

CHANCELLOR'S ADVISORY COUNCIL OF PRESIDENTS

October 17-18, 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. 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. Douglas W. Boyce
PVCC	Dr. Frank Friedman
RCC	Dr. Elizabeth Crowther
SSVCC	Dr. John J. Cavan
SWVCC	
TNCC	Dr. Charles A. Taylor
TCC	Mr. David Loope for 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
Mr. John Brilliant	Ms. Jennifer Allman
Ms. Ellen Davenport	Ms. Rita Woltz
Ms. Donna Swiney	Ms. Gretchen Schmidt
Dr. Jennifer Sager	Mr. Peter Blake
Mr. Bill Hightower	Mr. Ed Watson
Ms. Sue Ann Curran	Ms. Susan Wood
Dr. Neil Matkin	Ms. Pam Curry
Mr. Christopher Lee	Ms. Elizabeth Creamer
Mr. Trenton Hightower	Mr. David Gill
Ms. Inez Farrell	

OTHERS:

Leanne DuBois, Extension Agent, Agriculture & Natural Resources, James City County,
Ty Corbin, a doctorate student shadowing Dr. Gary Rhodes

Wednesday, October 18, 2006

8:30 a.m. – 12 Noon

- A. Jamestown 2007 – Commemoration of America’s 400th Anniversary – Presentation on Anniversary Gardens – Ms. Leanne DuBois, Extension Agent

The Chancellor welcomed Ms. Leanne DuBois, who shared that the VCCS is a partner of the Americas Anniversary Garden. Ms. DuBois gave a brief history of the Jamestown 400th anniversary and encouraged everyone to plant a garden as a welcome mat in all of our communities.

- B. CHANCELLOR’S REPORT

1. Introduction of Ms. Donna Swiney, Executive Secretary Senior

The Chancellor introduced Ms. Donna Swiney who joined the Chancellor’s Office in September. Ms. Swiney came to us from Thomas Nelson Community College where she worked for the Executive Vice President for Administration and Finance.

2. Federal Earmark Proposals for FY08

Federal Earmark Proposals for submission to the next Congress are to be submitted to the Chancellor. The VCCS has 22 proposals currently under consideration by Congress, but we are not sure how they will come out. Those that submitted very large multi-million dollar proposals are unlikely to be accepted and will need to be re-worked. In December, 2006 or January, 2007 the Chancellor will meet with a consultant and test the proposals with Congress. Proposals that have not been funded may be rolled over to the next year. Proposals for Middle College have not been submitted to date, but they are welcomed to be submitted. The Chancellor shared that the current consultant contract is expiring and the VCCS is required to solicit new bids for consultants before February.

3. SCHEV Institutional Performance Standards

The Institutional Performance Standards are required in the Restructuring Act. Dr. Monty Sullivan is working on the Standards and has submitted a plan to SCHEV. The Chancellor shared that this is the scorecard we will be measured by and we cannot fail on any issue. The Plan has specific issues and criteria. There

are some items that we are allowed to ask for an exemption and SCHEV is agreeable to this point. If there are any items or wording that need to be changed, please let Dr. Sullivan know. Special attention will need to be paid to Dual Enrollment as there is a 3% growth annually. The annual growth percentage is kept low because if we fail on any issue, delegation of authority can be lost to do our own leases, along with loss of investment yields off of tuition. Also, alternate construction methods are at risk along with opportunity to pursue Level II in the IT arena.

4. VCCS Student Leadership Conference, October 20-22, 2006,
The Hotel Roanoke, Roanoke, VA

Dr. Monty Sullivan shared details about the upcoming Student Leadership Conference and encouraged everyone to attend. This will be an interesting time with a great group of students.

5. State Board Annual Meeting, November 14-16, 2006, at the Boar's Head Inn,
Charlottesville, VA

Dr. Jennifer Sager is putting together a Professional Development program for state board and local board members at the Annual Meeting. The guest speaker for professional development is Claire Gaudiani. Her book, "The Greater Good" was distributed to everyone. National Philanthropy Day is November 14.

6. The Commonwealth Legacy Scholarship Program – Recap

Dr. Jennifer Sager thanked everyone for their help with the Commonwealth Legacy Scholarship Program. She shared that she has received a lot of good feedback and read a thank you note from a student at LFCC. Mr. Peter Blake spoke with Governor Kaine who had positive feedback. Another 40 scholarships have been given for the Spring semester.

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

Action Item

1. Email Account Eligibility

Dr. Darrel Staat shared that email slots for the VCCS are filling up. For example, if a Workforce student takes a one week class, he or she receives an email address. Currently if a student does not re-enroll after two semesters, they still have an email account.

The ACOP Technology Committee recommends that the student email retention guidelines be updated as follows. Student email accounts will be deleted after one semester of non-enrollment unless that student has an incomplete or blank

grade. Email accounts for students with incomplete or blank grades will be deleted after two semesters of non-enrollment. The Academic and Student Affairs Council voted to adopt this policy at its September Meeting.

The Advisory Council of Presidents accepted the report and recommended that the report be referred to the State Board for its approval at their next meeting.

Information Items

1. MPLS Update

The IT area is busy working on a contract with Verizon and it should happen very soon. IT is working with Virginia Tech to make sure our needs are met. The contract is with the Virginia Tech legal review and is near completion.

2. Meeting COV Security Standards/Security Positions

The COV Security Standards must be met. Information Security Officers will need to be hired at all campuses and they will have a lot of work to do. We must be compliant by July 1, 2007 as this is an APA item. Workshops will be held in January, 2007 to provide additional training to understand what is expected. The specific recommendations will require a lot of time and will be ongoing. Dr. Neil Matkin will look into providing more training.

3. SIS Version 8.9 Update

The update took place and is complete and functionally successful. There are performance issues, such as response time, and those are being worked on. There are other significant issues and people are working around the clock to get those worked out. Several things will need to be tweaked. We have a two week window to improve the issues. We cannot continue to work on 40 years of data. The next challenge will be to determine what data needs to be kept on hand and what data needs to be archived. Dr. Staat stated that most likely, we will not do another conversion for five years.

4. AIS Update

The AIS update is moving along and is on track. Overall, the finance people in the System are generally behind the new system. At the upcoming Vice Presidents for Administration and Finance meeting in November, more detail will be given. The update will step up very quickly after Christmas.

Everything is moving forward with the Institutional Research Project. The goal is to have SAS up and running in its initial form by the end of 2006 or January, 2007.

D. PUBLIC AND GOVERNMENTAL RELATIONS – Dr. John J. Sygielski, Chair

1. Report on Transportation Special Session

The General Assembly met on September 27 and adjourned on September 28 without a comprehensive transportation reform package. This report will go to the General Assembly in January, 2007. Any new monies might be in question. A surplus at the end of this year is not anticipated.

The presidents were instructed to make sure any material used in OP/ED articles is accurate. They are to have Ellen Davenport review these before they are submitted for publication.

2. 2007 General Assembly Preparation

- Report on legislative priorities resulting from State Board meeting of 9/21

The VCCS submitted a list of priorities to the Secretary of Education that were approved at the September 21, 2006 State Board meeting. We have received approval to submit some of them. Those approved include a reduction in cost sharing for students. The proposed amendment would request a restoration of tuition and fee cost sharing requirement for in-state community college students from 33 percent to 25 percent.

SCHEV has corrected an error in their calculations which puts our base budget adequacy now at 87.9 percent. SCHEV will have a recommendation for faculty salaries and base budget adequacy. The VCCS is the furthest behind for financial aid.

The VCCS was approved to submit requests for funding for middle college and career coaches.

The VCCS did not receive approval to submit a request for the top ten items on our capital outlay list. This is because the 2007 session will be a short session – 45 days.

- Distribute and discuss revised calendar for community college day visits and other activities

A list of the changes for the calendar of legislative visits was discussed. If anything needs to be changed, see Ms. Ellen Davenport. There are four dates working on getting space. Parking is questionable. Virginia21 will come into discussion.

- Transfer scholarship legislation

This will be at the top of the VCCS list. Virginia21 is behind the scholarships. It was approved by the Governor to submit budget requests. Funding was requested for the first year. Funding will not come to us. We will need to work with four year institutions to make sure they are comfortable with this. This is about doing something beneficial for Virginia. Everyone was encouraged to have conversations in their region with four year institutions and report back to the Chancellor. Vince Callahan is the sponsor in the House. Virginia21 will not give up. They are impressive and have a method to advocacy. They do need help with organizing chapters on campus and be in touch with student leaders. It was stated that this is an opportunity to move our students into leadership roles. At the upcoming Student Leadership Conference, Virginia21 will be discussed. Campuses need to have an answer when students ask what they can do to help. The Chancellor encouraged everyone to take a look at the Virginia21 web site.

E. BUDGET AND FINANCE COMMITTEE – Dr. Elizabeth Crowther, Chair

Action Item

1. Level I Alternative Methods of Procurement for Construction Policy Manual

We are authorized to move forward with this flexibility, but a policy needs to be in place. The committee recommends we complete this and bring the policy to the State Board in November. The biggest change is that instead of approval through DGS, the Chancellor can now approve items. This information was sent to the Vice President for Administration and Finance prior to the meeting. Presidents can take back and review again, however comments are needed prior to the State Board meeting.

The Advisory Council of Presidents accepted the Alternative Methods of Procurement for Construction Policy Manual and recommended that this be referred to the State Board for its approval at their next November 2007 meeting.

2. Local Fund Contribution for Restructured Higher Education Act Consulting Services

The presidents were informed that there is a cost associated with consulting services that amounts to \$3,003 for the community colleges. The Virginia Business Higher Education Council will match all of higher education's contributions. A notice will be sent to the presidents indicating the local funds contribution needed from each college. This will be based on final 2005-2006 FTES enrollment. All checks should be made out to the Virginia Business Higher Education Council. (Spreadsheet attached)

The Advisory Council of Presidents approved the local funds contribution to be used for consulting services associated with Level II of the Restructured Higher Education Act.

Information Items

1. 2007 Budget Amendment Submission – Approved for Consideration by the State Board
 - **Adoption of a revised tuition and fee policy for the VCCS.** The submitted budget amendment requested that state policy be modified to restore the prior cost sharing requirements of 25 percent for in-state community college students. It was further requested that the difference in funding requirements be addressed in any amendments provided to the VCCS budget for faculty salaries or base budget adequacy in 2007.
 - **Recognition of a long-standing policy to improve the ratio of full-time teaching faculty in Virginia’s community colleges.** The Appropriations Act has carried language for more than a decade stating that 70% of the teaching faculty in the VCCS should be full time. Currently, only 46.7 percent of the faculty is full time compared to 55.6 percent just 8 years ago. The submitted budget amendment requested that the Governor endorse a full-time faculty ratio of at least 55 percent for use in establishing funding guidelines for the Virginia Community College System. There is no specific dollar amount tied to this request as it would only change the guideline calculation. A determination of what percentage of the guideline should be funded would remain to be recommended by SCHEV and subsequently funded by the Governor and General Assembly.
 - **Workforce Programs: Middle College, Career Coaches, and Path to Industry Certification.** Funds were requested to continue and expand the reach of these two successful programs for next year (\$1,471,000 for Middle College and \$868,000 for Career Coaches). An amendment concerning the Path to Industry Certification requested a correction to the technical funding error made during the 2006 legislative session (\$332,082).
 - **Capital Outlay.**

Equipment funding for capital outlay projects coming on-line in 2006-08 – Funding for equipment for six projects scheduled for completion was requested. Four projects are expected to open in FY 2008, and one is projected for FY 2009.

Unfunded high priority capital projects – The State Board for Community Colleges believed it is important to continue to place these needs before the Governor and General Assembly, and therefore asked for consideration of funding for the top 10 projects remaining on the 2006-08 plan, all of which are fully justified by SCHEV guidelines.

New non-general fund capital projects – Authorization was requested for four new non-general fund capital projects.

- **Central Accounts**

Funding for the Community College Transfer Scholarship Program – The VCCS is asking that legislation be introduced to establish this innovative program during the 2007 legislative session. It is anticipated that the funds would be appropriated in a central account the first year as the program becomes established, but in subsequent years would be placed directly into the appropriations of the four-year colleges as additional scholarship funding based on historical participation in the program.

2. Continuing Faculty Salaries

On average, our continuing faculty have averaged about a 6% increase each year. However, because only about 58 percent of full-time faculty on staff as of December 2002 were still on staff in December 2005, the increase in overall VCCS faculty salaries hasn't been as high as that of continuing faculty. The Commonwealth has long held that faculty of institutions of higher education should be paid at the 60th percentile of their national peers. But currently, we are making slower progress toward the 60% because we find ourselves replacing long-term faculty who retire with new faculty at a lower salary. To get to the 60th percentile next year would take a 10.1% increase. Colleges have the ability to give differential increases based on merit. A concern was expressed that adjuncts are teaching a full-time load but are not around after class to speak with students. The State Council will revise peer groups in the spring, as they are out of date. Discussion followed concerning the issue of the full-time/part-time mix.

3. Distance Learning and the Impact on Space Guidelines

Conversations have been occurring with SCHEV regarding Distance Learning. VCCS staff is in the process of determining how SCHEV has calculated space need in terms of distance learners, and if there are any changes necessary to ensure that distance learning students generate appropriate space needs. It is anticipated that over time, however, the resolution of space guideline considerations for distance learning students will in fact modify college behavior in the use of distance learning as a tool to meet growing enrollment demands, particularly at colleges that are currently fully utilizing their space. Space issues for dual enrollment have not yet been addressed. The VCCS has asked SCHEV to

consider how the facilities needs of those colleges outside of the “golden crescent” can get their facilities needs met. During the last legislative session, there appeared to be differences in how data in the new FICAS data base were being interpreted. The VCCS has asked SCHEV for a clearer definition of how the determinations are to be made.

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

Action Items

1. Revision to Policy Manual 6.0.1—General Admission to the VCCS Colleges (SB)

It has been recommended that VCCS colleges should not require transcripts between System colleges and an addition to VCCS Policy 6.0.1 was recommended.

The Advisory Council of Presidents accepted the report and recommended that this policy change be referred to the State Board for its approval at the November 2007 State Board meeting.

3. Proposed Policy Revision to Table 5-1 of the VCCS Policy Manual.

It has been recommended that the Advisory Council of Presidents recommend that the State Board for Community Colleges approve the proposed revisions to replace the current Table 5-1 of the VCCS Policy Manual with Tables 5-1A and 5-1B as a more flexible credit-hour distribution model.

The Advisory Council of Presidents accepted the report and recommended that this be referred to the State Board for its approval at their November 2007 State Board meeting.

Information Items

1. Postsecondary Perkins Program Update.

New Perkins IV legislation provides flexibility in that states can choose to maintain Tech Prep as a distinct, federally funded initiative or states can choose to merge Tech Prep funding into Title I Perkins funds that support secondary and postsecondary career and technical education (CTE). Dr. Monty Sullivan discussed the Tech Prep Funds and how this has been a great tool to work with the high schools. It was a unanimous feeling that Perkins Funds and Tech Prep funds should be kept separate.

2. SCHEV Taskforce on Core Competencies Assessment.

The Academic Affairs Committee requested that the SCHEV Assessment of Student Learning (ASL) Task Force come to the October 17 meeting prepared to present the finding of a review of the first cycle of competency assessment. In addition, the ASL Task Force was asked by the Academic Affairs Committee to consider implementing a value-added approach that would involve competency assessment reporting in two- or three-year cycles. If the task force did not find value-added methods to be a worthwhile and achievable plan, then it was asked to identify other methodologies that are better and would be results oriented. It was recommended that the Task Force identify strengths and weaknesses of methodologies and determine the appropriate strategy for improving student learning and increasing achievement across the public institutions. The ASL Task Force was also asked to identify two or three competency-assessment areas that would be easiest to start with in fall 2007. At the October 17, 2006 meeting of Council's Academic Affairs Committee, members of the ASL Task Force intend to provide the findings of a review of the first cycle of competency assessment. Members of the task force will respond to specific elements of the Committee's charge.

This is an information item for ACOP and no action is required.

3. Policy Revision on Acceptable Advanced Placement Scores (Approved by Chancellor)

With the Chancellor's support, the following policy statement was approved by ACOP in February 2004 for insertion in the VCCS Policy Manual at the end of Section 5.7.6.1.0:

All Virginia community colleges accept a minimum score of three (3) for Advanced Placement (AP) courses. The Amount of credit awarded for each examination will be consistent with The College Board's recommendations.

The policy has been changed for clarity. ASAC recommended and the Chancellor approved a revised version of the above policy statement for insertion in the VCCS Policy Manual at the end of Section 5.6.5.1.d. The recommended wording for the AP Policy is:

All Virginia community colleges shall accept a score of three (3) and higher for Advanced Placement (AP) courses. The amount of credit awarded for each examination will be consistent with The College Board's recommendations.

This is an information item for ACOP and no action is required.

4. Technical Studies Degree Status Report

The VCCS Academic, Student Affairs and Workforce Development Committee present periodic reports to the State Board for Community Colleges on the status

of the Technical Studies degree at the colleges. Recently, the colleges were asked to complete a brief report for each active plan of study at their institution and this information was shared with the State Board for Community Colleges on September 20, 2006.

Nineteen of the twenty-three VCCS colleges have been approved to offer the Technical Studies degree. Of those nineteen colleges, twelve colleges currently have one or more active Technical Studies plans of study. There are 55 plans of study offered in the VCCS at this time. Of these 55 plans, the colleges anticipate that they will submit proposals for permanent Associate of Applied Science degrees for 21 of these plans. Twenty-seven of the plans have either already been discontinued or will be discontinued in the near future.

This is an information item for ACOP and no action is required.

5. VDEN Standards Review by Distance and Distributed Learning Committee

Dr. Monty Sullivan reported that it was determined that there was a need for a comprehensive review of the utility of system-wide administrative procedures for distance learning. The Academic and Students Affairs Council, the ASAC Educational Technology Committee discussed this topic and determined the Distance and Distributed Learning Committee (DDLDC) should examine the VDEN standards in light of SACS guidelines, SREB best practices, and the VCCS Policy Manual. The DDLDC will make recommendations to the ASAC Educational Technology for changes to policy and procedures. ASAC charged the DDLDC to determine whether the VDEN documents need to be updated, replaced, suggested as policy revisions to the VCCS Policy Manual, or eliminated.

This is an information item for ACOP and no action is required

6. Blackboard Course Archiving and Removal Schedule

As the use of Blackboard continues to increase across the VCCS, the need for implementing a policy for course retention has emerged. At this time, no policy exists that specifically outlines when courses can be deleted from the Blackboard server. At its September 2006 meeting, ASAC approved the recommendation that courses in Blackboard be retained for one calendar year from the end of a given semester, and archived for one additional year. Furthermore, ASAC recommended that Academic Vice Presidents charge their campus Blackboard Administrators with polling the faculty at the end of each semester to determine if any faculty wish to voluntarily remove and archive selected courses that they no longer need from Blackboard sooner than the time period outlined above be retained one calendar year then archive.

This is an information item for ACOP and no action is required

7. College Enforcement of System Level Course Prerequisites

The Master Course File is populated with the list of courses offered by the 23 colleges. Many of those courses have prerequisites determined by the content faculty from across the VCCS. To date, those prerequisites have not been enforced uniformly across the System. Instead, colleges have applied the prerequisites in various manners and at varying levels at the different colleges. Over the last year, there have been request and/or discussions of the issue from the Chancellor's Faculty Advisory Committee, the Council of Academic Deans, and members of the Academic and Student Affairs Council.

The question is should enforcement of course prerequisites be controlled at the System Office? The answer is no at this time, as it should be controlled at the college. The Committee felt that this needed exploring again. If the enforcement goes to the System Office, the community colleges could override if necessary. Enforcement at the System Office level would be minimal. A question was raised asking how we are managing the current requirements. A test was run in the spring using SIS. Some courses were done well and some were done not so well. There is concern relating to on-line registration. This will be brought back to the Academic VPs.

8. Update on Financial Aid Data Collection and Personnel

As part of the submission of the annual SCHEV financial aid data file, there have been significant systemic and college-level coding and/or business process issues identified. Over the last three years, reports to SCHEV have been late. Two new functional specialists have been hired in the AS&R division to assist IT staff with policy and procedural requirements. Personnel at VCCS have been added to help.

This is an information item for ACOP and no action is required

9. Workforce Development Services Chancellor's Award for Instructors and Trainers

2005-2006 was the first year this award was given. The award will be given out again and information should be received in January, 2007.

10. Criteria for Proposed Chancellor's Award for Teaching Excellence

This is the first year for this award. The application process is similar to the SCHEV Outstanding Faculty Award. Only one applicant from each college will be accepted.

11. SCHEV Outstanding Faculty Award Nomination Process.

The SCHEV Outstanding Faculty Awards are the highest honor Virginia bestows on college and university faculty members. With the numerous excellent faculty in the VCCS and our expanding role in Virginia higher education, it is important that the VCCS achieve greater recognition for VCCS faculty in this annual process in which 12 to 15 awards are typically given. As the VCCS increases the focus on the SCHEV faculty award, it is expected that the number of faculty applications will increase. The System Office has been charged by SCHEV to coordinate the application packets on the colleges' behalf. The development of a process was discussed by the ASAC Faculty Affairs Committee at its September 2006 meeting. It was recommended that this be reexamined in a future year as the number of applications increases.

This is an information item for ACOP and no action is required

12. Update on Professional Development Program Assessment Process

The Professional Development Unit of the Virginia Community College System has provided high quality professional development opportunities for faculty, staff and administrators from across the System for a number of years. Given the significant changes that have occurred in the role of professional development in the System during that time and the needs of all the constituencies, the Chancellor has commenced an assessment of the Professional Development function of the System Office.

This item was brought before ACOP as an information item to inform the group that a complete report will be provided at a future ACOP meeting.

The Chancellor reported that he and Peter Blake have drafted a concept document/position paper related to Adult Education. The paper says it is time for the VCCS to play a key role to work with adults who do not have a GED or high school diploma. The VCCS is to have responsibility over all of these Adult Education programs and the VCCS is to also develop programs under this umbrella. We suggest moving this from the Department of Education to the VCCS. Once we receive endorsements, we will work with the Governor to see if he wants to make this a piece of the education reform package. Most of these are federal funds with a local match. The paper says that funds need to be identified. We are circulating that document. The Chancellor stated that one million people in Virginia are without a GED or high school diploma. The Chancellor has sent the presidents a draft. Adult Basic Education (ABE) is primarily workforce development.

G. HUMAN RESOURCES – Dr. Deborah DiCroce, Chair

Mr. Chris Lee reported the following:

Action Item

1. Comprehensive Leave Proposal

The Comprehensive Leave Proposal is a new VCCS policy for administrative faculty. The proposal will be used to help make the positions more competitive. Chris Lee noted that this is all about recruiting and retention. Nationwide, our leave policies are not in sync. This also looks at balancing our fiscal liability. The upfront leave will be granted upon the date of employment. Current staff will have one time to make a choice to opt in or out of the new system. The new leave proposal would become effective January 1, 2007.

The Advisory Council of Presidents accepted the report and recommended that this be referred to the State Board for its approval at their November 2007 meeting.

Information Items

1. Proposed HR Agenda

The purpose of developing a Human Resources Agenda is to ensure that the function is aligned with the mission, goals, and initiatives of the VCCS. Since nearly 85% of the overall budget of the VCCS is invested in personnel, Human Resource Officers are best positioned to assist the System in making optimal use of this critical asset. Our goal is to develop an effective people strategy that helps our colleges achieve Dateline 2009 and other local and System-wide goals through the application of “best practices” and state-of-the-art HR techniques, programs and services. Five major areas were identified: 1) Recruitment and Retention; 2) Training and Development; 3) Individual and Organizational Performance; 4) People Systems and 5) Quality of Work-Life Enhancement.

This is an information item for ACOP and no action is required

2. Voluntary Early Retirement Guidelines

The voluntary early retirement was approved in April, 2006. The HR Committee is presenting guidelines for this program which include giving incentives to retire early. The incentives include paying two to five years of health insurance. The VCCS will work with colleges and DHRM to pay the bill. This will not be income for the individual and the policy cannot be grieved. This program will be used to help manage community college people resources.

3. Diversity Initiative

The Chancellor's Diversity Initiative was created to target minority graduate students at area universities and expose them to teaching opportunities within the VCCS. This initiative will identify graduate students to teach a VCCS course on campus. Nearly two dozen graduate students are scheduled to teach a VCCS course this fall. The VCCS schools that have placed students are J. Sargeant Reynolds CC, John Tyler CC, Thomas Nelson CC, and Tidewater CC.

At the conclusion of the meeting, Nan Ottenritter introduced visitors from India who were touring the System Office.

The meeting was adjourned at 12:00 noon.