

CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

June 18, 2008

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

PRESENT:

BRCC	Dr. Robert Baldygo for Dr. James Perkins
CVCC	Dr. Darrel W. Staat
DSLCC	Dr. Richard R. Teaff
DCC	Dr. B. Carlyle Ramsey
ESCC	Dr. Cheryl Thompson-Stacy
GCC	Dr. David Sam
JSRCC	
JTCC	Dr. Marshall W. Smith
LFCC	Dr. John Capps
MECC	Dr. Terrance E. Suarez
NRCC	Dr. Jack M. Lewis
NVCC	Dr. John Dever for Dr. Robert Templin
PHCC	Dr. Max F. Wingett
PDCCC	Dr. Douglas W. Boyce
PVCC	Dr. Frank Friedman
RCC	Dr. Elizabeth Crowther
SSVCC	Dr. John J. Cavan
SWVCC	Dr. Mark Estepp
TNCC	Dr. Charles A. Taylor
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. Neil Matkin	Dr. Jennifer Gentry
Mr. Peter Blake	Mr. John Brilliant
Mr. Ed Watson	Mr. Bill Hightower
Ms. Pam Currey	Dr. Christopher Lee
Ms. Ellen Davenport	Dr. Susan Wood
Ms. Jennifer Allman	Mr. Jeff Kraus
Ms. Marian Hassell	Dr. Marcia Harrington
Ms. Carol Underhill	Mr. Bruce Bartek
Ms. Rita Woltz	Ms. Wendy Kang

Wednesday, June 18, 2008

8:30 a.m.

A. CHANCELLOR'S REPORT

1. (a) Introduction of Ms. Carol Underhill, Project Director, *Great Expectations* Transitional Education Program for Foster Care Youth

Dr. Jennifer Gentry introduced Ms. Carol Underhill, the new Project Director for *Great Expectations*. Ms. Underhill has extensive fundraising experience and experience creating and launching new education and training programs on a broad range of topics.

(b) Introduction of Ms. Paula Dehetre, Staff Director of Governor's Workforce Office.

Mr. Peter Blake introduced Ms. Paula Dehetre, Staff Director of the Governor's Workforce Office who is transitioning to the VCCS on July 1. Her new responsibilities will include grant administration and lead staff to the Virginia Workforce Council. She will also be responsible for WIA fiscal affairs.

2. 2008-2009 ACOP Committee Assignments

Chancellor DuBois stated that committee assignments were based on Presidents' first and second choices. If that was not possible, Presidents were placed where they could make the greatest contribution.

3. Compliance Officers

Dr. Neil Matkin reported that as a result of VITA requirements, the VCCS will be spending \$240,000 to comply with telecommunications audits. In comparing notes with Virginia Tech and other institutions, the VCCS has learned that many have hired IT compliance officers. Our idea is to take the money we would spend on external resources to do these audits and hire two IT compliance officers and later, an auditor dedicated to the audit side.

The end result will be to have manpower to help colleges prepare necessary documentation for the wave of auditors and new requirements as well as conducting the telecommunications audits with internal resources – at close to the same price we are paying anyway but with more output and benefit to the colleges.

Dr. Matkin reported that with the new WIA staff coming on board, the VCCS is hiring one IT support staff out of WIA funds. The staff member will support the work environment. This is a restricted position.

4. Strategic Planning Update/Chancellor's Annual Planning Retreat, August 12-13, 2008 in Richmond, VA at the Omni Hotel – Dr. Susan Wood, Assistant Vice Chancellor for Institutional Effectiveness

Dr. Susan Wood reported that the planning for the Chancellor's Retreat is well underway. The theme of the 2008 Chancellor's Planning Retreat is *Achieving the Commonwealth's Future through Virginia's Community Colleges: A Strategic Planning Dialogue*. Registration will begin at 10:30 a.m. at the Richmond Omni Hotel. Chancellor DuBois will be our luncheon speaker. The afternoon session will include a panel of experts and "provocateurs" to challenge our thinking about Retention and Graduation, leading to an expanded view of Student Success. The Tuesday evening banquet entertainment will be provided by community college students. Wednesday's session will include representatives from the National Center for Higher Education Management Systems (NCHEMS) who will lead a dialogue on Essential Understandings and Implications around *Exploring Virginia's Future*. Secretary Morris will be attending the entire event, and Gordon Davies will also help with the planning.

This event is appropriate for each President's Leadership Team and will be similar to a conference format with everyone in one large room, fully engaged in discussion.

5. Student Success Snapshot #1

Dr. Monty Sullivan distributed Issue #1 of the Student Success Snapshot. This will be a first in a series of Snapshots. It is an important step for the VCCS. Currently, we are measured by the IPEDS definition. The VCCS has asked policy makers to look at a broader definition. We have begun to see some improvement in that area. We participated in the cross-data project broadening the success definition. A cohort of students who were first-time in college, program placed in the fall of 2003, showed total success is about 42%. That is broadening of the definition of student success. It is important to think about the national perspective. NCES will meet in July to begin to collect these kinds of data that will allow an alternate definition of student success. Dr. Sullivan encouraged Presidents to take a look at this and have a dialog about it. A discussion followed related to dual enrollment students and early college students. The Chancellor stated that dual enrollment will be included in this Snapshot.

It was stated that there is very little research on dual enrollment. What is needed is more of the kind of studies that Texas had just completed on dual enrollment. Dr. Staat noted that when the Early College Program was set up, they went to a number of universities and asked if they would accept high school students who graduate with an A.S. degree. The universities indicated that would accept them.

The Chancellor informed the Presidents that he just gave a presentation at the Governor's P-16 Education Council meeting on dual enrollment.

6. ODU Teletechnet Update – Dr. Monty Sullivan, Vice Chancellor for Academic Services & Research

Dr. Sullivan reported that the VCCS has been in conversations with ODU about Teletechnet, and we understand that there will be some changes to their technology in the future. A brief discussion followed.

7. Advisory Council of Presidents Meeting, August 13-14, 2008 in Richmond, VA, System Office, Godwin-Hamel Board Room

Following the Chancellor's Planning Retreat, the ACOP meeting will be held at the System Office.

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

Action Items

1. Email Solution for Students

The Technology Council work group looking at student e-mail found that a majority of the workgroup as well as future students supported Google. The workgroup further recommended that the VCCS target a Go-Live date of Monday, July 14 for the deployment of the Google e-mail solution.

The Technology Committee recommended that the Advisory Council of Presidents accept the recommendation to outsource the student e-mail to Google.

The Advisory Council of Presidents unanimously approved the recommendation.

2. SEC-501 Security Standard Guidance

VITA has recently developed and released "Revision 3" to the original COV 90.1 document that greatly expands the guidance and related expectations for Information Technology Security Management. The revised policy and related standard must be implemented by all agencies and institutions of higher education no later than July 1, 2008. The System office ITS Security Team, working with the College Information Security Officers, are developing updated internal guidance that will enable the colleges and system office to fully comply with any new and expanded requirements. Recently there have been considerable concerns raised by the colleges over VCCS interpretation of the specific requirements

outlined in several sections of the Commonwealth Security Standard. The discussion has included questions of whether the VCCS is exempt from complying with specific parts of the standard. However, the main concern centers on the lack of common definitions across the System. Therefore, the VCCS Information Security Standard was revised to provide clarification and to address two issues that have created the majority of discussion. These include the granting of administrative rights to non-IT staff and use of the non-COV owned devices.

The ACOP Technology Committee recommended to ACOP that they adopt the revised VCCS Information Standard for the purpose of clarifying the definition of academic and research systems as defined in COV ITRM Security Standard SEC501-01.

The Advisory Council of Presidents unanimously approved the recommendation.

Information Items

1. Tech Funding Model

The Technology Funding Model allocates dollars from three primary funding sources: (1) General Funds, (2) Campus-based Technology Fees, and (3) Equipment Trust Fund (ETF) dollars allocated through a State Council for Higher Education in Virginia (SCHEV) process. ETF funds are allocated based on hardware need as defined in the SCHEV funding guidelines. Technology Fee dollars are based on the total credit hours enrolled and these fees remain at each college where generated. The General Funds are allocated based on each college receiving the same percentage of the remaining need as projected by the TFM. Using this information as a basis, there were some notable changes made to the 3 funding sources for FY09.

The State Board for Community Colleges voted on May 22, 2008 to raise the technology fee to \$4.50 per credit hour, an increase of \$1.00 per credit hour effective fall semester 2008. With increased funds available in the model as a result of the technology fee increase and the increase to the ETF allocations each college is projected to receive approximately 38.26% of their total technology needs from the TFM.

The Technology Council adopted the Technology Funding Model for FY09 for presentation to ACOP at the June 2008 meeting.

2. Mainframe Decommission Update

On March 21, 2008, the ITS office announced the scheduled retirement of the VCCS mainframe system. ITS is targeting November 30, 2008 as the date to retire the mainframe. ITS will continue to work the Technology Council and individual colleges to help transition services off of the mainframe. A detailed list of services and functions that no longer require the mainframe was provided. In June 2008, Information Technology Services contacted college chief information officers and business office staff that needed assistance in transitioning these services.

3. Pricing Model for Non-Enterprise Systems

Information Technology Services (ITS) in conjunction with the Technology Council, has developed a technology funding strategy that includes evaluating new initiatives and determining the appropriate funding model. As a result of this decision, process costs for initiatives are either invoiced to the colleges as part of the enterprise invoice process or included in the ITS budget request. The purpose of this information item is to propose a pricing model for non-enterprise applications using IVR as a model scenario. A scenario utilizing the Interactive Voice Response system as a model was distributed. The Technology Council members will be sending their feedback and comments to Marcia Webb for incorporation into an action item for the fall 2008 Tech Council meeting. ITS staff and IVR Colleges will develop IVR cost model based on the scenario presented to Tech Council.

4. FY09 Interagency Transfers to Colleges

A spreadsheet was provided summarizing projected FY 09 college costs for Enterprise software licenses and subscription services purchased by the System Office on behalf of the VCCS. The dollar figure projected for Blackboard was based on 07-08 FTE counts. Blackboard pricing is based on the current contract and negotiations are beginning that will affect our pricing. Updates will be provided at the earliest possible time, but it may be wise to plan for a 5-10% increase in Blackboard costs. The anti-virus contracts for both Macintosh and Windows based computers expire on September 30, 2008. The proposed costs included in the spreadsheet represent a one-time purchase for a 3-year contract. Cybersource costs are based solely on utilization and billed monthly. A mid-year update will be provided at the beginning of the 2009 calendar year with the final billing distributed in early June 2009.

C. PUBLIC AND GOVERNMENTAL RELATIONS – Dr. David Wilkin, Chair

Information and Discussion Items

1. Commonwealth Legacy Scholarship Luncheon, October 21, 2008 to coincide with ACOP Meeting.

Presidents, students, philanthropists, college board members, and foundation board members are invited to attend.

2. Distribute Preliminary Schedule for 2009 Community College Day Visits to General Assembly

A preliminary schedule for Community College Day Visits was distributed to the presidents. Presidents were asked to notify Ellen Davenport if they are not able to keep the date they have been assigned.

3. Begin Discussion of Elements to be Considered for 2009 Legislative Program

The Advisory Council of Presidents discussed the following list of items to be considered for the 2009 Legislative session.

- Deficiency in Base Budget Adequacy (\$97-\$120 million)
- Scholarship Match Legislation
- Great Expectations/Foster Care
- Workforce Funding
- UVa Engineering Initiative

4. Begin Discussion of Approach and Marketing Strategy for 2009 Legislative Program

The ACOP discussed a number of different approaches for a marketing strategy. It was stated that there is a need to continue to build partnerships with the VBHEC and business and industry leaders. It was also stated that it is important to market things about the VCCS that people do not know about such as the Guaranteed Transfer Grant and transfer opportunities. A lengthy discussion followed.

5. Governmental Relations Consultancy

The firm identified is Kemper Associates. This would be a year-long relationship to begin with a critical assessment, then crafting strategies that will be in the best interest of Virginia's Community Colleges. ACOP previously agreed that

assistance is needed. The cost will be \$75,000 for a year. This cost will be divided up but will need to be approved by the State Board. Our Foundation Board will also need to be on board. State funds cannot be used for this—local, non-state funds will need to be used. There is a limitation on the Foundation’s contribution per IRS rules.

Ellen Davenport reported that the pre-filing date is in July. If presidents have any patrons that they would like to identify, they were asked to contact Ellen Davenport.

The Library of Virginia cannot accommodate the VCCS for college visits on January 27-28. They will be able to accommodate the VCCS on other dates, and Ellen Davenport will send out an e-mail with additional information.

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

Action Items

None

Information Items

None

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

Action Item

1. Proposed Changes to VCCS Policy Manual, Section 6.2.7 – Privacy of Educational Records (SB)

At the May 2008 ASAC meeting, it was approved to remove date and place of birth from the list of VCCS directory information items which can be released to the public without a student’s prior consent. Date and place of birth are identifiable factors which may contribute to potential fraud and identify theft.

The Advisory Council of Presidents unanimously approved this change and recommended that it be forwarded to the State Board for Community Colleges for its approval at the July State Board meeting.

Information Items

1. ASAC Strategic Task Force Report

With support from the Executive Committee of the Academic and Student Affairs Council (ASAC), Vice Chancellor Monty Sullivan appointed a team of vice presidents, academic and student services deans, faculty, and an institutional research representative to the ASAC Strategic Planning Task Force and appointed Dr. John Downey as chair. The Task Force was charged with considering student success from a system-wide perspective and recommending goal areas and goals for the next strategic planning cycle. The Task Force was also charged with identifying appropriate metrics to measure goal attainment, if possible.

The strategic planning process for the plan to follow Dateline 2009 is designed to be fully participatory and include all constituencies (internal and external) of the VCCS.

2. New ASAC Institutional Effectiveness Committee

At the March 2008 ASAC meeting, the potential need to develop an Institutional Effectiveness (IE) Committee of ASAC was discussed. During the business session, a motion was passed to “*create an ad hoc committee for the purpose of determining the feasibility of adding an institutional effectiveness committee to the ASAC organizational structure.*” At its May 2008 meeting, ASAC considered a motion to create a new ASAC IE Committee; the motion was approved. ASAC’s approval of a new ASAC IE Committee is presented to the Advisory Council of Presidents as an information item.

3. Achieving the Dream Update – Cross-state Data Workgroup

Cross-State Data Workgroup of Achieving the Dream: Community Colleges Count (AtD) Designing a more Useful Way to Measure and Compare Community College Performance. A founding member of the Cross-State Date Workgroup, Virginia has worked to design more effective tools to assess student performance over time and compare results to others nationwide with the goal of improving results and raising student performance. Achieving the Dream: Community Colleges Count is a national initiative to help more community college students succeed, in terms of earning degrees, earning certificates, or transferring to other institutions to continue their studies. Funded by the Lumina Foundation for Education and 18 other foundation partners, Achieving the Dream focuses colleges and others on understanding and making better use of data to achieve the goal of helping students succeed.

4. VITA Section 501 Standards (Also on Information Technology Committee Agenda)

AS&R and ITS have worked in coordination with the Director of Internal Audit to provide the colleges with guidance on the interpretation of specific requirements outlined in several sections of the Commonwealth Security Standards. Together, they have developed updated internal guidance that will enable the colleges and System Office to fully comply with any new and expanded requirements. The revisions to these guidelines were presented and approved by the Tech Council at the May meeting.

ASAC also endorsed the revised Information Security Standard effective July 1, 2008, and the companion Enhanced Security Management for Desktop/Notebook Computers effective July 1, 2009. A copy of the new language was given to the Presidents.

Virginia Information Technologies Agency (VITA) has recently proposed a revision to the existing standards that may impact the recommendation that is endorsed by the Academic and Student Affairs Council and Technology Council. System Office staff will continue to work with all involved parties to ensure smooth implementation and compliance. ASAC and Tech Council are both in agreement on this issue.

5. Virginia's Education Wizard as an Affordability Tool

Dr. Craig Herndon, Director of Career and Educational Resources, provided a demonstration of Virginia's Education Wizard. With support from the Small Business Administration, the Virginia Education Wizard will provide comprehensive and individually tailored information on the breadth of education and career options that stem from the offerings of Virginia's Community Colleges by delivering quality information to citizens in areas concerning college admission, advising, programmatic offerings, financial aid, college transfer, and career development. A series of prototypes have been created and refined over the past six months and these prototypes will culminate in a test version of the product this summer with a full launch of the product expected in the coming academic year. Dr. Herndon demonstrated the various functions of the Wizard including college cost calculations and comparisons of community college costs versus other institutions of higher education. The Wizard will also give a financial award estimate and can show students the financial advantage to attending full-time versus part-time. Job availability in the student's locality is also a feature of the Wizard.

F. HUMAN RESOURCES – Dr. Frank Friedman, Chair

Action Item

1. Volunteer Policy

The Virginia Code requires that each College and the System Office develop policies and procedures that govern the service of volunteers and unpaid interns. The System Office has provided reference material and suggested guidelines to assist Colleges in developing their policies. These guidelines differentiate between occasional volunteers and volunteers who work in particular ways on an on-going basis. Occasional volunteers would not be subjected to these requirements and paperwork.

The Human Resources Committee recommended that the Advisory Council of Presidents approve the Volunteer Guidelines as provided.

The Advisory Council of Presidents unanimously accepted the suggested Volunteer guidelines as presented.

Discussion Item

1. Distinguished Faculty Position Titles

Many institutions of higher education use honorific titles to recruit, retain, recognize and reward faculty whose contributions or professional experiences are noteworthy. Considering similar designations with the VCCS would offer a means to provide recognition at the State Board and College levels to recognize and honor our best faculty or recruit the most promising faculty. Recognizing faculty encourages an ongoing commitment to excellence, kindles intellectual vibrancy, elevates standards of instruction, and enriches contributions to public service. It also reinforces the VCCS's commitment to excellence, discovery, learning and engagement.

Dr. Lee asked if the Presidents felt there was a need to initiate greater recognition of faculty. The Presidents agreed that a policy was not needed. The only exception is the Chancellor's Award for Teaching Excellence.

Information Item

1. Chancellor's Faculty Diversity Initiative Update June 2008

The Chancellor's Faculty Diversity Initiative has expanded to include working minority professionals with Master's degrees who are interested in teaching as adjuncts within the VCCS.

Over the past two years, nearly 100 graduate students from 7 state universities have taught classes under the mentorship of a full-time faculty member at one of nine of our community colleges. As of June 1, 2008, 124 minority professionals have made application for potential adjunct teaching opportunities within the VCCS. The Chancellor participated in a conference call in April to announce the expansion of this program. Several articles about this initiative were distributed to the Presidents. Students and minority professionals have made application to 19 of our 23 colleges. A spreadsheet listing the number of applicants to date was also distributed to the Presidents.

As part of the Chancellor's Goals for 2008-2009, we will be requesting bi-monthly updates from each campus regarding the status of their college's activities at reviewing and selecting participants for this program.

Chancellor DuBois will be taking a 700-mile bike trip through Virginia to raise awareness for *Great Expectations*. The First Lady, Anne Holton, has an interest in this program designed to help young people leaving Foster Care to live an independent life by attending a community college.

Following the ACOP meeting, there will be a short meeting with selected Presidents in Conference Room No. 1 to discuss One-Stop.

11:00 a.m.
Adjournment