conservation Resources Fund.</p>
<p>9. Exemption from the capital outlay review and approval process for any repair, renovation, or new construction project costing up to \$1,000,000.</p>	<p>Review existing authority and requirements</p>	<p>State Board must establish policies and procedures. This authority DOES NOT change the definition of a capital project. Capital projects continue to require General Assembly approval.</p>
<p>10. Blanket authorization of \$2,000,000, systemwide, for ngf projects that can be used for 1) renovation and infrastructure projects costing up to \$2.0 million and 2) the planning of nongeneral fund new construction and renovation projects through bidding, with bid award made after receipt of a construction authorization</p>	<p>Review existing authority and requirements</p>	<p>State Board must establish policies and procedures.</p>

None

H. ACADEMIC, STUDENT AFFAIRS, AND WORKFORCE DEVELOPMENT  
COMMITTEE – Dr. Frank Friedman, Chair

Action Items

1. Proposed Revisions to the VCCS Policy Manual Regarding Repeat Courses

a. Section 5.6.3 (9/05) Repeating a Course

It was reported that at some colleges, repeating a course has been interpreted as the blanket approval of multiple (beyond two) enrollments in a course, rather than approval on an individual student basis. The proposed policy change is necessary to clarify language regarding the difference between a student repeating a particular course and courses that may be designated as repeatable for credit in the master course file. Therefore, the below policy revision to Section 5.6.3 (9/05) Repeating a Course is recommended:

(Current language)

5.6.3 Repeating a Course (SB)

A student should normally be limited to two (2) enrollments in the same credit course. Should a college wish to make an exception to this policy, the need should be documented and approved by the college's chief academic officer or designee. This limitation does not apply to the courses in the Master Course File identified as General Usage courses: 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.

(Proposed language changes)

5.6.3 Repeating a Course (SB)

Credit courses that are designated as repeatable for credit in the Master Course File or are identified as General Usage courses in the Master Course File may be repeated for credit. (General Usage courses are 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.) A student should normally be limited to two (2) enrollments in a credit course that is not designated as repeatable or is not a General Usage course. Should a college wish to make an exception to this policy on a student-by-student basis, the need should be documented and approved by the college's chief academic officer or designee.

b. Section 5.6.0.3.1 (9/05) Cumulative Grade Point Average

The VCCS Policy Manual (9/05) reads:

5.6.0.3.1 Cumulative Grade Point Average (SB)

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements. Grades of "S," "P," "U," "W," "X," and "I" shall not count as first or subsequent attempts when calculating GPA. Courses which do not generate grade points are not included in credits attempted.

The policy revision proposed in item G.1.a allows for a policy manual clarification between a student repeating a particular course and a course that is designated as repeatable. As a follow-up, policy language revisions are necessary to clarify how a student's **cumulative** grade point average (GPA) will be computed in these two cases.

c. Section 5.6.0.3.2 (9/05) Curriculum Grade Point Average

The policy revision proposed in item G.1.a allows for a policy manual clarification between a student repeating a particular course and a course that is designated as repeatable. As a follow-up, policy language revisions are necessary to clarify how a student's **curriculum** grade point average (GPA) will be computed in these two cases.

The VCCS Policy Manual (9/05) reads:

5.6.0.3.2 Curriculum Grade Point Average (SB)

A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

The proposed revisions to Section 5.6.3, Repeating a Course, was approved by the Advisory Council of Presidents, but the proposed changes to Section 5.6.0.3.1 and Section 5.6.0.3.2 need to be reworded for clarification. The proposed changes are tabled until the next meeting of ACOP.

2. Change in VCCS Degree Nomenclature

The current degree nomenclature used for VCCS associate degrees uses “in” instead of “of” after the word Associate. A more standard degree nomenclature in postsecondary education is “Associate of ...” rather than “Associate in....” This revision proposes a change in degree nomenclature for VCCS associate degrees.

It is recommended to change the current degree nomenclature to a more standard nomenclature used in postsecondary education. This will align the names of degrees in the VCCS with those of other postsecondary institutions in Virginia and elsewhere.

**The Advisory Council of Presidents recommends approval of the revisions to the VCCS degree nomenclature as proposed.**

3. Update to Policy Manual 6.4.5.0—Intramural Programs and Club Sports

At the December, 2005 meeting of the Academic and Student Affairs Committee (ASAC), AS&R recommended that the Board of Directors be expanded to twelve members, 4 from each of the three regions. Staff believe that the Board needs a larger perspective of the overall goals and objectives of organized club sports within the VCCS, and it was felt that this could be accomplished through the appointment of persons who sit at the President and/or Vice President level.

It was recommended that the Board of Directors be expanded to twelve members, four from each of the three regions. Academic Services and Research believe that the Board needs a larger perspective of the overall goals and objectives of organized club sports within the VCCS, and it was felt that this could be accomplished through the appointment of persons who sit at the President and/or Vice President level.

**The Advisory Council of Presidents approves the recommendation that the Board of Directors of the Intramural Programs and Club Sports be expanded to a 12-member board.**

Information Items

1. VCCS Chmura-SCHEV Enrollment Comparison

**Comparison of VCCS Enrollment with Chmura/  
 SCHEV Enrollment Demand: Fall, In-State Head Count**

Year	VCCS Enrollment	Chmura/SCHEV Enrollment Demand	% Difference (VCCS - Chmura/SCHEV)
2002	146,339		
2003	144,431		
2004	146,472		
2005	149,012	154,181	-3.4%
2006	151,635	160,742	-5.7%
2007	154,586	166,394	-7.1%

The chart depicts SCHEV projected enrollments and actual numbers.

2. Update on Career Coaches Implementation and Training

Peter Blake, Vice Chancellor for Workforce Development, provided an update on activities related to Career Coaches Initiative and distributed a handout. Mr. Blake stated that the VCCS career coaches initiative experienced significant growth in 2005. The number of career coaches based in high schools throughout the State increased from 11 in January 2005 to 45 in January 2006. Career coaches now serve students in nearly 60 high schools. An additional eight career coaches will be funded for two years through a National Governors Association grant. The introduced budget currently before the General Assembly includes \$1.3 million a year to support career coaches. It is recommended that ACOP support legislative funding for career coaches and assist System Office staff in the evaluation of the program.

3. VCCS AAS in Emergency Medical Services Programs: The New Common Curriculum

Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research, reported that there is a common curriculum for the EMS/Fire Science programs. The Emergency Medical Services (EMS) program directors at VCCS colleges have recently concluded a major statewide initiative to develop a common curriculum. A new EMS prefix was approved and new courses were designed. The request for a new prefix and the new course package was approved by the Deans' Course Review Committee in November 2005. A common curriculum for the VCCS Associate in Applied Science degree in Emergency Medical Services was identified. This initiative represented a collaborative process among VCCS

institutions. Discussions were facilitated by representatives from the Virginia Office of Emergency Medical Services.

Program directors will revise their existing curricula to align with the common curriculum through their local college curriculum revision process.

4. VCCS AAS in Fire Science Technology Programs: The New Common Curriculum

The Fire Science Technology program heads at VCCS colleges have recently concluded a major statewide initiative to develop a common curriculum. A new FST prefix was approved and new courses were designed together with a crosswalk table from the previous FIR prefix to the new FST prefix. The request for new prefix and the new course package were approved by the Deans' Course Review and Committee in November 2005. A common curriculum for the VCCS Associate in Applied Science Degree in Fire Science Technology was identified. This initiative represented a collaborative process among VCCS institutions. Discussions were facilitated by Buddy Hyde from the Virginia Department of Fire Programs and Elizabeth Wilmer, Dean of Humanities at Virginia Western Community College. The proposed curriculum was shared with numerous stakeholder groups for feedback before it was finalized.

Program representatives will revise their existing AAS degree, AS degree, and certificate program curricula to align with the common curriculum through their local college curriculum revision process. They recommend that any future AAS degree programs in Fire Science Technology established at VCCS colleges follow the common curriculum.

5. VCCS AS in Engineering Programs Update

The recently signed Guaranteed Admission Agreement between the VCCS and the College of Engineering at Virginia Tech has spawned increased interest in engineering transfer programs in the VCCS. Questions have been raised about assisting students interested in the AS in Engineering degree with flexible pathways for completing the degree. For example, the general education component of the program could be offered at one college, coupled with distance education or other opportunities from another college to make this degree more accessible.

A conference call was held on the afternoon of Thursday, February 16, 2006, with representatives from VCCS colleges that offer the associate degree in engineering to explore options for students. Some specifics of the Virginia Tech engineering agreement were also discussed on the conference call.

6. Chancellor's Nursing Task Force Follow-up

Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research, provided an update regarding the Task Force Education Recommendations. Dr. Sullivan also reported that he had met with Nursing Directors from across the Commonwealth to establish a common set of admission criteria. A consensus was reached and now a review of the required general education courses would be undertaken.

I. HUMAN RESOURCES – Dr. Marshall W. Smith, Chair

Action Items

Information Items

1. Instructional Faculty Salary Compensation

It was reported that changes were recently made to the Faculty Compensation Plan for determining entry level salaries of administrative faculty in an effort to make them more useful to the colleges. Similar changes were being drafted for the teaching faculty.

2. Adjunct Faculty Contracts

It was reported that Human Resources and Legal Services will be reviewing college adjunct contracts and initial hiring policies and practices. The outcome of this review might be a recommendation to use a system contract, or updated boiler plate language and best practices suggestions.

3. Retirement Incentive

At the December 2005 meeting, the Advisory Council of Presidents approved guidelines for implementation of an early retirement incentive program. The retirement incentive program is a plan to provide continued payment of the state portion of the faculty member's health insurance costs until age 65 if the faculty member meets certain age and service requirements and agrees to retire as a part of the incentive package. The retirement incentive program was also approved by the State Board at its January 2006 meeting. Since that time, it has been found that there are multiple provisions in the Appropriation Act as well as the Code of Virginia that govern such programs. As a result of reviewing the additional requirements of the state, it has been determined that some constraints need to be added to the plan previously presented to the ACOP. The most substantial changes are those that restrict the program to teaching faculty only, add a requirement to establish limits on the total cost of the program, and include a provision that surviving spouses of retirees who pass away before the end of the

Advisory Council of Presidents

Agenda

February 21-22, 2006

contract period will be eligible to receive continuation of up to one-half the monthly amount previously agreed upon for the remaining duration of the original contract period.

**12 Noon  
Adjournment**