

CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

June 21, 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. Chris Azell for 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	Dr. Maxine Singleton for Dr. Douglas W. Boyce
PVCC	Dr. Scott Barnes for Dr. Frank Friedman
RCC	Dr. Elizabeth Crowther
SSVCC	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	Mr. Dwight Blalock for Dr. Robert H. Sandel
WCC	Dr. Charlie White

SYSTEM OFFICE STAFF PRESENT:

Dr. Glenn DuBois	Mr. Dave Mair
Ms. Dale Andrews	Ms. Karen Petersen
Mr. John Brilliant	Mr. Peter Blake
Ms. Ellen Davenport	Dr. Susan Wood
Ms. Pat Holmes	Dr. Gretchen Schmidt
Ms. Pam Currey	Dr. Jennifer Sager
Ms. Marian Hassell	Dr. Bill Hightower
Ms. Rita Woltz	Ms. Sue Ann Curran
Ms. Marlene Mondziel	Dr. David Gill

OTHER:

The Honorable Patrick O. Gottschalk, Secretary of Commerce

Wednesday, June 21, 2006

A. THE HONORABLE PATRICK O. GOTTSCHALK, SECRETARY OF COMMERCE AND TRADE – (8:30 A.M.)

The Chancellor introduced Patrick O. Gottschalk, Secretary of Commerce and Trade, who oversees the economic, community, and workforce development of the Commonwealth.

Secretary Gottschalk discussed the nine goals outlined in Governor Kaine's Economic Development Strategic Plan.

It was noted that an educated and well-trained workforce is a fundamental requirement for economic development efforts across the Commonwealth. The skills and education required for entry into the new jobs in Virginia are increasing while jobs for those with less than a high school diploma are dwindling. The rate of high school completion critically affects the ability of regions to attract emerging industries that provide good wages and affects the ability of individuals to fully participate in economic growth.

B. CHANCELLOR'S REPORT

1. Introduction of Dr. Charlie White, President, Wytheville

The Chancellor introduced Dr. Charlie White, new President of Wytheville Community College. The Chancellor noted that Dr. White had served as interim Vice Chancellor for Academic Services and Research in the System Office.

2. Introduction of Ms. Marlene Mondziel, Executive Assistant to the Chancellor (effective July 1, 2006)

3. Update on Budget Actions of the 2006 General Assembly Session and Special Session

It was reported that the budget for the 2006-2008 biennium is very favorable for the community college System overall. A summary of highlights was provided.

4. 2006-2007 ACOP Committee Assignments

Copies of the ACOP Committee Assignments 2006-2007 were distributed. It was noted that these assignments go into effect at the August meeting and that each committee will select a chair. Also, the Chancellor stated that he has decided to put the Dateline '09 Committee to rest. The original purpose to keep the '09 plan front and center has been met. If a need emerges to resurrect the '09 committee, he will do so.

5. VCCS Faculty Diversity Initiative – Dr. Christopher Lee, Associate Vice Chancellor for Human Resource Services

The Chancellor reported that it was his belief that it was important for students to see teachers like themselves. One-third of our students and one-third of Virginia is made up of minorities. The VCCS was making a special effort to get more minority teachers by offering an adjunct teaching fellowship to selected graduate students at four-year colleges and universities such as Virginia Commonwealth University, Old Dominion University, and George Mason University. Coupled with mentoring and supervision, the VCCS hoped to inspire the adjunct fellows to pursue higher education degrees and return to teach at our community colleges. Dr. Elaine Cassel, Lord Fairfax Community College will assist Dr. Christopher Lee with the implementation of the program in the Northern Virginia, Richmond, and the Hampton Roads areas.

6. Administrative Assistants and Executive Secretaries Professional Development Meeting August 1-2, 2006 in conjunction with ACOP Meeting

This is a meeting that the Chancellor's plans every two years for the Administrative Assistants and Executive Secretaries across the Commonwealth as well as the Administrative Assistants and Executive Secretaries here in the System Office. Administrative Assistants and Executive Secretaries Professional Development Meeting will start at 2:00 p.m. on August 1 at the Omni Richmond Hotel, followed by reception and dinner that evening for all secretaries and their bosses. The meeting will conclude around 12 noon on August 2, the same time the ACOP meeting concludes.

7. Chancellor's Annual Planning Meeting, August 10-11, 2006 in Williamsburg

The Chancellor's Planning Conference at the Williamsburg Marriott will begin on August 10, 2006, at 12 noon and conclude at 12 noon on August 11, 2006. The Chancellor encouraged the presidents to invite senior staff members to attend this conference.

8. The Commonwealth Legacy Scholarship Program – Noon, September 20, 2006, The Jefferson Hotel, Richmond, VA – Dr. Jennifer Sager, Vice Chancellor for Institutional Advancement

Dr. Jennifer Sager, Vice Chancellor for Institutional Advancement, provided details regarding the Commonwealth Legacy Scholarship Luncheon, September 20, 2006 at The Jefferson Hotel in Richmond. The Virginia Foundation for Community College Education (VFCCE) would present 40 scholarships and Governor Kaine is the keynote speaker. The Chancellor asked that each president accompany their scholars to the luncheon.

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

Action Items

1. Model on Requesting Additional Bandwidth

At the last Technology Council meeting, it was suggested that the Information Technology Services present a model for requesting additional bandwidth. This information has been analyzed and recommendations have been made for initial bandwidth levels at each campus. It was stated that Information Technology Services will pay for the college connections for the first year of the new network. The recommended bandwidth levels for the MPLS network represents approximately double the bandwidth currently used by each campus. It was stated that the new network has guaranteed delivery and that the new network will allow colleges to prioritize traffic such that mission critical applications are not impacted by bursts of network utilization at the college.

The ACOP Technology Committee approves the guidelines for requesting bandwidth and recommends adoption by the Advisory Council of Presidents.

The Advisory Council of Presidents approved the recommendation and the Chancellor supported the recommendation.

2. College FY07 Enterprise Services Cost

A summary of the projected FY07 college costs for Enterprise software licenses and subscription services purchased by the System Office on behalf of VCCS was provided. It is recommended that the Enterprise Services IAT Costs budget proposals be adopted

Information Items

1. Second Phase of Strategic Planning

At the April Technology Council Meeting, a white paper written by Dr. Ross Hodel about strategic planning in higher education was shared with the group. From the white paper, Dr. Hodel developed a planning process for the VCCS to implement for its IT strategic planning. “A Plan for Strategic Planning Information Technology Services” includes a structure to gather input from the college presidents on the priorities and needs at their colleges. It also includes a session to gather strategic and operational needs from Technology Council representatives. The plan includes a pre-planning questionnaire, half-day facilitated sessions – one for the presidents, another for the Technology Council, and an opportunity for follow-up and feedback.

ITS is working to have Dr. Ray Haas facilitate the sessions with the college presidents, the Technology Council, and members of the Academic Services Advisory Committee in October. The session is tentatively scheduled to be held in conjunction with the October ACOP meeting.

2. Tech Plan for System Office

The System Office is completing its Technology Plan to document technology strategic initiatives for 2006-2007. ITS developed a template for each college to complete to demonstrate how the college is meeting the Chancellor's Expectations and college specific technology goals. The plan also includes the Technology Spending Plan.

Several Technology Council representatives contacted ITS staff members regarding details about System Office projects included in the plan. The draft of the System Office Technology Plan was distributed to members.

The college and finalized System Office plan are due on June 30, 2006. Presidents were asked to send completed plans to Valerie Adkins (vadkins@vccs.edu). Questions about the plan should be directed to Sue Ann Curran (scurran@vccs.edu).

3. Enterprise Software Updates

a. SIS Update

It was reported that VCCS continues to make progress with the upgrade to SIS Version 8.9. The schedule for much of this project is still subject to change based on availability of resources and benchmark times identified during the test moves. Information on the Version 8.9 Upgrade can be found at: http://helpnet.vccs.edu/ASC/Psoft/PSoft8/8.9/V8.9_menu.htm

b. AIS/HR Update

It was reported that the AIS Project Charter and Project Proposal were developed and presented to the Education Secretariat Oversight Committee on May 22, 2006, and the Oversight Committee recommended the project for approval to the Commonwealth CIO and Commonwealth Information Technology Investment Board. Final Commonwealth approvals are anticipated by May 31, 2006.

The scope and budget as approved by the AIS Steering Committee was provided. It was also noted that a link to the approved Project Charter and Proposal will be distributed after final approval and posting of these

documents on the VITA site. An AIS Project web site will be created for the posting of project documents and project communications.

4. Facility Resource Applications

Room Utilization and Scheduling Software

It was noted that there is renewed interest among colleges in Resource25. Since SCHEV no longer requires use of that particular software, it is appropriate that to review what is being done with respect to room utilization and scheduling software. It is time to review needs, requirements, expectations and interest in enterprise-wide scheduling software.

At the Technology Council meeting, the Council decided to develop a list of requirements, identify vendors, and schedule demonstrations. Marsha Webb (VCCS), Steve Sachs (NVCC), and Simeon Ananou (PVCC) will coordinate the vendor demonstrations.

5. Revised Standard Regarding Warranties

A request was received to re-evaluate the four year warranty guideline. A review was conducted based on industry standards and literature for conducting cost-benefit analyses. Examples were distributed for calculating fourth year warranty costs and computer repair and replacement costs. As a result of this analysis, the Technology Council recommended that the warranty guideline on the Desktop Computers Guideline be changed from four years to three years.

D. DATELINE 2009 ADVISORY COMMITTEE – Dr. Gary Rhodes, Chair

Action Items

None

Information Items

None

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

Action Item

1. Employee Reduced Tuition Reimbursement

Dr. Christopher Lee, Associate Vice Chancellor for Human Resource Services, stated that the General Assembly authorized the State Board to establish policies and guidelines for reduced tuition rates at Virginia's community colleges for VCCS employees. The VCCS currently provides tuition reimbursement as part of its employee professional development programs, although the practices vary from college to college. A survey is currently underway to determine existing practices and the results would be reported at the July meeting.

The new authorization gives the System an opportunity to adopt uniform guidelines that will ensure a degree of access to continuous learning for System employees thereby increasing their overall capacity to perform their current position and to grow professionally. Each college would 1) develop a written policy for educational reimbursement if one does not already exist; 2) ensure that the policy addresses who is eligible, what types of courses are eligible, and the number of courses eligible for reimbursement, and 3) establish at what rate tuition will be reimbursed for courses taken at a college other than the home community college. Further, it is proposed that the policy allow all employees to be reimbursed for non-work related coursework at their college in addition to the current practice of work-related coursework or non-related coursework only when it is a part of a degree program. It was also suggested that with this proposal, part-time staff and adjunct faculty would also be eligible to participate in educational assistance programs. Each college would determine the amount supported per course and the number of courses allowed per term, as well as the overall budget available to support the policy.

The Advisory Council of Presidents approved the recommendation and the Chancellor supported the recommendation.

Information Items

None

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

The Presidents discussed the following items. These were information items only and required no action.

1. Reingold Communications - Session to generate feedback from presidents on perception, core values, and core benefits of VCCS.
2. 2006 General Assembly Budget Update

3. Development of 2006-2007 Governmental Relations Plan
4. Preliminary Planning Efforts for 40th Anniversary Celebration of VCCS

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

Action Items

None

Information Items

1. Capital Outlay – Six-Year Plan Calendar

Since the 1992-94 biennium, state agencies and institutions of higher education with a physical plant have prepared capital outlay proposals covering a prospective period of six years. June 2006 was the start of the VCCS Six-Year Capital Outlay planning process for the period 2008-2014 and the preparation of short session requests. A calendar was distributed that set out some of the major dates in this process and copies were also sent to the Vice Presidents of Finance and Administration.

No action was required for this item. It was for informational and discussion purposes only.

2. Update on Level I Delegated Authority Policies

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 met in order to achieve 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.

A list of the provisions for which the VCCS is eligible was distributed. The list indicated which items were of interest to the Vice Presidents who attended the Administrative Services Council meeting in Roanoke in May. The list also provided an update on what actions the VCCS and/or the colleges will have to take to receive the authorities listed.

No action was required. This item was for information and discussion only.

3. Budget Update from 2006 General Assembly Session and Special Session

As indicated earlier, it was reported that the budget for the 2006-2008 biennium is very favorable for the Community College System overall. A summary of highlights was provided earlier in the meeting.

This item was provided for information and discussion only.

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

Action Item

1. Proposed Revision to Section 5.1.0.1 of the VCCS Policy Manual on Computer Competency Requirements

It was reported that the VCCS Academic and Student Affairs Council (ASAC) approved the adoption of the seven goal areas that encompass a competency-based model of general education proposed by the VCCS Task Force on General Education and Table 5.1 at its March 2006 meeting. The seven goal areas, student learning outcomes, and competency-based model were subsequently approved by the Advisory Council of Presidents in April 2006 and the State Board for Community Colleges in May 2006. It was recommended by the VCCS Task Force on General Education to remove the computer competency requirements in Section 5.1.0.1 of the VCCS Policy Manual with adoption of the competency-based model.

The Advisory Council of Presidents recommends that the State Board for Community Colleges approve the removal of Section 5.1.0.1 *Computer Competency Requirements* of the Policy Manual at its meeting in July and the Chancellor supported the recommendation.

Discussion Items

1. Distance and Distributed Learning Committee – Appointments for 2006-07

It was reported that Academic and Student Affairs Council at its March 2006 meeting, approved the renaming of the ASAC *Distance and Distributed Learning* subcommittee as the ASAC *Educational Technology* subcommittee to reflect an expanded role for the resolution of issues and recommendations about such policy matters. At the same meeting, ASAC also approved a clarification of the roles of the VCCS Distance and Distributed Learning Committee and the ASAC Educational Technology Committee:

The VCCS Distance and Distributed Learning Committee (DDLDC) serves as a workgroup advisory to ASAC and the ASAC Educational Technology subcommittee on academic and student services policy issues related distance learning, distributed learning, and instructional technology. The VCCS DDLDC should be composed of practitioners from each college appointed by the Presidents.

Appointment of new members to the DDLDC by VCCS Presidents will occur this summer. The purpose of this agenda item is to discuss the nature of these appointments in light of the new relationship between the DDLDC and the ASAC Educational Technology subcommittee.

Information Item. No action required.

2. General Education Certificate Proposal

It was reported that Dr. Monty Sullivan, Assistant Vice Chancellor for Academic Services & Research introduced the idea of awarding students a certificate based on completion of 30-45 hours of transfer, general education courses at the May 2006 Academic Services Advisory Council meeting. He noted that many students leave our colleges and transfer to four-year institutions without completing the associate degree. This does not permit the VCCS colleges to count those students as "completers." It was reported that the general education certificate program proposal would be used as a retention tool and to better account for success. The approval of this program was requested by Southside Virginia Community College and designed to acknowledge completion of a 32-credit core of general education courses. The program would be the first in the system to award a certificate based on completion of a core of general education courses that are aligned with the new VCCS general education goals. The certificate would be both a recognition tool to students and a retention tool that would remind the students of the transfer associate degree programs available and the many articulation agreements available to degree completers.

The Advisory Council of Presidents recommends approval of the proposal and the Chancellor supports the recommendation that the State Board for Community Colleges approve the General Education Certificate Proposal at its meeting in July.

Information Items

1. Status Report on Systemwide Guaranteed Admission Agreements

It was reported that the text of recently signed systemwide Transfer agreements is now available at the VCCS website for use by students and college staff.

The following system-wide guaranteed admission agreements are completed and posted on the System Transfer & Articulation Agreement website (www.vccs.edu/vccsasr/agreements.htm). The website can be accessed by a link from the Academic Services and Research homepage:

- College of William & Mary
- Longwood University
- Regis University
- Sweet Briar College
- University of Phoenix
- University of Virginia
- Virginia Commonwealth University
- Virginia Tech - College of Agriculture and Life Sciences and College of Engineering

While systemwide guaranteed admission agreements are completed with the institutions listed above, implementation plans are being developed.

The following systemwide guaranteed admission agreements are in progress:

- Norfolk State University – signing scheduled for June 19, 2006
- George Mason University – ongoing discussions
- Jefferson College of Health Sciences – ongoing discussions
- Christopher Newport University – initial contact and discussions
- Mary Baldwin College – meeting date established to discuss possible agreement
- Northcentral University – draft agreement under review
- Strayer University – draft agreement under review

Staff has begun drafting letters to the remaining Virginia four-year institutions that have not already signed a Guaranteed Admissions Agreement or have not already begun discussions asking each institution to designate a point of contact. The letter will also have sample agreements attached for their consideration.

2. Governor's Economic Strategic Plan Meetings

Peter Blake, Vice Chancellor for Workforce Development, stated that the Code of Virginia directs the Governor, within the first year of his term, to “develop and implement a written comprehensive economic development policy for the Commonwealth.” Governor Kaine intends to publish the plan in September 2006. Secretary of Commerce and Trade Patrick O. Gottschalk has asked the

community colleges, among others, to help develop the plan. He also has asked several colleges to host regional economic development meetings at their sites and to invite community leaders to participate in the meetings, which will be held in late July and early August.

In addition to the workforce development plan, the General Assembly added language in 2006 directing the Governor's special advisor for workforce (Daniel LeBlanc) to prepare, by December 2006, a workforce development plan.

In late July and early August, Secretary Gottschalk and Special Advisor LeBlanc will be holding regional meetings at selected sites around the state to talk about both the economic development and the workforce development plans. The secretary's office is coordinating the meetings and will ask several colleges to host the meetings.

3. Dual Enrollment Draft Brochure

Dr. Gretchen Schmidt, Director of Educational Policy, discussed the draft of the Dual Enrollment Brochure.

11:30 a.m.
Adjournment