

CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

October 22, 2008

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

PRESENT:

BRCC	Dr. James Perkins
CVCC	Dr. Darrel W. Staat
DSLCC	Dr. Richard R. Teaff
DCC	Dr. B. Carlyle Ramsey
ESCC	Dr. Cheryl Thompson-Stacy
GCC	Dr. David Sam
JSRCC	Dr. Gary Rhodes
JTCC	Dr. Marshall W. Smith
LFCC	Dr. John Capps
MECC	Dr. Terrance E. Suarez
NRCC	Dr. Jack M. Lewis
NVCC	Dr. Robert Templin
PHCC	Dr. Max F. Wingett
PDCCC	Dr. Douglas Boyce
PVCC	Dr. Frank Friedman
RCC	Dr. Elizabeth Crowther
SSVCC	Dr. John J. Cavan
SWVCC	Dr. Mark Estepp
TNCC	Dr. Alvin Schexnider
TCC	Dr. Deborah DiCroce
VHCC	Dr. F. David Wilkin
VWCC	Dr. Robert H. Sandel
WCC	Dr. Charlie White

SYSTEM OFFICE STAFF PRESENT:

Dr. Glenn DuBois	Dr. Monty Sullivan
Ms. Marlene Mondziel	Ms. Karen Petersen
Dr. Jennifer Gentry	Mr. Peter Blake
Mr. James Davis	Mr. John Brilliant
Mr. Bill Hightower	Dr. Christopher Lee
Ms. Ellen Davenport	Dr. Susan Wood
Ms. Jennifer Allman	Mr. Jeff Kraus
Ms. Marian Hassell	Dr. Donna Jovanovich
Ms. Donna Swiney	Mr. Trenton Hightower
Dr. Inez Farrell	Dr. Marcia Harrington
Dr. Craig Herndon	Ms. Mary Savage
Mr. Ed Watson	Dr. Gretchen Schmidt
Dr. Joy Hatch	Ms. Donna VanCleave
Ms. Rita Woltz	

GUEST:

Ms. Hara Charlier

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Wednesday, October 22, 2008

8:30 a.m. – 12 Noon

A. CHANCELLOR'S REPORT

1. Introduction of Ms. Donna M. VanCleave, Vice Chancellor for Administrative Services

The Chancellor introduced Mrs. Donna M. VanCleave, the new Vice Chancellor for Administrative Services. Mrs. VanCleave was previously Vice President for Finance and Administration at Radford University,

2. Introduction of Dr. Joy Hatch, Vice Chancellor for Information Technology

The Chancellor introduced Dr. Joy A. Hatch who will become the Vice Chancellor for Information Technology effective November 25, 2008. Dr. Hatch is currently Vice President for Information Technology at Hartford Community College in Bel Air, Maryland.

3. Summary of the Commonwealth's Budget Situation and Impact on VCCS

The budget proposal that the governor submits in December will most likely have deeper cuts. At the present time, no information is available about the Equipment Trust Fund. A brief discussion followed.

4. Discussion of Implementation of the AIS-HR System – Ms. Karen Petersen, Executive Vice Chancellor

Ms. Karen Petersen shared that the AIS implementation is still being worked on and it is going very well. The implementation of the human resources project is cautiously being looked at. We have received a number of proposals from vendors for an RFP and have two finalists with whom we are continuing to negotiate. Plans are to have a three-year implementation to begin sometime this fiscal year. The same amount of money in the budget this year for AIS implementation will be needed for next year if the HR project moves forward. Staff will continue to work with the vendors, define numbers, and look

at options to determine if we have the ability to stop and start the project. Once we know the cuts for next year, a final decision can be made. The AIS Steering Committee is strongly in favor of going forward with the project. The colleges are also very much in favor of going ahead with the project and feel it will result in cost savings.

5. Campaign to Position Public Higher Education – Dr. Deborah DiCroce, President, Tidewater Community College

Dr. DiCroce discussed the modified proposal of the Strategic Positioning Program for Higher Education and shared that COP has agreed to support the first phase. She reviewed what will happen during the first phase of the Virginia Business Higher Education Council's campaign and that it will cover a six-month period. Over a three-year period, the cost for all phases will be similar to the 2002 campaign for the bond referendum. The COP came back with a modified proposal and asked to have this program looked at in phases. Phase one would cost the VCCS \$6,825.

Dr. DiCroce gave the Presidents information on what was to occur in each phase of the program. The program is meant to increase the awareness of the role that higher education plays in the future of the Commonwealth and the quality of life for its citizens. The program is under the auspices of the Virginia Business Higher Education Council. Chancellor DuBois will be involved in helping to frame the message.

6. Preliminary Report of Fall 2008 Enrollment Data

Dr. Monty Sullivan stated that over the last six months daily snapshots were collected and shared with college institutional effectiveness departments. The VCCS has about 6,700 new students or 15,000 over a two-year period. FTE has increased 4.975 percent. Many institutions have double digit increases in enrollment.

7. Student Snapshot Issue #3 – Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research

At the September Academic Affairs Council meeting, conversation from Chancellor's Retreat in August was continued for the Student Success Snapshot. The Snapshot is an action plan and has a sense of urgency. One of the areas that we know is an issue is moving students through the developmental math course. The numbers for the VCCS track with national numbers, which are not very good. Dr. Monty Sullivan recognized the work that Dr. Donna Jovanovich has done on student success.

Dr. Donna Jovanovich made a presentation related to student progression and course taking patterns for mathematics. She stated that we have not looked at this problem in a long time. It was suggested that the curriculum be reviewed by faculty and high school math teachers. It was noted that a better relationship with high schools and revisiting how and what we teach in developmental and college level mathematics might lead to more success for students in math courses. A lengthy discussion continued on the importance of mathematics in the various college programs.

The Presidents requested that the PowerPoint presentation by Donna Jovanovich as well as the Snapshot handout be sent to them electronically.

8. Virginia Foundation for Community College Education – Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

Presidents were asked to mark their calendars for **April 21, 2009** for the annual Chancellor's Philanthropy luncheon. Dr. Gentry reported that Great Expectations is developing nicely. Workforce development programming is offering two small grants. Each grant is about \$10,000. Larry Sarotoris will be the Foundation Chair for the next two years and Ron Tillet will serve as Treasurer. The Vice Chair position is still open at this time.

9. Update on VCCS Strategic Planning Process – Dr. Robert H. Sandel, President, Virginia Western Community College

The initial meeting was held in Staunton on September 29-30, 2008. All task force members were present. Dr. Sandel, who is serving as Chair of the Strategic Planning Task Force, thanked the presidents for supporting the task force and reported that the group is on task. He reviewed the five goal areas that were determined: student success, access, workforce, alternative resource sources and affordability. It was noted that the task force has been divided into working groups. The next meeting is scheduled for December 3-4, 2008 (following the ACOP meeting). Dr. Cheryl Thompson-Stacy is serving as Co-Chair, and 15 of the VCCS colleges are represented on the Task Force, which includes students, faculty, and administration.

10. Task Force Recommendations on Emergency Preparedness Update - Mr. James Davis, Interim Vice Chancellor for Information Technology Services

Mr. James Davis, Interim Vice Chancellor of Information Technology, reported that in January 2008 the Emergency Preparedness Task Force Report was adopted by the State Board and included 40 recommendations with 33 of them directly tied to the colleges. Mr. Davis announced that Ms. Mary Savage, VCCS Emergency Preparedness and Safety Manager, will continue to monitor progress on the recommendations from this task force. The System Office successfully negotiated a contract with Google to provide a more robust email platform to the students and faculty at no cost to the VCCS effective September 22. In addition, an emergency notification system has been installed at each campus. The entire Chancellor's Cabinet and the State Board Chair have been added to the emergency alerts.

11. The 2008 Annual Meeting of the State Board for Community Colleges, November 11-12, 2008, Sheraton Park South Hotel, 9901 Midlothian Turnpike, Richmond, VA

The Annual Meeting of the State Board for Community Colleges will be held on November 11-12, 2008 at the Sheraton Park South Hotel in Richmond. The program will primarily be aimed at college and foundation boards.

12. VCCS Student Leadership Conference, November 14-16, 2008, Sheraton Richmond West, Richmond, VA

The Student Leadership Conference will be held on November 14-16, 2008 at the Sheraton Richmond West Hotel in Richmond.

13. New Horizons Conference, April 1, 2, and 3, 2009, Hotel Roanoke & Conference Center, Roanoke, VA

The New Horizons Conference will be held April 1-3, 2009 at the Hotel Roanoke & Conference Center in Roanoke.

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

Action Items

1. Updated Enterprise Services Cost Model

The Commonwealth of Virginia Security Standard, COV SEC501, requires encryption of sensitive and/or confidential data stored on desktop and laptop computers. The System Office ITS reviewed all available products and recommended several options to fulfill this requirement. The Symantec Encryption was selected because of competitive pricing and system wide deployment of other Symantec products.

The ACOP Technology Committee recommends to ACOP that VCCS adopt the Symantec Encryption software proposal for inclusion in the revised Enterprise Services Costs.

The Advisory Council of Presidents unanimously approved the recommendation.

2. Non-Enterprise Systems Cost Model

A proposed technology funding strategy has been developed 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 annual VCCS IT enterprise budget request. One of the major factors in this decision process is whether the new initiative is identified as

addressing a VCCS enterprise need. The six steps to propose a pricing model for non-enterprise applications were reviewed.

The ACOP Technology Committee recommends that ACOP adopt the 6-step pricing model for designating and funding non-enterprise applications.

The Advisory Council of Presidents unanimously approved the recommendation.

3. Emergency Web Site Communications

This proposal provides for maintaining the System Office and 23 college primary web presence and related services during planned or unplanned technology related outages. The Technology Council has three primary options to consider in addressing the recommendation from the VCCS Emergency Preparedness Task Force Report adopted by the State Board for Community Colleges in January 2008. All the options must provide the redundancy necessary to meet common audit criteria and the emergency preparation requirements.

The ACOP Technology Committee recommends ACOP adopt Option 3, where the System Office and all colleges equally share the cost and adopt a common methodology for managing DNS changes and restoring services interrupted by a network outage; and that the VCCS ITS Office take the lead in providing this service.

The Advisory Council of Presidents unanimously approved the recommendation.

Information Items

1. IT Policies Supporting Level II Authority

It is anticipated that the VCCS MOU for Information Technology will provide full delegated responsibility for management of VCCS information technology architecture, infrastructure, and ongoing operations. As one of the next steps in pursuing authority in the area of Information Technology, it is required that the VCCS have in place policies approved by the State Board in the areas of accessibility; infrastructure; architecture and operations; project management; and security. The four policy statements indicate that the VCCS will adopt, or has adopted, procedures and policies that are in line with existing state and federal code requirements as well as industry best practices appropriately tailored for higher education.

2. Enterprise Systems Priority Recovery Schedule

This item was tabled for a later date.

3. ARMICS IT Self Assessment Plan for 2009

Each agency head is responsible for having agency management document the agency's assessment of internal control strengths, weaknesses, and risks over criteria. The assessment of internal controls and documentation must be conducted in accordance with the Commonwealth of Virginia's ARMICS. Colleges will be required to complete and analyze internal control questionnaires, update internal matrices, perform testing of internal controls, and certify the results to the Chancellor on an annual basis. Key dates for the Fiscal Year 09 VCCS IT ARMICS Self Assessment were reviewed.

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

Information Items

1. Discuss Development of Case Points on Budget Reductions, Plans and Strategies Pre-Session and During Session

The 2009 General Assembly session communications plan was discussed, including the three main talking points on what justifies preserving funding for Virginia's community colleges. Six different topics were identified to support the three main talking points. A companion document titled Legislative Communication Check-off List was also discussed. Presidents were encouraged to complete the check-off list and send those back to Ellen Davenport so that a comprehensive overview will be available.

The check-off list will also be sent to the Presidents electronically. Kemper and Associates will be assisting the VCCS during the 2009 legislative session.

2. Other Legislative Initiatives

- *Community College Foster Care Tuition Grant*

In order for students to receive the Foster Care Tuition Grant, students must be in foster care when a diploma or GED is received. Recommended changes to the Foster Care Tuition Grant would include encompassing part-time students taking a minimum of six credit hours per semester or foster care youth who left the foster care system before receiving a high school degree or GED.

- *Community College Scholarship Match Program*

This is the third year to attempt the Community College Scholarship Match Program. The proposed legislation is based on the idea that many more donors will be motivated to give to the community college if their donations will be matched by the state. The provisions of the scholarship match program legislation will be effective beginning July 1, 2010.

3. Review Schedule for Community College Day Visits and Legislative Reception

Tuesday, January 20th is the legislative reception. Public hearings on the budget will be held on January 8th at the Alexandria campus of NVCC and at PVCC and January 9th at the CVCC campus.

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

Action Items

1. Allocation Model Review and Update for 2009-10

The VCCS Resource Allocation Model received significant revisions for 2005-2006 and a number of the revisions continue to be phased in, with 2008-09 being the fourth year of a six-year phased plan. In 2006, the ACOP voted to adopt a phased in approach with regard to modifying efficiency factors used in the model. When revised efficiency factors were adopted, it was recommended that the factors be reviewed and updated on a regular basis.

It is recommended that the ACOP reconvene the Allocation Model Committee to review efficiency factors and other components of the Resource Allocation Model, and to make recommendations to update or revise the model as appropriate. Dr. Staat will chair the committee.

The Advisory Council of Presidents unanimously approved the recommendation.

2. Development of Guidelines for Construction and Financing of Student Fee Based Projects

Blue Ridge Community College and Tidewater Community College have both been approved by the State Board to utilize student fees to pay for construction of certain capital outlay projects. As part of the recommendation approval, the State Board asked that guidelines be developed to assist the State Board in its review of similar projects in the future, to include construction, renovation and/or expansion of existing facilities for auxiliary purposes. The guidelines recommended for presentation to the State Board were reviewed. Presidents are to review and share with their staff.

This item will be brought back to ACOP for further discussion in December 2008.

3. Virginia 21 Request for Funding

A proposal has been received from Virginia 21 that was presented to the Council of Presidents asking for a yearly dedicated donation from each institution, including a request for \$10,000 from the Virginia Community College System.

There were some concerns that the group might advocate something that is not part of the vision of the VCCS. It was suggested that campus clubs, such as Student Government, could support Virginia21 with their fees. Dr. DiCroce will work with Karen Petersen and

Monty Sullivan to put something together to be used by colleges and student leaders as they develop their budgets. A letter will be sent to the colleges.

Information Items

1. Discussion on Budget Issues

This item was discussed earlier in the meeting.

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

Action Item

1. Proposed addition to VCCS *Policy Manual* Section 5.1.5 – Reissuance of Diplomas

Item has been tabled. Once the committee discusses reissuance of the diploma policy, the committee will bring this item back to ACOP for consideration.

Information Items

1. Workforce Development Services Dateline 09 Update

The Dateline goal for workforce development is to serve 225,000 individuals by 2009. Services are provided through two major areas: courses provided through workforce development departments and transitional programs that assist individuals in improving their education and employment status. In FY 2008, workforce development services exceeded the goal and served over 233,000 individuals. Information by college will be provided over the next several weeks.

2. Approval of Proposal for Colleges to Opt out of the TEACH Grant Program for the 2008-09 Aid Year

The TEACH program provides up to \$4,000 per year for students who plan to become teachers and meet certain additional requirements. The grant requires several things. Students have to sign an agreement if they decide not to teach. Points to consider were discussed.

It was recommended that as a system, the VCCS not to participate in this program for the first aid year (2008-2009).

3. CEED Grant

The success of the CEED program and its benefit to all of Virginia's community colleges led Chancellor DuBois to announce for 2008-2009 a new Track 3. Track 3 will focus on

student success programs for developmental education, Adult Basic Education, Student Advisement, Workforce Readiness and college readiness for K-12 students. CEED grant proposals are due October 31, 2008 with awards announced by November 12, 2008.

4. GoogleApps

Google Apps offers a variety of collaboration tools that will be valuable to both faculty and students for instruction, and they are all free. Students will be able to use the Sites feature of Google Apps to create an ePortfolio and will have access to 500 MB of space. Student email will have 6.5 Gigs of space per student. All in Virginia's community colleges' now have a Google email address with access to all of the tools. Google Apps was activated for students on September 22, 2008 in a transparent, smooth migration.

5. Get Ready for A&P Modules

Pearson Learning Solutions has provided guided, interactive tutorials that serve to prepare students to succeed in Anatomy and Physiology. This instructionally designed courseware can be used by students to help prepare for success in Allied Health programs. The tutorials focus on developing and improving study skills with an emphasis in personal accountability, provide a review of basic math, biology, chemistry, and cellular material, and introduce anatomical terminology and body basics. Instructional components for the module were reviewed.

6. Multiple Emplid Clean-up

In September 2007 a report was provided to ACOP that showed almost 7,000 multiple emplid students. As of October 1, 2008 the number has been reduced to 1,249 and is down 82%. The goal was to be down by 99% by November 1, 2008. Now the goal is to be down by 99% by the December ACOP meeting. Significant progress is being made.

7. College Transfer Grant Implementation

The Two-Year College Transfer Grant Program is to provide financial assistance to eligible students, beginning with the first-time entering freshman class of the fall 2007 academic year, for the cost of attending a public or private institution of higher education in Virginia. Funding for the grant was set by the Appropriations Act at an initial \$300,000 with the following individual amounts to be awarded to students:

- Standard awards are set at the maximum of \$1,000 per award year;
- An additional \$1,000 per year is available to students enrolled in an eligible engineering, mathematics, nursing, teaching, or science degree program.

A total of 143 students may be eligible for the grant this year. Their names and information have been forwarded to SCHEV. This is the first cohort and the number will be increased. Once a letter is ready to send to students, Dr. Monty Sullivan will provide to each college names of those students that have been certified.

The transfer grant, as it is being implemented, has a lot of problems. The decision making process does not have the intent of legislation. Monty Sullivan will work with Secretary Morris to resolve these issues.

8. Student Success Snapshot #3: The Impact of Developmental Mathematics on Student Progression

This item was discussed earlier under the Chancellor's Report.

Walk on item: SCHEV Assessment of Institutional Performance - Changes Approved October 21, 2008

At the May 2008 meeting of the State Council, there were questions about how to move forward. State Council has formed a task force to review this. Dr. Monty Sullivan is on the task force as a representative for VCCS. Recommendations from the task force are positive. One recommendation has been removed that was particularly difficult for the VCCS. The remaining 11 recommendations have biennial reporting requirements. Language has to be adopted by the General Assembly.

Professional Development has been charged with the task of clarifying the definition of peer groups. Peer groups are defined as being within professional development activities. Information will be forwarded to faculty in the next week.

F. HUMAN RESOURCES – Dr. Frank Friedman, Chair

Action Items

None

Information Items

1. Academic Officer and HR Officer Drive-In Meetings – Fall 2008

At the spring ASAC meeting, the VCCS HR Services Department proposed a series of professional development meetings to update Academic Deans on changes, additions, and refinements to Human Resource policies and related matters. Four meetings have been held with two more scheduled. These programs are a part of the HR Agenda for Fiscal Year 2009 wherein the focus of our efforts will be on professional development and training opportunities for all VCCS faculty and staff having supervisory responsibilities.

2. Chancellor's Faculty Diversity Initiative Update – October 2008

The number of applicants expressing interest in the Chancellor's Faculty Diversity Initiative continues to increase each month. It is suggested to expand the program to

include minority professionals in addition to graduate students. This fall we have 48 people participating in the program, about 24 students per semester on the average. There are 447 graduate students in the Commonwealth interested in teaching as adjuncts. There is a facilitator on each campus, and the presidents expressed a desire to be kept in the loop on this issue.

Walk on action items:

1. Faculty and Presidential Salary Actions October 2008

Due to cost reduction strategies announced by Governor Kaine, the VCCS must take appropriate actions to rescind pay increases and look for ways to reduce expenditures in its operating budget. Therefore the VCCS plans to recommend to the State Board in November that general salary increases exclusive of promotions and alignment increases for teaching and administrative faculty and presidents scheduled for this fiscal year be rescinded per the faculty contract conditions and the VCCS Policy Manual. The VCCS HR Department and System Counsel will draft a template letter to be used to notify faculty that pay increases have been rescinded. Colleges are encouraged to immediately notify their faculty that pay increases will be rescinded pending State Board action next month.

The presidents were asked to adopt the recommendation on rescinding salary increases for faculty, faculty administration and presidents.

The Advisory Council of Presidents unanimously approved the recommendation.

The salary scale for presidents and faculty was previously approved for a 2 percent increase. If that scale was to now be reduced by 2 percent, it would be necessary next year to take some kind of action in order to have the salary scale reflective of the market.

The presidents were asked if they would like to affirm the 2 percent increase in the salary scale with the acknowledgement that there may be faculty that will drop below the minimum of the scale. In those instances, it will be addressed in the future in the context of equity.

Since the Presidents were about evenly split on the issue, it will be forwarded to the State Board for Community Colleges for a decision noting that there were differences of opinion among the Presidents.

Walk on action item:

2. Voluntary Early Retirement Incentive Plan Proposed Changes – October 2008

Currently, each college elects to offer the Voluntary Early Retirement Incentive Program at its discretion. The program allows colleges to pay the state's portion of a

teaching faculty member's health insurance premium for two to five years if a faculty member is selected for this program. Selections are based upon the operational and programmatic needs of the respective college. To be eligible to apply for the program, a teaching faculty member must have ten years of service and be between 60 and 65 years of age. Our policy limits the amount of funds that a college can expend in support of this program to 1% of its faculty and salary budgets. Due to current fiscal challenges, it may be prudent to amend current policy to give presidents greater flexibility and additional tools for managing personnel budgets.

It is recommended that ACOP approve the proposed changes to the Voluntary Retirement Incentive Program as noted.

The Advisory Council of Presidents unanimously approved the recommendation.

**12 Noon
Adjournment**