

STATE BOARD FOR COMMUNITY COLLEGES

MEETING NO. 285

May 18, 2006

James Monroe Building  
Godwin-Hamel Board Room  
Richmond, Virginia  
9:00 a.m.

The State Board for Community Colleges convened at 9:00 a.m. on May 18, 2006, in the Godwin-Hamel Board Room, 15<sup>th</sup> Floor, James Monroe Building, 101 North 14<sup>th</sup> Street, Richmond, Virginia.

Members Present: Mr. Chris A. Lumsden, Chair  
Mr. Alan G. Toxopeus, Vice Chair  
Ms. Shahnaz Ahmed  
Mr. Mark R. Graham  
Mr. Gary C. Hancock  
Ms. Adele Johnson  
Ms. Connie R. Kincheloe  
Mr. Nathaniel X. Marshall  
Mr. Jeffery K. Mitchell  
Mr. William E. Porter  
Mr. Paul Reagan  
Mr. Robert W. Shinn

Members Absent: Mrs. Megan Beyer  
Mr. R. Michael Mohler  
Mr. Michael Petters

Staff Present: Ms. Jennifer Allman  
Mrs. Dale Andrews  
Mr. Peter Blake  
Mr. John Brilliant  
Ms. Pamela Currey  
Mrs. Ellen Davenport  
Dr. Glenn DuBois  
Dr. David Gill  
Ms. Marian Hassell  
Mrs. Susan Hayden  
Ms. Sharon Hutcheson  
Dr. Christopher Lee  
Mr. David Mair  
Dr. Neil Matkin  
Mrs. Carol Patterson  
Ms. Karen Petersen  
Dr. Jennifer Sager  
Dr. Monty Sullivan  
Mr. Ed Watson  
Ms. Rita Woltz

Others Present: Mr. Richard Charles, Northrop Grumman  
Dr. Patricia Daron, NVCC  
Mrs. Tara Davis, student, TCC  
The Hon. Thomas R. Morris, Secretary of Education  
Mr. Jonathan Pippin, student, VHCC  
Mr. Joseph Pitsonbarger, student, LFCC  
Mr. Ben Sargeant, student, PVCC  
Dr. Ann Sullivan, JSRCC  
Dr. Charlie White, President-elect, WCC

I. OPENING

A. Call to Order

Mr. Chris Lumsden, Chair, called the meeting to order.

B. Roll Call

Dr. Glenn DuBois, Chancellor, took a roll call to determine that a quorum was present.

C. Welcome and Introductions – The Honorable Thomas R. Morris,  
Secretary of Education

Mr. Lumsden asked the Chancellor to introduce the Secretary of Education. Dr. DuBois noted that Dr. Thomas Morris, former president of Emory and Henry College, began his duties as the Secretary of Education in January. He has been a political analyst for both print and television media.

Dr. Morris stated that he was a fan of community colleges and believed that they were the lynchpin of the higher education system in the Commonwealth. One of his duties was to chair the Governor's Pre-K to 16 Advisory Commission. Among the goals was for every child to seamlessly transition from preschool through postsecondary education. There were still some disconnects and Virginia would have to get beyond remediation. Dr. Morris noted that he was inspired by what was happening at the community colleges. Recently, he was at Southwest Virginia Community College's graduation. The community colleges were absorbing more new students who enter the higher education system. He remarked how the community colleges connect to their individual communities in ways unique to each. Whether natural or otherwise, he stated that the community colleges would play a critical role in any major emergency occurring within the Commonwealth, simply due to their locations across the state. Mr. Lumsden expressed his gratitude to Dr. Morris for his remarks. Also noted was that State Board member, Mark Graham, was a graduate of Emory and Henry College.

At this time, Mr. Lumsden read a letter from the chairman of the Chancellor's Faculty Advisory Committee (CFAC), thanking the State Board for their efforts and recognition of the Virginia Community College System (VCCS) faculty. Mr. Lumsden recognized the presence of CFAC member, Dr. Ann Sullivan, from J. Sargeant Reynolds Community College.

Next, State Board member Shahnaz Ahmed introduced her daughter, Syra Ahmed, a student at Virginia Commonwealth University, who was in the audience.

D. Minutes – Meeting No. 283, March 16, 2006

**A motion was made by Mr. Marshall and seconded by Mr. Shinn that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE MARCH 2006 MEETING AS SUBMITTED."**

**The motion carried.**

E. Public Comment

There was no public comment.

F. Education: Presentation by State Board Student Advisory Committee:  
Tara Davis, Tidewater Community College  
Jonathan Pippin, SGA President, Virginia Highlands Community College;  
Joseph Pitsonbarger, Lord Fairfax Community College; and  
Ben Sargeant, Piedmont Virginia Community College

The Chairman asked the Chancellor to introduce the next presentation. The Chancellor introduced Ms. Jennifer Allman, Director of Student Services. Ms. Allman explained that today's presentation would be by members of the Student Advisory Committee. They would address three major areas: (1) why they chose a community college; (2) how their educational experience helped to prepare them; and (3) what could the community colleges do better to be more responsive to the students.

The first student to address the State Board was Mrs. Tara Davis from Tidewater Community College (TCC). Currently the co-president of Phi Theta Kappa Honor Society, Mrs. Davis reported that she enrolled at TCC in order to set a standard for her family. She is one of three in her family attending TCC, with the others being her daughter and her husband. Her main reason for choosing TCC was its flexibility and her time there has prepared her to be a well-rounded individual with leadership skills and civic consciousness. In her opinion, TCC was very responsive to her academic needs.

Now attending James Madison University, Joe Pitsonbarger, former Student Government Association President, chose Lord Fairfax Community College (LFCC) because of its affordable education and its flexibility that provided the opportunity to work while attending classes. He stated that the community colleges were often thought of as a final option, when they should be the first option. Recently employed part-time at LFCC, his student experience gave him the attitude that all is possible. Increased awareness of available student services would be his only recommendation to the college.

Jonathan Pippin graduated from a small private school where he was in the top 10 percent of his class and attending Virginia Highlands Community College (VHCC) gave him the opportunity to get used to college life. He noted that he was challenged academically and had the chance to be a leader. Currently student government

president, Mr. Pippin planned to go to Virginia Tech in the fall. He suggested that an engineering transfer degree program would be helpful to future students.

Student Senator Ben Sargeant, from Piedmont Virginia Community College (PVCC), noted that he began attending classes while a home school student. He will graduate with a 4.0 grade point average and planned to transfer to the University of Virginia. PVCC was well-regarded academically and provided an objective means of evaluating the quality of his education as a home school student. His suggestions for improvement were to provide better information about the entire transfer process and more comprehensive financial aid information. He noted that the student web access system was often frustrating and confusing, especially when registering.

Mr. Lumsden thanked the students and invited them to stay for the rest of the meeting. Mr. Graham reported that Jonathan Pippin's mother was an integral part of the Institutional Advancement Office at VHCC.

#### G. Reports from Campus Liaisons

The Chair stated that Mr. Mohler's campus liaison report would be postponed until July.

## II. CHANCELLOR'S REPORT

#### A. Recognition of Dr. Patricia R. Daron, Professor of Biology, Northern Virginia Community College, Annandale Campus Recipient of the SCHEV 2006 Outstanding Faculty Award

The Chancellor introduced Dr. Patricia Daron, professor of Biology at Northern Virginia Community College (NVCC), who was here with her mother. Dr. Daron received the 2006 Outstanding Faculty Award from the State Council of Higher Education for Virginia (SCHEV), the only community college faculty member recipient in 2006. Along with the award, Dr. Daron received a \$5,000 monetary award. With 40 years in higher education and 30 of those at NVCC, Dr. Daron converted five science courses, including labs, to distance learning formats. He noted that she has received many awards and grants.

#### B. Introduction of Dr. Christopher Lee, Associate Vice Chancellor for Human Resource Services

The new Associate Vice Chancellor for Human Resource Services, Dr. Christopher Lee was introduced by Dr. DuBois. Dr. Lee was a native of Birmingham, Alabama, a graduate of Auburn University, and prior to coming to the VCCS, was at Bates College in Maine, besides being a published author.

#### C. Introduction of Dr. Charlie White, President, Wytheville Community College

The Chancellor introduced the next president of Wytheville Community College (WCC), Dr. Charlie White. Transitioning from New River Community College to WCC, the Chancellor noted that Dr. White had served as interim Vice Chancellor for Academic Services and Research in the System Office.

D. VCCS Faculty Diversity Initiative

The Chancellor reported that it was his belief that teachers play inspiration roles for students and 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.

E. Chancellor's Report on 2005-2006 Goals

Dr. DuBois noted that the next installment of the Chancellor's Report on 2005-2006 Goals was provided. It was a running record of the progress made to date on the seven Dateline 2009 goals. Mr. Mitchell remarked positively on the Career Switcher Program identified in item 9.1.3. The program provides a noncredit fast track to licensure for those individuals with a college degree who wish to be teachers in critical shortage endorsement areas.

F. Foundation Leadership Conference Update

Dr. Jennifer Sager, Vice Chancellor for Institutional Advancement, provided the update on the Foundation Leadership Conference held at the Boar's Head Inn in Charlottesville in March. She reported that the third annual conference was highly successful and that the conference was cosponsored by a generous gift from Dominion. Ms. Penelope Burk, a nationally-renown author and presenter, spoke on donor centered fundraising. The highlight of the event was the Chancellor's Leadership Awards for Philanthropy. These awards were presented to 23 individuals selected by their community colleges. The event raised the visibility and importance of philanthropy for the community colleges across the state. The conference had the largest attendance in the event's history and Dr. Sager thanked Mrs. Kincheloe and Mr. Porter for attending. Mr. Porter remarked how wonderful it was to see the emotion of the leaders that were honored. Mrs. Kincheloe noted that this year's Commonwealth Legacy Scholarships would be named for these individuals.

Dr. Sager reported that the collective holdings of the foundations were now up to \$117 million from the \$75 million in 2003. Mr. Lumsden noted that this year over \$1 million was raised for the Virginia Foundation for Community College Education (VFCCE). The State Board set their goal at \$100,000 and exceeded it. Dr. Sager stated that the VFCCE held a meeting at the home of Mr. Mark Fried in Crozet, Virginia. Additionally, she reported that the top executives at Sallie Mae had indicated their desire to join the VFCCE Board of Directors and participate in sponsorship opportunities with the VCCS. Over \$14 million fundraising proposals had been submitted and Dr. Sager hoped that one-third of those would be favorably received.

G. Budget Update

The Chancellor reported that the VCCS was in a waiting pattern. It was still unknown how the General Assembly would reconcile the budget. He noted that he was in constant contact with the Governor's Office and had been advised to plan for business as usual. Regarding faculty contracts, the Chancellor stated that a cover letter was being sent with the contracts explaining that the VCCS could not implement merit salary increases but would continue to offer current salary contracts. If funds are received to cover the merit salary increases, the contracts would be amended accordingly.

The Chairman called a five-minute recess.

III. COMMITTEE REPORTS

At this time, Mr. Lumsden announced that he would hear the Personnel Committee report first.

A. Personnel Committee – William E. Porter, Chair, reported.

1. Minutes—Meeting of March 15, 2006

The Committee approved the minutes of the March meeting.

2. Action Items

a. Annual Adoption of the Faculty Compensation Plan

Mr. Porter reported that at the March meeting of the State Board, approval was granted for an average increase of 6.19% for instructional and adjunct faculty salaries. Although the General Assembly has not acted on the budget yet, it was anticipated that a final budget would be approved that would allow for the increase as proposed. Also, approved at the March meeting was an increase in the tuition differential for Northern Virginia Community College to partially support faculty salaries. Consequently, it was necessary for the new salary scales to reflect the proposed changes accordingly and subject to the final budget by the General Assembly. The Committee recommended approval. (See Appendix I.)

**A motion was made by Mr. Porter and seconded by Ms. Ahmed that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED SALARY SCALES, SUBJECT TO APPROVAL OF A BUDGET FOR 2006-07 BY THE GENERAL ASSEMBLY AND GOVERNOR THAT INCLUDES GENERAL FUNDS TO SUPPORT A FACULTY SALARY INCREASE OF APPROXIMATELY FOUR PERCENT FOR THE VIRGINIA COMMUNITY COLLEGE SYSTEM. SHOULD THE APPROPRIATED INCREASE BE SIGNIFICANTLY BELOW THE FOUR PERCENT, THE CHANCELLOR SHALL CONFER WITH THE CHAIRMAN OF THE STATE BOARD TO DETERMINE IF SUBSEQUENT ACTION OF THE STATE BOARD WOULD BE REQUIRED. IT IS FURTHER RECOMMENDED THAT THE**

**CHANCELLOR BE GIVEN AUTHORITY TO APPROVE UP TO NO MORE THAN FIVE PERCENT INCREASE IN THE NORTHERN VIRGINIA COMMUNITY COLLEGE FACULTY SALARY SCALES FOR 2006-07 SHOULD THAT BE REQUIRED BASED ON THE AVAILABILITY OF ADDITIONAL RESOURCES FOR THE COLLEGE."**

The motion carried.

- b. Annual Adoption of the Presidential Salary Scale

Mr. Porter noted that the presidential salary scale for the upcoming academic year is intended to reflect the salary increases provided by the Governor and the General Assembly. The Committee recommended approval. (See Appendix II.)

A motion was made by Mr. Porter and seconded by Mr. Mitchell that:

**"THE STATE BOARD FOR COMMUNITY COLLEGES INCREASE THE VIRGINIA COMMUNITY COLLEGE SYSTEM PRESIDENTIAL SALARY SCALE BY FOUR PERCENT, SUBJECT TO FINAL ACTION OF THE GENERAL ASSEMBLY. IT IS FURTHER RECOMMENDED THAT SHOULD THE GENERAL ASSEMBLY APPROPRIATE A DIFFERENT INCREASE, THE CHANCELLOR SHOULD CHANGE THE SALARY SCALE ACCORDINGLY UPON CONFERRING WITH THE CHAIRMAN OF THE STATE BOARD. SUBSEQUENTLY THE SCALE IS TO BE SUBMITTED TO THE GOVERNOR FOR HIS APPROVAL."**

The motion carried.

- c. Revisions to the Faculty Compensation Policy

Mr. Porter noted that as part of efforts to make the VCCS compensation policies more competitive and useful to the colleges in attracting and retaining quality faculty, the Faculty Compensation Policy be revised. The Advisory Council of Presidents approved several major changes that (1) established starting salaries using the full academic rank range rather than a formula; (2) permit colleges to make competitive offers to existing faculty deemed critical to the college or System who has received a competing offer; and (3) permit a supplement be offered to faculty for a substantial additional assignment or alternate work schedule. The Committee recommended approval. (See Appendix III.)

A motion was made by Mr. Porter and seconded by Ms. Ahmed that:

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE FACULTY COMPENSATION POLICY AS PROPOSED."**

The motion carried.

- d. Voluntary Early Retirement Incentive Program

Mr. Porter stated that in January, the State Board approved a voluntary early retirement incentive program. Revisions to the program were required in order to comply with the *Code of Virginia* and the Appropriations Act. The most substantial changes were to restrict the program to teaching faculty only, to add a requirement that establish limits on the total cost of the program, and include a

provision for surviving spouses of retirees who pass away before the end of the contract period.

The Committee recommended approval. (See Appendix IV.)

**A motion was made by Mr. Porter and seconded by Mr. Hancock that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE VOLUNTARY RETIREMENT INCENTIVE PROGRAM. FURTHER, THE SYSTEM OFFICE IS DIRECTED TO PURSUE THE DISTRIBUTION OF PAYMENTS TO RETIREES IN A MANNER THAT IS COST EFFECTIVE FOR THE SYSTEM, COLLEGES AND RETIREES."**

**The motion carried.**

- e. 2006-2007 Nine-Month Administrative and Professional Faculty and Twelve-Month Teaching Faculty Appointments

Mr. Porter reported that regular full-time teaching faculty normally hold nine-month appointments while administrative and professional faculty hold twelve-month appointments. In order to provide the colleges with flexibility to best meet the needs of the college programs, exceptions to the usual contract terms are sought. The Committee recommended approval. (See Appendix V.)

**A motion was made by Mr. Porter and seconded by Mr. Mitchell that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES NINE-MONTH ADMINISTRATIVE POSITIONS AND THE TWELVE-MONTH TEACHING POSITIONS AS REQUESTED BY THE COLLEGES."**

**The motion carried.**

3. Information Items

- a. New Multi-year Appointments for 2006-2007

Mr. Porter stated that the colleges had submitted written verification that VCCS procedures were followed in the selection of multi-year appointments.

- b. Summary of Human Resource Services Actions During the 2006 Legislative Session

Dr. Christopher Lee, Associate Vice Chancellor of Human Resource Services, provided an update on human resource legislation passed during the General Assembly session.

- c. VCCS Employee Discounted Tuition Policy

Dr. Lee noted 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.

d. Faculty Diversity Initiative

This item was discussed during the Chancellor's report.

B. Academic, Student Affairs and Workforce Development  
Committee – Constance R. Kincheloe, Chair, reported.

1. Minutes – Meeting of March 15, 2006

The Committee approved the minutes of the March meeting.

2. Action Items

a. Proposed Policy Deletion to Policy Manual Section 6.4.2.6.  
Applications and Reports

Mrs. Kincheloe reported that current VCCS policy required that each college submit a copy of its annual Institutional Application for federal financial assistance programs. These applications are now being submitted directly to the United States Department of Education in an electronic format. It was no longer necessary to submit copies to the VCCS. The Committee recommended approval. (See Appendix VI.)

**A motion was made by Mrs. Kincheloe and seconded by Mr. Marshall that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REMOVAL OF THE REQUIREMENT THAT *EACH COLLEGE WHICH COMPLETES AN ANNUAL INSTITUTIONAL APPLICATION TO PARTICIPATE IN FEDERAL STUDENT FINANCIAL ASSISTANCE PROGRAMS SHALL ANNUALLY FORWARD A COPY OF THE COMPLETED APPLICATION TO THE SYSTEM OFFICE FROM THE VCCS POLICY MANUAL.*"**

**The motion carried.**

b. Policy Revisions Regarding Repeat Courses

Mrs. Kincheloe reported that policy revisions were necessary to clarify language regarding the difference between a student repeating a particular course and courses that may be designated as repeatable for credit in the master course file. In March the Advisory Council of Presidents approved the proposed revisions to the following sections of the Policy Manual: (1) 5.6.3 Repeating a Course; (2) 5.6.0.3.1 Cumulative GPA; (3) 5.6.0.3.2 Curriculum GPA. The Committee recommended approval. (See Appendix VII.)

**A motion was made by Mrs. Kincheloe and seconded by Ms. Ahmed that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED REVISIONS TO SECTION 5.6.3 (9/05) REPEATING A COURSE, SECTION 5.6.0.3.1 (9/05)**

**CUMULATIVE GRADE POINT AVERAGE, AND SECTION 5.6.0.3.2 (9/05) CURRICULUM GRADE POINT AVERAGE OF THE VCCS *POLICY MANUAL*."**

**The motion carried.**

- c. Policy Revisions Regarding the Definition of Major

Mrs. Kincheloe reported that over time the requirements for a degree change. In 2002, SCHEV's new Program Approval Guidelines defined a "major" and required that all curricula classified under a given CIP Code must include a common core of courses. The VCCS drafted policy language to define a "major" and align VCCS policy with SCHEV guidelines for the following sections of the Policy Manual: Section 5.1.0.0.0 Degree Program; Section 5.1.0.0.1 Major; and Section 5.2.0 Review and Approval Procedures. The Committee recommended approval. (See Appendix VIII.)

**A motion was made by Mrs. Kincheloe and seconded by Ms. Johnson that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED POLICY CHANGES TO DEFINE A 'MAJOR' FOR ASSOCIATE DEGREE."**

**The motion carried.**

- d. Approval of General Education Goals and Outcomes, and Competency-Based Model

Mrs. Kincheloe stated that the VCCS Task Force on General Education focused on the general education component relative to SCHEV core competencies requirements. A revised set of general education goal areas and student learning outcomes, together with the competency-based model of general education were proposed. The faculty was expected to focus on these core competencies and expected outcomes as they teach their courses. The Committee recommended approval. (See Appendix IX.)

**A motion was made by Mrs. Kincheloe and seconded by Mr. Porter that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE ADOPTION OF THE SEVEN GOAL AREAS THAT ENCOMPASS GENERAL EDUCATION IN THE VIRGINIA COMMUNITY COLLEGE SYSTEM AND THE COMPETENCY-BASED MODEL OF GENERAL EDUCATION."**

**The motion carried.**

- e. Program Approval

- J. Sargeant Reynolds Community College  
Associate of Applied Science in American Sign  
Language – English Interpretation

Mrs. Kincheloe reported that J. Sargeant Reynolds Community College (JSRCC) requested approval to establish an Associate in Applied

Science degree in American Sign Language (ASL). JSRCC has offered a career studies certificate that was used as a model for other ASL programs in the Commonwealth. The Committee recommended approval. (See Appendix X.)

**A motion was made by Mrs. Kincheloe and seconded by Mr. Shinn that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST BY J. SARGEANT REYNOLDS COMMUNITY COLLEGE TO OFFER THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN AMERICAN SIGN LANGUAGE – ENGLISH INTERPRETATION."**

**The motion carried.**

3. Information Items

a. Status Report on Colleges' Plans to Reduce Cost of Textbooks

In June 2004, the Task Force identified possible strategies and recommendations to reduce the cost of textbooks for VCCS students. Recommendations were made at two levels, the academic level and the bookstore level. A report was provided to the State Board at its March 2005 meeting. At its January 2006 meeting, the State Board requested a summary of updated actions. Dr. Monty Sullivan, Vice Chancellor of Academic Services and Research, noted that faculty now are aware of what textbooks cost and include the ISBN number so students can shop for the best available price. Mrs. Kincheloe requested that a copy of the report be sent to Mr. Mark Fried, former State Board member who was instrumental in the establishment of the task force.

b. Update on Systemwide Guaranteed Admission Agreements with Four-Year Institutions

Mrs. Kincheloe asked Dr. Sullivan to provide the update. Dr. Sullivan noted that guaranteed admission agreements were the important first step. In every agreement, the VCCS tries to include assistance to the students. The agreement between the VCCS and Virginia Commonwealth University was the first one enacted. The VCCS received national press coverage for the agreement signed with the University of Virginia. The staff would continue to contact the remaining colleges and universities that have not signed a guaranteed admission agreement. The Chancellor stated that the Higher Education Restructuring Act provided that the agreements be uniform and noted that Vice Chancellor for Workplace Development Peter Blake suggested a part of the agreements include the tracking of VCCS students as they progress at the four-year colleges and universities. Mr. Toxopeus commended Dr. Sullivan and his staff on their efforts. The Chancellor reported that the VCCS has gained greater credibility and respect as a byproduct of the agreements.

c. Update on Chancellor's Task Force on Nursing Education Recommendations

Dr. Sullivan reported that he had met with Nursing Directors from across the Commonwealth to establish a common set of admission criteria. A consensus

was reached and now a review of the required general education courses would be undertaken. Mrs. Kincheloe noted that Mr. Lumsden led the initiative for the VCCS and the state.

C. Audit Committee – Mark R. Graham, Chair, reported.

1. Minutes - Meeting of March 15, 2006

The Committee approved the minutes of the March meeting.

2. Action Item

Consent Item

a. Proposed Changes to the FY 2006-2007 Audit Plan

Mr. Graham reported that the Financial Aid Audit could not be completed due to the significant time expended performing the Thomas Nelson Community College Special Audit. Therefore, the Audit Committee recommended approval to add the Financial Aid Audit to the FY 2006-2007 Audit Plan and to remove the Payroll Audit. (See Appendix XI.)

**A motion was made by Mr. Graham and seconded by Mr. Porter that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE ADDITION OF THE FINANCIAL AID AUDIT AND THE REMOVAL OF THE PAYROLL AUDIT TO THE FY 2006-2007 AUDIT PLAN."**

**The motion carried.**

3. Information Items

a. Consultant's Report on Visit to Thomas Nelson Community College

Mr. Graham stated that the Consultant's Report on Visit to Thomas Nelson Community College was treated as a confidential item and discussed at length by the Committee in closed session.

b. Litigation

Mr. Graham noted that litigation matters were reviewed by System Counsel in Closed Session.

c. 2006 Follow-Up Audit

With regard to the 2006 Follow-up Audit, Mr. Graham reported that appropriate and corrective actions were being taken to resolve the previously reported findings.

d. Apprenticeship Related Instruction Audit Status Report

Mr. Graham noted that significant issues had been identified in the Apprenticeship Related Instruction Audit. A plan to address the issues raised in the audit was presented to the Committee by VCCS Workforce Development Services staff.

D. Facilities Committee – Robert Shinn, Chair, reported.

1. Minutes – March 15, 2006

The Committee approved the minutes of the March meeting.

2. Action Items

Discussion Items

- a. J. Sargeant Reynolds Community College  
Parham Road Campus  
VACU – Automated Teller Machine (ATM) Kiosk

Mr. Shinn reported that J. Sargeant Reynolds Community College (JSRCC) sought approval for the installation of an automated teller machine at its Parham Road Campus. The Virginia Credit Union drive-up ATM would enhance services for students, faculty and staff. The Virginia Credit Union would be responsible for all cost associated with the installation of the ATM kiosk. The Committee recommended approval. (See Appendix XII.)

**A motion was made by Mr. Shinn and seconded by Mr. Toxopeus that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE DESIGN FOR INSTALLATION OF THE NEW AUTOMATED TELLER MACHINE BY THE VIRGINIA CREDIT UNION AT J. SARGEANT REYNOLDS COMMUNITY COLLEGE, PARHAM ROAD CAMPUS, AS SUBMITTED."**

**The motion carried.**

- b. Lord Fairfax Community College  
Middletown Campus  
Workforce Services Development Center  
Schematic Drawing Review

Mr. Shinn noted that Lord Fairfax Community College (LFCC) requested approval of the schematic drawing for its Workforce Services Development Center on its Middletown Campus. Funding for the Center was approved as part of the 2002 General Obligation Bond package, with additional appropriations approved by the 2003 General Assembly Session. The Committee recommended approval. (See Appendix XIII.)

**A motion was made by Mr. Shinn and seconded by Ms. Ahmed that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS OF THE WORKFORCE SERVICES DEVELOPMENT CENTER AT LORD FAIRFAX COMMUNITY COLLEGE MIDDLETOWN CAMPUS AS SUBMITTED."**

**The motion carried.**

- c. Germanna Community College  
Locust Grove Campus  
Construction Maintenance Buildings  
Schematic Drawing Review

Mr. Shinn reported that in 2002 an umbrella project for the design and construction of various maintenance buildings in the VCCS. One of these was on the Locust Grove Campus of Germanna Community College. The original cost estimate was one-half the current construction cost and reflects the increased construction costs in that area. The Committee unanimously recommended approval of the schematic drawing. (See Appendix XIV.)

**A motion was made by Mr. Shinn and seconded by Mrs. Kincheloe that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS OF THE CONSTRUCTION MAINTENANCE BUILDING ON THE LOCUST GROVE CAMPUS OF GERMANNA COMMUNITY COLLEGE AS SUBMITTED."**

**The motion carried.**

- d. Germanna Community College  
Approval to Establish a Real Estate Foundation

Mr. Shinn stated that institutions of higher education were forming real estate foundations to act as companions to the educational foundations. Germanna Community College requested approval to establish a real estate foundation as a means of managing and developing real property that might be acquired through various means to the benefit of the college. Mr. Hancock remarked it was prudent to separate the real estate holdings from the education endowments because any liability, such as an environmental liability, that is attached to real property would not be attached to the holdings of the educational foundation or the college. The Committee unanimously recommended approval. (See Appendix XV.)

**A motion was made by Mr. Shinn and seconded by Mr. Marshall that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES GERMANNA COMMUNITY COLLEGE TO ESTABLISH A REAL ESTATE FOUNDATION IN ACCORDANCE WITH ARTICLES OF INCORPORATION AND BYLAWS WHICH COMPLY IN ALL RESPECTS WITH THE REQUIREMENTS OF THE VCCS POLICY MANUAL AND APPLICABLE LAWS."**

**The motion carried.**

- e. Southwest Virginia Community College  
Establishment of Off-Campus Site

Mr. Shinn reported that Southwest Virginia Community College (SWVCC) sought approval to relocate its 15 year old off-campus site for the Buchanan County region to the campus of the Appalachian School of Law. A great opportunity, the proposed facility, the Boothe Center, will be a part of the Grundy Higher Education Precinct, a public-private partnership to provide seamless higher education for the citizens of Buchanan County. SWVCC's participation is essential to the success of the 2+2+2 partnership (community college + four year college + graduate school) and to economic development in the region. The Committee unanimously recommended approval. (See Appendix XVI.)

**A motion was made by Mr. Shinn and seconded by Mr. Toxopeus that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES THE ESTABLISHMENT OF AN OFF-CAMPUS SITE FOR SOUTHWEST VIRGINIA COMMUNITY COLLEGE AT THE APPALACHIAN SCHOOL OF LAW. THE AUTHORIZATION IS CONTINGENT UPON SATISFYING ALL APPLICABLE REQUIREMENTS BY THE STATE AND STATE BOARD POLICY."**

**The motion carried.**

3. Information Items:

- a. Virginia Community College System  
2006-08 Budget Update

Mr. Shinn remarked that the VCCS was in a holding pattern awaiting the actions of the General Assembly.

- b. Virginia Community College System Contract Awards

Mr. Shinn stated that the status of contract awards was provided.

- c. Virginia Community College System  
Status Report on Capital Outlay Projects

Mr. Shinn noted that with huge enrollment increases projected by SCHEV, the VCCS had huge needs that would need continually strong capital budgets. Mr. Porter questioned if the Workforce Development Centers were really working. He wondered if their impact had been assessed. In response, it was noted that the General Assembly provided little state funding for workforce development. Therefore, it was necessary for the VCCS to develop a plan to convince the Governor of the need for more funding.

- d. Virginia Community College System  
Future State Board Items

Mr. Shinn noted that a list of foreseeable items planned for State Board approval in the next twelve months was provided.

E. Budget and Finance Committee – Alan G. Toxopeus, Chair, reported.

- 1. Minutes - Meeting of March 15, 2006

The Committee approved the minutes of the March meeting.

- 2. Action Items

- a. (1) Suggested Revisions to the VCCS Policy Manual, §2A.X.G.6a-b,  
Educational Foundations – Reporting Requirements

Mr. Toxopeus asked Mr. David Mair, Controller, to give the report on the suggested revisions to the Policy Manual. Mr. Mair noted that proposed changes were to clarify the annual financial reporting requirements for the foundations of the VCCS by removing outdated language and more clearly defining the reporting requirements. The Committee recommended approval. (See Appendix XVII.)

**A motion was made by Mr. Toxopeus and seconded by Mr. Mitchell that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED CHANGED TO *VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL SECTION 2A.X.G.6a-b.*"**

**The motion carried.**

- (2) Suggested Revisions to Section 4.3 of the VCCS Policy Manual: - §4.3.2.0 – Tuition Refund Eligibility, §4.3.2.1 – Tuition Refund Procedures, and §4.3.1.2 - Standardized Test Fees

Mr. Mair reported that changes were proposed to the VCCS Policy Manual to remove outdated language regarding tuition refund eligibility and refund procedures and to clarify VCCS policy for standardized placement test fees. The Committee recommended approval. (See Appendix XVIII.)

**A motion was made by Mr. Toxopeus and seconded by Mr. Shinn that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED CHANGES TO THE *VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL SECTION 4.3.2.0, SECTION 4.3.2.1, AND SECTION 4.3.1.2.*"**

**The motion carried.**

- b. Increase in Mandatory Non-Educational and General Program Fees at the following colleges:

Mr. Toxopeus noted that action for the next seven items would be included in one motion. He noted that State Board policy required approval of any fee increase and the Appropriations Act limited any fee increase to no more than \$15 per year. Each community college must document the cost justification for the fee increase. The Committee recommended approval of all six requests.

- (1) Danville Community College – Student Activity Fee

Danville Community College (DCC) requested approval to increase its student activity fee from \$0.50 per credit hour to \$1 per credit hour, effective Fall Semester 2006. (See Appendix XIX.)

- (2) Eastern Shore Community College – Student Activity Fee

Eastern Shore Community College (ESCC) requested approval to increase its student activity fee from \$0.50 per credit hour to \$1 per credit hour, effective Fall Semester 2006. (See Appendix XX.)

- (3) J. Sargeant Reynolds Community College – Parking Fee and Student Activity Fee

J. Sargeant Reynolds Community College (JSRCC) requested approval to increase its parking fee from \$4 to \$4.50 and its student activity fee from \$0.90 per credit hour to \$1.40 per credit hour, effective Fall Semester 2006. (See Appendix XXI.)

- (4) New River Community College – Student Activity Fee

New River Community College (NRCC) requested approval to increase its student activity fee from \$0.35 per credit hour to \$0.75 per credit hour, effective Fall Semester 2006. (See Appendix XXII.)

- (5) Northern Virginia Community College – Parking Fee

Northern Virginia Community College (NVCC) requested approval to increase its parking fee from \$45 to \$55 per semester, effective Fall Semester 2006. The additional revenues will assist in paying the debt service on the parking auxiliary fund at NVCC. (See Appendix XXIII.)

- (6) Patrick Henry Community College – Student Activity Fee

Patrick Henry Community College (PHCC) requested approval to increase its student activity fee from \$0.83 per credit hour to \$1.33 per credit hour, effective Spring 2007. (See Appendix XXIV.)

**A motion was made by Mr. Toxopeus and seconded by Ms. Ahmed that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUESTS FROM DANVILLE COMMUNITY COLLEGE, EASTERN SHORE COMMUNITY COLLEGE, J. SARGEANT REYNOLDS COMMUNITY COLLEGE, NEW RIVER COMMUNITY COLLEGE, NORTHERN VIRGINIA COMMUNITY COLLEGE, AND PATRICK HENRY COMMUNITY COLLEGE TO INCREASE PARKING FEES AND/OR STUDENT ACTIVITIES FEES, AS SUBMITTED."**

**The motion carried.**

- (7) J. Sargeant Reynolds Community College – Parking Fee  
Downtown Campus

J. Sargeant Reynolds Community College (JSRCC) requested approval to increase its parking fee from \$4.50 to \$6 per credit hour, effective Fall Semester 2007, in order to enter into an agreement with the Virginia Biotechnology Research Park to lease two levels of the four-level parking deck under construction and closer to the Downtown Campus than auxiliary parking now available. The increase would be contingent upon a language change to the Appropriations Act in the 2007 General Assembly Session. (See Appendix XXV.)

**A motion was made by Mr. Toxopeus and seconded by Ms. Johnson that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES, CONTINGENT UPON A LANGUAGE CHANGE IN THE APPROPRIATION ACT ENACTED PURSUANT TO ACTION OF THE 2007 SESSION OF THE GENERAL ASSEMBLY WHICH AUTHORIZES INCREASES GREATER THAN \$0.50 PER CREDIT HOUR FOR PARKING FACILITIES, THE REQUEST FROM J. SARGEANT REYNOLDS COMMUNITY COLLEGE TO INCREASE THE PARKING FEE FROM \$4.50 TO \$6.00 PER CREDIT HOUR, EFFECTIVE FALL SEMESTER 2007 IN ORDER FOR J. SARGEANT REYNOLDS COMMUNITY COLLEGE TO ENTER INTO AN AGREEMENT WITH THE VIRGINIA BIOTECHNOLOGY RESEARCH PARK TO LEASE TWO LEVELS OF A FOUR LEVEL PARKING DECK FOR THE PERIOD OF TEN YEARS AT AN APPROXIMATE COST OF \$250,000 ANNUALLY. ABSENT SUCH LANGUAGE CHANGE IN THE 2007 SESSION, THAT THE STATE BOARD FOR COMMUNITY COLLEGES APPROVE A \$0.50 INCREASE PER YEAR IN EACH YEAR EFFECTIVE FALL SEMESTER 2007, FALL SEMESTER 2008, AND FALL SEMESTER 2009."**

**The motion carried.**

- c. Germanna Community College – Approval to Transfer the Duval Student Loan Fund to the Foundation to Establish the Duval Scholarship Endowment (Section 2.X.G.5 – Investment and Disbursement of Foundation funds, Item C – and Section 4.2.2a – Local Community College Funds

Mr. Toxopeus reported that many years ago the Duval Dickinson family donated funds to endow a student loan fund. The family now wishes to make changes to their student aid program to include the transfer of assets to the Germanna Community College (GCC) Educational Foundation, Inc. for management and

investment. The Committee unanimously recommended approval subject to some revision to the legal language. (See Appendix XXVI.)

**A motion was made by Mr. Toxopeus and seconded by Mrs. Kincheloe that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES GERMANNA COMMUNITY COLLEGE TO TRANSFER THE TOTAL ASSETS OF \$54,051.76 OF THE DUVAL LOAN PROGRAM TO THE GERMANNA COMMUNITY COLLEGE EDUCATIONAL FOUNDATION TO BE ADMINISTERED AS THE DUVAL SCHOLARSHIP ENDOWMENT."**

**The motion carried.**

3. Information Items

a. Military Tuition Policy Update to Reflect HB 695/SB 121

Mr. Toxopeus asked Mrs. Pam Currey, Associate Vice Chancellor for Budget and Planning, to provide the update. Mrs. Currey noted that active duty military dependents would be eligible for in-state tuition effective July 2006. Until the 2006-2007 biennial budget is adopted, it was impossible to determine if specific funding would be provided for these students.

b. Update on Budget Actions of the 2006 General Assembly Session

This item was discussed earlier in the meeting.

VIII. EXECUTIVE COMMITTEE/CHAIR'S REPORT

A. Minutes – Meeting of January 18, 2006

The Committee approved the minutes of the March meeting.

At this time, the Chairman called a two-minute recess.

B. Chancellor's Evaluation 2005-2006, Establishment of Chancellor's Goals 2006-2007, and Chancellor's Compensation 2006-2007  
(Closed Session)

Mr. Lumsden stated that he would entertain a motion to go into closed session.

**A motion was made by Mr. Shinn and seconded by Mr. Toxopeus that:**

**"IN ACCORDANCE WITH SECTION 2.2-3711(A)(1) OF THE CODE OF VIRGINIA, I MOVE THAT THE STATE BOARD FOR COMMUNITY COLLEGES CONVENE IN CLOSED SESSION TO DISCUSS PERSONNEL MATTERS RELATING TO SPECIFIC OFFICERS, APPOINTEES, OR EMPLOYEES OF THE VCCS, SPECIFICALLY THE CHANCELLOR'S CONTRACT AND GOALS."**

**The motion carried.**

Closed Session: 11:40 a.m.  
Open Session: 12:10 p.m.

**A motion was made by Mr. Hancock and seconded by Mr. Toxopeus that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES RECONVENES IN OPEN SESSION."**

**The motion carried.**

The Chancellor will now take a recorded vote that will be included in the minutes certifying that only such public business identified in the motion to convene in Closed Session was discussed. (See Appendix XXVII.).

At this time, the Chancellor recorded the vote for the Certificate of Closed Session

AYES: Ms. Ahmed, Mr. Graham, Mr. Hancock, Ms. Johnson, Ms. Kincheloe, Mr. Lumsden, Mr. Marshall, Mr. Mitchell, Mr. Porter, Mr. Reagan, Mr. Shinn, and Mr. Toxopeus.

NAYS: There were none.

OTHERS PRESENT Dr. Glenn DuBois

DURING

CLOSED SESSION:

Mr. Lumsden reported that the Chancellor's performance evaluation was conducted. He expressed his appreciation to the Chancellor for his outstanding leadership and congratulated him for a job well done. Mr. Lumsden stated that the Chancellor's Goals for 2006-2007 were reviewed.

**A motion was made by Ms. Kincheloe and seconded by Mr. Marshall that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CHANCELLOR'S CONTRACT AND GOALS."**

**The motion carried.**

- C. Resolution of Appreciation to Southern Virginia Higher Education Center for Hosting the March State Board Meeting

Mr. Lumsden stated that the Executive Committee approved the proposed resolution to the Southern Virginia Higher Education Center.

**A motion was made by Mr. Hancock and seconded by Ms. Kincheloe that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE RESOLUTION OF APPRECIATION TO THE SOUTHERN VIRGINIA HIGHER EDUCATION CENTER AS PROPOSED."**

**The motion carried.**

D. Board Self-Evaluation

Mr. Lumsden thanked the members of the State Board for completing the self-evaluation. The results were reviewed by the Executive Committee with particular attention to improving the orientation of new board members.

Dr. DuBois noted that this was the last State Board meeting for Mrs. Dale Andrews. She was not only his secretary but also the secretary to the State Board. At that time, he presented her with a gift of appreciation.

Also, the Chancellor stated that this was Mr. Lumsden's last meeting as Chair. He recognized Mr. Lumsden's sense of commitment and passion for the mission of the VCCS. Mr. Lumsden was a tremendous resource and a great leader for the State Board and the VCCS. The Chair remarked how he had taken away far more than he had given and would do all he could to support the Board and the VCCS in the future.

E. Leadership Video

This item was not addressed.

IX. OTHER BUSINESS

A. Board Election

Mr. Lumsden stated that, under the State Board policy, candidates were to announce their interest in serving as officers of the State Board at the March meeting. Mr. Alan Toxopeus had expressed his interest in serving as Chair and Mr. Mark Graham had expressed his interest in serving as Vice Chair.

Mr. Lumsden stated that nominations were now in order for chairman and vice chairman of the State Board for Community Colleges for 2006-2007.

**A motion was made by Mr. Hancock and seconded by Mr. Shinn that:**

**THE STATE BOARD FOR COMMUNITY COLLEGES ACCEPTS THE NOMINATION OF MR. ALAN TOXOPEUS AS CHAIRMAN AND Mr. MARK GRAHAM AS VICE CHAIRMAN OF THE STATE BOARD FOR COMMUNITY COLLEGES FOR 2006-2007."**

**The motion carried unanimously.**

Mr. Alan Toxopeus was unanimously elected Chairman of the State Board for Community Colleges for 2006-2007. Mr. Mark Graham was unanimously elected Vice Chairman of the State Board for Community Colleges for 2006-2007.

X. ADJOURNMENT

**A motion was made by Mr. Porter and seconded by Mr. Marshall that:**

**"THE STATE BOARD FOR COMMUNITY COLLEGES MAY 2006 MEETING BE ADJOURNED."**

**The motion carried.**

The meeting was adjourned at 12:25 p.m.

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Chris A. Lumsden, Chair

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Glenn DuBois, Secretary

GD/sbh

## APPENDIX I

TITLE: ANNUAL ADOPTION OF THE FACULTY COMPENSATION PLAN

### BACKGROUND:

Annually at the May meeting of the State Board, adjustments to the faculty compensation plan are made in anticipation of establishing faculty contracts for the subsequent academic year and in establishing salary ranges for VCCS faculty-rank positions. At the time of its March meeting, the General Assembly had recommended General Fund support for faculty salary increases of approximately 4% for the VCCS. In anticipation of that support, and in keeping with goals related to Dateline 2009, at the March meeting the State Board approved an average increase of 6.19% for instructional faculty and adjunct faculty salaries. An increase of up to 6.19 % was also approved for administrative faculty if the college ratio of administrative faculty salaries to instructional faculty salaries does not exceed 135%. Although at this time, the General Assembly has not yet completed work on the budget for 2006-08, faculty salary planning is proceeding with the assumption that a final budget will be approved with recommendations similar to those currently pending. Therefore, the 2005-2006 minimum and maximum salary ranges for administrative and instructional faculty positions and for adjunct faculty have been increased by 6.19% to reflect the State Board actions.

At the March meeting, the State Board also approved an increase in the tuition differential for Northern Virginia Community College, partially to support improved faculty salaries for the College. Without knowing what the total budget will finally be, it is difficult to determine the total amount of funding that may be available at the College to provide additional funds for salary increases. The president of the College has asked that additional flexibility in the salary scales for NVCC be provided to accommodate the possibility of higher increases, however.

The System Salary Scale, the Northern Virginia Community College Salary Scale (with the historical 8% differential incorporated), and the Adjunct Salary Scale follow this page.

### RECOMMENDATION:

It is recommended that the State Board approve the attached salary scales, subject to approval of a budget for 2006-07 by the General Assembly and Governor that includes General Funds to support a faculty salary increase of approximately 4% for the VCCS. Should the appropriated increase be significantly below the 4%, the Chancellor shall confer with the Chairman of the State Board to determine if subsequent action of the State Board is required. It is further recommended that the Chancellor be given authority to approve up to no more than a 5% increase in the NVCC faculty salary scales for 2006-07 should that be required based on the availability of additional resources for the College.

### RATIONALE:

Pending action of the General Assembly and Governor, new salary scales are required to reflect the actions of the State Board to provide average salary increases for faculty of 6.19% in keeping with goals of Dateline 2009.

### RESOURCE PERSON:

Dr. Christopher D. Lee  
Associate Vice Chancellor  
Human Resource Services  
System Office  
804-819-4685

## APPENDIX II

TITLE: ANNUAL ADOPTION OF THE PRESIDENTIAL SALARY SCALE

**BACKGROUND:**

At each May meeting, the State Board adopts a presidential salary scale for the upcoming academic year that is intended to reflect the salary increases provided by the Governor and General Assembly and to reflect the salary ranges authorized for new presidential hires. The salary scale is then submitted to the Governor for approval. The structure proposed for 2006-2007 reflects the current salary scale increased by 4.0%.

**RECOMMENDATION:**

It is recommended that the State Board increase the VCCS presidential salary scale by 4.0%, subject to final action of the General Assembly. It is further recommended that should the General Assembly appropriate a different increase, that the Chancellor should change the salary scale accordingly upon conferring with the Chairman of the State Board. Subsequently the scale is to be submitted to the Governor for his approval.

**RATIONALE:**

While in session, the 2006 General Assembly proposed increases of 4% for the state salary component of compensation provided to presidents of institutions of higher education, however no final action has been taken at this time. The proposed 4.0% increase to the presidential salary scale will be in keeping with those recommendations and provide a salary increase to current presidents in order to keep the VCCS competitive when recruiting to fill presidential vacancies. A copy of the VCCS Presidential Salary scale follows this page.

**RESOURCE PERSON:**

Dr. Christopher D. Lee  
Associate Vice Chancellor  
Human Resource Services  
System Office  
804-819-4685

### APPENDIX III

TITLE: REVISIONS TO THE FACULTY COMPENSATION POLICY

**BACKGROUND:**

As a part of our efforts to make the VCCS compensation policies more competitive and more useful to the colleges in attracting and retaining quality faculty, the Faculty Compensation Policy has been updated to bring the compensation policies for instructional faculty in line with those for administrative/professional faculty and with those for classified employees. The attached changes were first reviewed by the Advisory Council of Presidents as an information item at its February 2006 meeting. The ACOP approved the revisions at its April meeting. The major changes are as follows:

Establishing starting salaries using the full academic rank range based on current salary, experience, and educational background rather than a formula.

Colleges may make competitive offers to an existing faculty member deemed critical to the college or the System Office who has received an employment offer at a higher salary from another employer. This includes one counter offer if the employer is another VCCS community college.

Faculty may be offered a supplement of from 0 to 10% for a substantial additional assignment or an alternate work schedule.

**RECOMMENDATION:**

It is recommended that the State Board approve the revisions to the Faculty Compensation Policy. The policy follows this page.

**RATIONALE:**

The proposed revisions to the Faculty Compensation Policy will provide the colleges with greater flexibility in the administration of instructional faculty salaries.

**RESOURCE PERSON:**

Dr. Christopher D. Lee  
Associate Vice Chancellor  
Human Resource Services  
System Office  
804-819-4685

## APPENDIX IV

TITLE: VOLUNTARY EARLY RETIREMENT INCENTIVE PROGRAM

BACKGROUND:

At its December 2005 meeting, the Advisory Council of Presidents approved guidelines for implementation of an early retirement incentive program. The program was also approved by the State Board at its January 2006 meeting. Since that time, it has been found that there are multiple provisions in the Appropriation Act as well as the Code of Virginia that govern such programs. As a result of reviewing the additional requirements of the state, it has been determined that some constraints need to be added to the plan previously presented to the State Board. The attached draft reflects those changes. The most substantial changes are those that restrict the program to teaching faculty only, add a requirement to establish limits on the total cost of the program, and include a provision that surviving spouses of retirees who pass away before the end of the contract period will be eligible to receive continuation of up to one-half the monthly amount previously agreed upon for the remaining duration of the original contract period.

The new language is based on the provisions of the Code of Virginia regarding the age and years of service of faculty that are deemed eligible for the program. The Appropriations Act allows the State Board to modify the provisions of the Code, however it is suggested that the plan not deviate too far from those original provisions. The Appropriations Act language can be easily changed each year while making changes to the Code is a more difficult process. The same is true of the provisions regarding the limits on the total cost of the program.

The attached draft has been reviewed by outside legal counsel as required by the Office of the Attorney General. It must also be approved by the Governor.

RECOMMENDATION:

It is recommended that the State Board approve the revisions to the Voluntary Retirement Incentive Program. Further the System Office is directed to pursue the distribution of payments to retirees in a manner that is cost effective for System, Colleges and retirees. The policy follows this page.

RATIONALE:

The Voluntary Retirement Incentive Policy will provide the College presidents with a management tool that may be used to realign faculty resources to meet the program needs of the Colleges.

RESOURCE PERSON:

Dr. Christopher D. Lee  
Associate Vice Chancellor  
Human Resource Services  
System Office  
804-819-4685

## APPENDIX V

### TITLE: 2006-2007 NINE-MONTH ADMINISTRATIVE AND PROFESSIONAL FACULTY AND TWELVE-MONTH TEACHING FACULTY APPOINTMENTS

#### BACKGROUND:

Regular full-time teaching faculty normally hold nine-month appointments for the academic year beginning August 16 and ending May 15. Administrative and professional faculty are employed on a twelve-month basis beginning July 1 and ending June 30. Certain colleges have justifications for employing twelve-month administrators and professionals for nine months. Other colleges have requirements for nine-month teachers to participate in year-round programs, administrative duties or sponsored programs over a twelve-month period.

#### RECOMMENDATION:

It is recommended that the State Board approve nine-month administrative positions and the twelve-month teaching positions as requested by the colleges. A list of all requested exceptions follows this page.

#### RATIONALE:

These contract terms which are an exception to policy allow the colleges to staff according to the needs of the college programs.

#### RESOURCE PERSON:

Dr. Christopher D. Lee  
Associate Vice Chancellor  
Human Resource Services  
System Office  
804-819-4685

## APPENDIX VI

TITLE: PROPOSED POLICY DELETION TO POLICY MANUAL SECTION 6.4.2.6.  
APPLICATIONS AND REPORTS

### BACKGROUND:

The Policy Manual prescribes that each college will submit to the VCCS a copy of its annual Institutional Application to participate in federal financial assistance programs. These applications are currently being submitted directly to the United States Department of Education in an electronic format.

### ACTION RECOMMENDED:

It is recommended that the following be removed from the VCCS Policy Manual: "Each college which completes an annual Institutional Application to participate in Federal student financial assistance programs shall annually forward a copy of the completed application to the Systems Office."

### PREVIOUSLY REVIEWED BY:

Academic and Student Affairs Council, March, 2006

### RATIONALE:

Colleges are no longer submitting to the VCCS a paper or electronic copy of the annual Institutional Application to participate in federal student financial assistance programs and have not for a number of years. Downloading and printing this annual report, as well as mailing it to the System Office, creates extra time and effort on the individual college's part. The proposed change is therefore designed to align VCCS policy with actual practice.

### RESOURCE PERSON:

Dr. Monty Sullivan  
Vice Chancellor  
Academic Services & Research  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu)  
804-819-4972

Ms. Jennifer Allman  
Director of Student Support Services  
[jallman@vccs.edu](mailto:jallman@vccs.edu)  
804-819-4971

## APPENDIX VII

TITLE: PROPOSED REVISIONS TO THE VCCS POLICY MANUAL REGARDING  
REPEAT COURSES SECTION 5.6.3 (9/05) REPEATING A COURSE

BACKGROUND:

Proposed policy revisions are included for:

- III.A.2.b.(1) Section 5.6.3 (9/05) Repeating a Course
- III.A.2.b.(2) Section 5.6.0.3.1 (9/05) Cumulative Grade Point Average
- III.A.2.b.(3) Section 5.6.0.3.2 (9/05) Curriculum Grade Point Average

Various VCCS policy changes are necessary to clarify language regarding the difference between a student repeating a particular course and courses that may be designated as repeatable for credit in the master course file. At some colleges, this policy has been interpreted as the blanket approval of multiple (beyond two) enrollments in a course, rather than approval on an individual student basis. ACOP approved revisions to Sections 5.6.3, 5.6.0.3.1 and 5.6.0.3.2 at its April 2006 meeting. Minor revisions to Section 5.6.3 and revisions to Sections 5.6.0.3.1 and 5.6.0.3.2 are presented here for SBCC consideration.

At its March 2006 meeting, the ASAC Educational Programs Committee discussed criteria and rationale for a course to be designated as "repeatable for credit" in the master course file. The committee favored a narrow view that aside from general usage courses, courses designated as repeatable for credit have as their major purpose the development and maintenance of proficiencies that require certification and re-certification at periodic instances, such as in a health-related or technology field. Implementation of the policy revisions proposed here will include a review of courses in the master course file with regard to the repeatable for credit designation.

ACTION RECOMMENDED:

That the State Board for Community Colleges approve the proposed revisions to Section 5.6.3 (9/05) Repeating a Course, Section 5.6.0.3.1 (9/05) Cumulative Grade Point Average, and Section 5.6.0.3.2 (9/05) Curriculum Grade Point Average of the VCCS Policy Manual.

PREVIOUSLY REVIEWED BY:

VCCS Academic Services and Research staff  
VCCS Academic and Student Affairs Council (approved March 2006)  
VCCS Advisory Council of Presidents (approved April 2006)

RATIONALE:

These policy changes will clarify policies on courses repeatable for credit and resultant computations for curriculum and cumulative GPA.

RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research, [msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Ms. Jennifer Allman, Director of Student Services, [jallman@vccs.edu](mailto:jallman@vccs.edu), 804.819.4971

## APPENDIX VIII

TITLE: PROPOSED REVISION TO SECTION 5 OF THE VCCS POLICY MANUAL ON THE DEFINITION OF MAJOR

### BACKGROUND:

At the June 2002 ASAC meeting, Dr. Barbara Wyles reported that the State Council of Higher Education's new Program Approval Guidelines (effective May 1, 2002) was forcing the VCCS to re-examine the VCCS curricular structure and program classification system. The 2002 SCHEV guidelines, for the first time, defined a "major" and required that all curricula classified under a given CIP Code must include a common core of courses (e.g. 25% of the total credit hours, excluding general education, in a baccalaureate degree program). The VCCS was given additional time (beyond May 1, 2002) to review its curricular (CIP) structure, define a "major" for associate degree programs, and identify those degree programs that did not share a common core. The VCCS would then have to request new CIP codes for any programs that did not meet the new criteria. ASAC recommended a procedure for conducting the review, but in the absence of consistent staff support from the VCCS little progress was made from Fall 2002- Fall 2005.

In Fall 2005, a subcommittee of the Educational Programs Committee examined the VCCS curricular structure and prepared recommendations for modifications to course titles and CIP code classifications. The subcommittee also drafted policy language to define a "major" and align VCCS policy with SCHEV guidelines.

Proposed policy revisions are included for:

- III.A.2.c.(1) Section 5.6.3 (9/05) Repeating a Course
- III.A.2.c.(2) Section 5.6.0.3.1 (9/05) Cumulative Grade Point Average
- III.A.2.c.(3) Section 5.6.0.3.2 (9/05) Curriculum Grade Point Average

### ACTION RECOMMENDED:

That the State Board for Community Colleges approve the proposed policy changes to define a "major" for associate degrees.

### PREVIOUSLY REVIEWED BY:

- ✓ VCCS Academic Services and Research staff
- ✓ VCCS Academic and Student Affairs Council (approved March 2006)
- ✓ VCCS Advisory Council of Presidents (approved April 2006)

### RATIONALE:

These proposed changes will bring VCCS policy language into alignment with the language in SCHEV's policies for program approvals. They are also consistent with SACS policy that requires a general education core of 25% of the total credits in the degree. Finally, the proposed changes are consistent with current VCCS policy (Note "e" in Table 5.1), which states "AAA/AAS degree students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major." A program that contains a 15 hour core and a 15 hour specialization would meet this 30 hour requirement.

### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor,  
Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood,  
Asst. Vice Chancellor,  
for Educ. Programs & Instr. Technology,  
[swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

## APPENDIX IX

TITLE: APPROVAL OF GENERAL EDUCATION GOALS, OUTCOMES, AND COMPETENCY MODEL

### BACKGROUND:

The VCCS Task Force on General Education and Table 5.1 was charged in 2004 with examining the current status of general education in relationship to SCHEV core competencies requirements and SACS guidelines for general education. While the Task Force was also charged with examining Table 5.1 (distribution requirements for degree programs), the work of the Task Force over the past year has focused on the general education component of the charge.

The Task Force discussed general education in the context of the skills, knowledge, and values degree graduates need to be *generally educated citizens*. Current VCCS policy identifies eight content areas for general education. SCHEV identifies six core competency areas. SACS requires a general education component that includes a minimum of 15 semester hours with one course each from the humanities/fine arts; social/behavioral sciences; and natural science/mathematics. SACS further requires that these courses be general in nature and not “narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.”

VCCS policy uses descriptive terms to inform and guide faculty and administrators in interpreting general education requirements. In response to SCHEV’s mandate to assess student learning in six core competency areas, the VCCS engaged faculty system-wide in developing student learning outcomes and measures for assessing student performance. Based on that work, the Task Force mapped the learning outcomes developed for the six core competencies back to the VCCS general education requirements and developed outcomes for the remaining core areas of general education—Cultural and Social Understanding and Personal Development. The final result was the development of learning outcomes in seven areas that encompass general education: Communication (oral and written), Critical Thinking, Cultural and Social Understanding, Information Literacy, Personal Development, Quantitative Reasoning, and Scientific Reasoning.

The Task Force examined several models for general education including common core models (all students take a common core of courses), course distribution models (students select from a “cafeteria” of courses), and competency-based models (all students must achieve the required learning outcomes regardless of the courses they take). The Task Force is recommending a competency-based model, rather than a course-based model for general education in the VCCS, providing maximum flexibility for colleges to align VCCS general education requirements, SCHEV core competencies, and SACS general education (and institutional effectiveness) requirements under one outcomes-based initiative. If adopted, the competency-based model will become the foundation of a more flexible course distribution model that will be used to update Table 5.1. Colleges will still be required to demonstrate student achievement of general education goals and outcomes through a comprehensive assessment process as outlined in SACS *Comprehensive Standards of the Principles of Accreditation* (3.5.1).

## APPENDIX IX continued

The ASAC Educational Programs Committee reviewed the proposed general education goal areas, student learning outcomes, and competency model at its March 2006 meeting. A slight revision was made. The revised set of general education goal areas and student learning outcomes, together with the competency-based model of general education were approved by ASAC.

### ACTION RECOMMENDED:

That the State Board for Community Colleges approve adoption of:

the seven goal areas that encompass general education in the VCCS  
the competency-based model of general education

### PREVIOUSLY REVIEWED BY:

VCCS Academic Services and Research staff  
VCCS Academic and Student Affairs Council (approved March 2006)  
VCCS Advisory Council of Presidents (approved April 2006)

### RATIONALE:

This competency-based model of general education was developed through a faculty-driven review process with system-wide input. The Task Force reached consensus about the purposes of general education in the VCCS curricular structure and revised the goals and objectives based on input from faculty and academic deans system-wide.

AAC&U has identified Virginia's core competencies as an effective model for other states to follow in assessing student learning. According to AAC&U's Principles of Good Practice for the "new academy," "...colleges and universities will model the purposeful action—the intentionality—they expect of their students. Faculty members will focus more centrally on goals for student learning in both courses and programs, not just on the subject matter taught or the number of credits earned. Leaders will use resources strategically to build a culture centered on learning." Adoption of the competency-based model of general education aligns Virginia's community colleges with current thinking in higher education that "a practical liberal education is the best preparation for all students in a rapidly changing world." Furthermore, the model provides an effective framework for VCCS colleges to respond to requests from stakeholders for evidence of the knowledge, skills and attitudes achieved by degree graduates.

### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research, [msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

APPENDIX X

**TITLE: PROGRAM APPROVAL—ASSOCIATE OF APPLIED SCIENCE IN AMERICAN SIGN LANGUAGE – ENGLISH INTERPRETATION**

**BACKGROUND:**

J. Sargeant Reynolds Community College (JSRCC) proposes the establishment of an Associate of Applied Science degree in American Sign Language – English Interpretation (ASL-EI). This is a five-semester, 68-credit curriculum. Graduates of this program will be prepared for full-time or part-time employment as interpreters in school systems or as freelance interpreters in medium to large metropolitan areas.

JSRCC has been considered a leader in the Commonwealth for training students to communicate with individuals who are hearing impaired. Along with New River, JSRCC has been teaching courses in American Sign Language and Interpreting since 1983. New River Community College was the first institution to offer a two-year diploma program entitled Interpreting for the Hearing Impaired, which JSRCC also began offering in fall 1986. Both institutions later discontinued the diploma program and replaced it with career studies certificates: American Sign Language and Educational Interpreting. JSRCC's curriculum has been used as a model for other ASL programs in the VCCS, including Germanna, NVCC-Annandale, and Thomas Nelson.

JSRCC's ASL and Interpreter Education programs serve different areas of the state. JSRCC's programs provide training for individuals as far north in Virginia as Stafford and Fredericksburg. JSRCC has been working with Germanna Community College over the past several years in delivering ASL courses to Germanna students via compressed video. Northern Virginia's ASL-EI programs serve individuals beyond Stafford and further north throughout Northern Virginia. New River's programs serve the Roanoke and surrounding areas of the Commonwealth.

**ACTION RECOMMENDED:**

It is recommended that the State Board for Community Colleges approve that J. Sargeant Reynolds Community College be approved to offer the Associate of Applied Science degree in American Sign Language – English Interpretation.

**PREVIOUSLY REVIEWED BY:**

JSRCC Curriculum Committee and College Board (approved November 3, 2005)  
VCCS Academic Services and Research staff

## APPENDIX X Continued

### RATIONALE:

According to the National Association of the Deaf (NAD), there are currently 28 million deaf and hard of hearing Americans out of 54 million individuals with disabilities (see e-mail from Deborah L. Jacobs, NAD, to Jackie Bourque, July 6, 2005, on file in the Office of Institutional Effectiveness, JSRCC). Federal law, most recently the Americans with Disabilities Act (ADA), requires the provision of reasonable accommodations to persons with disabilities by various entities. First, most employers are required to make the work place accessible for persons with disabilities, including persons who are deaf. When requested by a deaf employee, the provision of a sign language interpreter often places the work place in compliance with the federal law. In this setting, interpreters are commonly employed for staff meetings, performance reviews, and job training. Public places are also required to make services accessible for deaf people; interpreters are commonly used in health care settings, government meetings, and performing arts/recreation events. While not required under federal legislation, interpreters are frequently provided during religious services and ceremonies.

The additional funds for personnel, equipment, and facilities will be covered by a Virginia Department of Education Grant, legislated funding from the VCCS, VCCS Technology reimbursement and increased enrollments. Only two additional adjunct instructors will be required by the second year of the program.

### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

## APPENDIX XI

### TITLE: PROPOSED CHANGES TO THE FY 2006-2007 AUDIT PLAN

#### BACKGROUND:

The VCCS Internal Audit Department's Audit Plan for FY 2006-2007 was approved by the State Board for Community Colleges at its May 2005 meeting. During FY 2006, the VCCS Internal Audit Department could not complete the Financial Aid Audit because of the significant time expended while performing the Thomas Nelson Community College Special Audit.

#### RECOMMENDATION:

The VCCS Internal Audit Department recommends that the Financial Aid Audit be added to the FY 2006-2007 Audit Plan. In order to accommodate this change, the VCCS Internal Audit Department recommends that the Payroll Audit be removed from the FY 2006-2007 Audit Plan.

#### RATIONALE:

Prior Financial Aid Audits that were performed by the VCCS Internal Audit Department have identified a number of compliance and operational issues. In addition, the Auditor of Public Accounts (APA) performs an annual state-wide Payroll Audit; this audit has not identified any significant issues at our colleges.

#### RESOURCE PERSON:

Mr. John Brilliant, Jr.  
Director of Internal Audit  
Virginia Community College System  
(804) 819-4960

## APPENDIX XII

TITLE: J. SARGEANT REYNOLDS COMMUNITY COLLEGE  
PARHAM ROAD CAMPUS  
VACU - AUTOMATED TELLER MACHINE (ATM) KIOSK

### BACKGROUND:

To enhance services to students, faculty, and staff, J. Sargeant Reynolds Community College and the Virginia Credit Union are planning the installation of an automated teller machine (ATM) at the Parham Road Campus. This ATM drive-up kiosk will be located at the halfway point on College Avenue with an entrance and exit from the north bound lane. It will have limited visibility from the main campus entrance and will be accessible to the public. The site location has been designed in conjunction with PSA/Dewberry to be compatible with future building projects noted on the college Master Plan. This unit will be placed on an 18" concrete pad with bollards between the kiosk building and the entrance road with a 4 vehicle stacked drive lane. The site will be created with a new concrete curb, drive pad, asphalt and ATM island to meet current code requirements. The completed structure will have an overall height of 10 ft. 6 in. The building is 9 ft. high by 9 ft. 6 in. wide by 3 ft. 6 in. deep with a 4 ft. 5 in. overhang with down lighting. Additional illumination for the site will be provided with a combination of light fixtures in the building canopy and on the ground. The design will blend in with surrounding landscape and J. Sargeant Reynolds Community College is in agreement with the kiosk colors to be consistent with the VACU brand. This area will maintain minimum plantings due to security.

The Virginia Credit Union will be responsible for all cost associated with the installation of the ATM kiosk.

This project was reviewed and approved by Art and Architectural Review Board at their April 7, 2006 meeting.

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the design for installation of the new automated teller machine (ATM) by the Virginia Credit Union at J. Sargeant Reynolds Community College, Parham Road Campus, as submitted.

### LOCAL BOARD APPROVAL:

The Local College Board will review the schematic design at their May, 2006 meeting. The State Board will be apprised of any concerns raised by the Local College Board.

### RESOURCE PERSONS:

Dr. Gary Rhodes  
President  
J. Sargeant Reynolds Community College  
(804) 523-5200  
[grhodes@jsr.vccs.edu](mailto:grhodes@jsr.vccs.edu)

Mr. Edward O. Watson  
Associate Vice Chancellor for  
Facilities Management Services  
VCCS (804) 819-4920  
[ewatson@vccs.edu](mailto:ewatson@vccs.edu)

### APPENDIX XIII

TITLE: LORD FAIRFAX COMMUNITY COLLEGE  
MIDDLETOWN CAMPUS  
WORKFORCE SERVICES DEVELOPMENT CENTER  
SCHEMATIC DRAWING REVIEW

During the 2002 Session of the General Assembly, \$2,340,000 in General Obligation Bond funds was appropriated for the design and construction of the Workforce Services Development Center at Lord Fairfax Community College's Middletown Campus. An additional \$2,500,000 in Local Funds was appropriated during the 2003 session of the General Assembly, bringing the total level of available funding, at that time, to \$4,840,000. The architectural firm Burt Hill of Washington, D.C. was retained to prepare the design documents for this project and to provide construction administration.

The Workforce Services Development Center building will be located at the center of the Campus between the Smith Center and the new Science Building currently under construction. The proposed facility is a new two story building of approximately 28,500 gross square feet. This facility will house workforce services and continuing education, small business development, and college advancement offices, including seven multi-purpose training rooms, five conference rooms, board room, and a large flexible multipurpose room with moveable partitions, and a catering kitchen.

The overall budget for this project, including construction, A/E fees, project inspection, contingency and miscellaneous other costs is \$5,140,000. The current projected construction budget is estimated at \$4,100,000. This project will be reviewed by the Art and Architectural Review Board on May 5, 2006.

Since there were a number of projects that were expected to receive bids in excess of their approved budgets, the State Board petitioned the Governor and the General Assembly for \$59.8 million in supplemental funding in the FY '06 budget request. During the 2005 Session of the General Assembly, \$25 million in General Funds was appropriated to the VCCS for use in supplementing current GOB projects. Strategies were developed in concert with the colleges for the distribution of these funds to best leverage their use. This project was not included in the initial allocation of funds, but it is slated to receive up to \$300,000 in supplemental funding.

**RECOMMENDATION:**

It is recommended that the State Board approve the Schematic Drawings as submitted.

**LOCAL BOARD APPROVAL:**

The Local College Board will review the schematic design at their April 13, 2006 meeting. The State Board will be apprised of any concerns raised by the Local College Board.

**RESOURCE PERSONS:**

Dr. John J. Sygielski  
President  
Lord Fairfax Community College  
(540) 868-7101  
[jski@lfcc.edu](mailto:jski@lfcc.edu)

Mr. Edward O. Watson  
Associate Vice Chancellor for  
Facilities Management Services  
VCCS (804) 819-4920  
[ewatson@vccs.edu](mailto:ewatson@vccs.edu)

APPENDIX XIV

TITLE: GERMANNIA COMMUNITY COLLEGE  
LOCUST GROVE CAMPUS  
CONSTRUCTION MAINTENANCE BUILDINGS  
SCHEMATIC DRAWING REVIEW

BACKGROUND:

During the 2002 Session of the General Assembly, \$5,350,460 in the General Obligation Bond funds and \$775,840 in Trust & Agency funds were appropriated as an umbrella project for the design and construction of various maintenance buildings throughout the Virginia Community College System.

Germanna Community College – Locust Grove Campus

Included as part of this umbrella project, \$517,000 in the General Obligation Bond funds and \$124,000 in Trust & Agency funds were appropriated for the design and construction of a maintenance building at Germanna Community College-Locust Grove Campus. PSA-Dewberry Inc, an A/E firm in Fairfax, Virginia, was retained to prepare the design documents for this project and to administer the construction phase.

The new maintenance building will be a single-story, 5,000 square foot building providing offices, repair shop, receiving area and storage for the college's maintenance operation. Early in the design phase it became evident that funding for the project was insufficient to accomplish the authorized scope of work necessary to meet the College's needs. This underfunding is primarily due to the unexpected escalation in construction costs industry-wide in 2003. The estimated total project cost now for the project is \$1,368,000 including construction, A/E fees, construction contingency and other cost.

Since there were a number of projects that were expected to receive bids in excess of their approved budgets, the State Board petitioned the Governor and the General Assembly for \$59.8 million in supplemental funding in the FY '06 budget request. During the 2005 Session of the General Assembly, \$25 million in General Funds was appropriated to the VCCS for use in supplementing current GOB projects. Strategies were developed in concert with the colleges for the distribution of these funds to best leverage their use. This project was not included in the initial allocation of funds but it is slated to receive up to \$727,000 in supplemental funding.

The schematic design of the project will be reviewed by the Art and Architectural Review Board on May 5, 2006.

RECOMMENDATION:

It is recommended that the State Board approve the Schematic Drawings as submitted.

LOCAL BOARD APPROVAL:

The Local College Board does not require its approval of the schematic design for this project.

RESOURCE PERSONS:

Dr. Francis S. Turnage  
President  
Germanna Community College  
(540) 727-3005  
[fturnage@gcc.vccs.edu](mailto:fturnage@gcc.vccs.edu)

Mr. Edward O. Watson  
Associate Vice Chancellor for  
Facilities Management Services  
Virginia Community College System  
(804) 819-4920  
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## APPENDIX XV

TITLE: GERMANNIA COMMUNITY COLLEGE  
APPROVAL TO ESTABLISH A REAL ESTATE FOUNDATION

### BACKGROUND:

The State Board for Community Colleges has a vital interest and has recognized the substantial benefit for the Virginia Community College System derived from the existence of the community college foundations. (VCCS Policy Manual, Section 2.X.G.1) The VCCS Policy Manual stipulates: "Because Community College Foundations are affiliated organizations of the colleges whose names they share, their establishment is subject to the approval of the State Board for Community Colleges, after the Board's review of the purpose of the Foundation or affiliated organization, its proposed organizational arrangement, and its scope of activities." (VCCS Policy Manual, Section 2.X.G.2)

With increasing frequency, institutions of higher education are forming real estate foundations to act as companions to the educational foundations which manage their endowments and those established for other purposes, such as athletics or research. In addition to the use of real estate foundations to isolate potential liability and avoid commingling with other assets, colleges and universities in Virginia have found new and innovative ways to use their real property to advance their institutional missions in response to changing market conditions and new laws, such as the PPEA. Real estate foundations often provide the institutions with more flexible governance structure and boards with distinct expertise.

The Germanna Community College Educational Foundation was founded in 1983. Over the years, the foundation's board of directors has successfully managed several small real estate assets. Currently the Foundation owns approximately 66 acres of prime property in Culpeper County and is in the process of developing a plan to use this asset for the advancement of the College's mission.

### RATIONALE:

Establishing a real estate foundation for GCC will provide a means of managing and developing real property that might be acquired through various means to the benefit of the College. The governing board of the real estate foundation would be selected on the basis of expertise in the various areas associated with acquisition, management, development, and disposition of real property. Such an entity would provide GCC with the ability to maximize the development value of its real property and achieve therefrom both near- and long-term benefits. As required by State Board policy, the GCC Real Estate Foundation would be legally separate and independent from GCC and its Educational Foundation, and subject to the requirements for educational foundations in the *VCCS Policy Manual* which ensure its independence and integrity.

### RECOMENDATION:

It is recommended that the State Board for Community Colleges authorize Germanna Community College to establish a real estate foundation in accordance with articles of incorporation and bylaws which comply in all respects with the requirements of the VCCS Policy Manual and applicable laws.

### LOCAL BOARD APPROVAL:

On September 19, 2005 the Germanna Community College Educational Foundation Board unanimously moved to proceed with submission of the Real Estate Foundation paperwork. On January 19, 2006, the Germanna Community College Board unanimously approved to recommend to the State Board for Community Colleges the establishment of the Germanna Community College Real Estate Foundation.

### RESOURCE PERSONS:

Dr. Frank S. Turnage  
Germanna Community College  
(540) 423-9030  
[fturnage@gcc.vccs.edu](mailto:fturnage@gcc.vccs.edu)

Mr. Edward O. Watson, PE  
Associate Vice Chancellor for  
Facilities Management Services  
9804) 819-4920  
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APPENDIX XVI

TITLE: SOUTHWEST VIRGINIA COMMUNITY COLLEGE  
ESTABLISHMENT OF OFF-CAMPUS SITE

BACKGROUND:

Southwest Virginia Community College (SwVCC) is asking for State Board approval of its plan to relocate its 15 year old off-campus site for the Buchanan County region to the campus of the Appalachian School of Law (ASL). This off-campus site provides such programs as: Occupational Therapy Assistant, Nursing (R.N.), Certified Nurse Aide, Licensed Practical Nursing, Information Technology (AAS and Certificate) and coal miner training. The Foundation at Southwest Virginia Community College (Foundation) has been in negotiations ASL to construct a new 30,000 square foot facility on the ASL campus. This new building will house both community college and ASL students. The Foundation plans to lease the new space to SwVCC at a nominal fee for an indefinite period of time.

This proposed facility, to be known as the Booth Center, at the request of a major donor, is one component of the Grundy Higher Education Precinct. This public-private partnership, whose mission is to provide seamless higher education for people in Buchanan County and the surrounding area, will be enhanced by other public and private institutions offering baccalaureate and graduate programs. The Community College's participation in the Higher Education Precinct is essential to the success of the 2+2+2 partnership (community college + four-year college + graduate school), and to the economic development and jobs creation in this region. This program will bring about economic vitality to a county and region that has been devastated by the decline of jobs and out-migration.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges authorize the establishment of an off-campus site for Southwest Virginia Community College at The Appalachian School of Law. The authorization is contingent upon satisfying all applicable requirements by the state and State Board Policy.

LOCAL BOARD APPROVAL:

The Local College Board has reviewed and approved this project on several occasions. They support the State Board's approval of this project.

RESOURCE PERSONS:

Dr. Charles King  
President  
Southwest Virginia Community College  
[Charles.king@sw.edu](mailto:Charles.king@sw.edu)

Mr. Edward O. Watson  
Associate Vice Chancellor for  
Facilities Management Services  
VCCS (804) 819-4920  
[ewatson@vccs.edu](mailto:ewatson@vccs.edu)

APPENDIX XVII

TITLE: Suggested Revisions to the VCCS Policy Manual, §2A.X.G.6a-b,  
Educational Foundations – Reporting Requirements

BACKGROUND:

It is suggested that §2A.X.G.6a-b of the VCCS Policy Manual, *Educational Foundations – Reporting Requirements*, be updated. The proposed changes clarify the annual financial reporting requirements for the foundations in the VCCS.

The proposed additions to §2A.X.G.6a-b of the VCCS Policy Manual were presented to and approved by the Advisory Council of Presidents at their April 2006 meeting with a recommendation to the Chancellor that it be forwarded to the State Board for Community Colleges for consideration.

Please see attached draft of proposed policy changes.

RECOMMENDATION:

The State Board for Community Colleges approve the proposed changes to VCCS Policy Manual §2A.X.G.6a-b.

RATIONALE:

The proposed policy additions to §2A.X.G.6a-b of the VCCS Policy Manual remove outdated language and more clearly define the financial reporting requirements of the VCCS educational foundations.

RESOURCE PERSON:

Mr. David S. Mair  
Controller  
804-819-4929

APPENDIX XVIII

TITLE: Suggested Revisions to Section 4.3 of the VCCS Policy Manual: - §4.3.2.0 - *Tuition Refund Eligibility*, §4.3.2.1 - *Tuition Refund Procedures*, and §4.3.1.2 - *Standardized Test Fees* (III.D.2.a.2)

BACKGROUND:

The following changes are suggested to §4.3 of the VCCS Policy Manual:

§4.3.2.0 - Tuition Refund Eligibility - Procedures have been updated to reflect the use of the Student Information System by students to drop classes. Outdated language has been removed.

§4.3.2.1 – Tuition Refund Procedures – Procedures have been updated to reflect the use of the automated revenue refund process utilizing the Student Information System. Outdated language has been removed.

§4.3.1.2 – Standardized Tests Fees – Procedures have been added to strengthen and clarify the policy for charging standardized placement test fees.

The proposed changes to §4.3.2.0, §4.3.2.1, and §4.3.1.2 of the VCCS Policy Manual were presented to and approved by the Advisory Council of Presidents at their April 2006 meeting with a recommendation to the Chancellor that the proposed additions be forwarded to the State Board for Community Colleges for consideration.

Please see the attached draft of the proposed changes.

RECOMMENDATION:

The State Board for Community Colleges approve the proposed changes to VCCS Policy Manual §4.3.2.0, §4.3.2.1, and §4.3.1.2.

RATIONALE:

The proposed policy additions to §4.3.2.0, §4.3.2.1, and §4.3.1.2 of the VCCS Policy Manual remove outdated language and clarify VCCS policy.

RESOURCE PERSON:

Mr. David S. Mair  
Controller  
804-819-4929

APPENDIX XIX

**TITLE:** Increase in Mandatory Non-Educational and General Program Fees –  
Danville Community College – Student Activity Fee

**BACKGROUND:**

Information (available in the System Office) was submitted by Danville Community College in support of a requested increase in the student activity fee, effective Fall Semester 2006.

**RECOMMENDATION:**

The State Board for Community Colleges approve the request from Danville Community College to increase the student activity fee from \$0.50 per credit hour to \$1.00 per credit hour, effective Fall Semester 2006.

**RATIONALE:**

Based on the justification provided by Danville Community College, the fee increase is appropriate to allow DCC to improve the quantity and quality of student on-campus extracurricular activities offered. The increased revenues will be used for increased costs related to the Student Leadership Conferences, provision of more cultural events and other activities that will enhance student learning and improve student retention, and to assist student clubs and organizations.

The fee has been approved by the local college board and is supported by the Student Government Association.

The College estimates that additional revenues generated by this increase will be approximately \$35,000 in FY 2007.

**RESOURCE PERSONS:**

Mr. Scott J. Barnes  
Vice President  
Danville Community College  
434-797-8409

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

APPENDIX XX

**TITLE:** Increase in Mandatory Non-Educational and General Program Fees –  
Eastern Shore Community College – Student Activity Fee

**BACKGROUND:**

Information (available in the System Office) was submitted by Eastern Shore Community College in support of a requested increase in the student activity fee, effective Fall Semester 2006.

**RECOMMENDATION:**

The State Board for Community Colleges approve the request from Eastern Shore Community College to increase the student activity fee from \$0.50 per credit hour to \$1.00 per credit hour, effective Fall Semester 2006.

**RATIONALE:**

Based on the justification provided by Eastern Shore Community College, the fee increase is appropriate to allow ESCC to improve the quantity and quality of student on-campus extracurricular activities offered. The increased revenues will be used for increased cultural events, support for students organizations such as Phi Theta Kappa and Phi Beta Lambda, improved student leadership training, recreational equipment and other student activities.

The fee has been approved by the local college board, and is supported by the Student Government Association.

The College estimates total revenues will increase from approximately \$6,000 annually to approximately \$12,000 annually.

**RESOURCE PERSONS:**

Dr. Cheryl Thompson-Stacy  
President  
Eastern Shore Community College  
757-789-1775

MS. Cynthia A. Allen  
Vice President  
Eastern Shore Community College  
757-789-1768

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

## APPENDIX XXI

**TITLE:** Increase in Mandatory Non-Educational and General Program Fees – J. Sargeant Reynolds Community College – Parking and Student Activity Fees

**BACKGROUND:**

Information (available in the System Office) was submitted by J. Sargeant Reynolds Community College in support of requested increases in the parking and student activity fees, effective Fall Semester 2006.

**RECOMMENDATION:**

The State Board for Community Colleges approve the request from J. Sargeant Reynolds Community College to increase the parking fee from \$4.00 to \$4.50 and the student activity fee from \$0.90 per credit hour to \$1.40 per credit hour, effective Fall Semester 2006.

**RATIONALE:**

Based on the justification provided by J. Sargeant Community College, the fee increases are appropriate to both maintain and improve the quality and safety of parking facilities at each campus and to provide improved services to the students. The additional parking fee revenues will be used to pay for additional security employees and improved lighting in remote parking lots and along the routes used by pedestrians. The additional revenues from the student services fees will be used to help the college rebuild its funding for student organizations and activities, and will fund enhanced services to students in financial aid, admissions and records, counseling, advising, and related services to address retention and student success issues identified by students completing the Community College Survey of Student Engagement (CCSSE).

The fee has been approved by the local college board. JSRCC does not currently have a functioning student governing organization, therefore no action on the fee increases has been taken by the student body.

The College estimates that total revenues for the parking facilities will increase from approximately \$782,565 in FY 2006 to approximately \$898,014 in FY 2007. A total of \$600,000 annually is included in the Parking budget as a contingency reserve for bond repayment for the bonds sold to construct the downtown parking deck each year. Total revenues from the student activity fee will increase from approximately \$176,077 in FY 2006 to \$279,967 in FY 2007.

**RESOURCE PERSONS:**

Mr. Tim Brown  
Vice President for Financial and Administrative Services  
J. Sargeant Reynolds Community College  
804-371-3132

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

APPENDIX XXII

**TITLE:** Increase in Mandatory Non-Educational and General Program Fees – New River Community College – Student Activity Fee

**BACKGROUND:**

Information (available in the System Office) was submitted by New River Community College in support of a requested increase in the student activity fee, effective Fall Semester 2006.

**RECOMMENDATION:**

The State Board for Community Colleges approve the request from New River Community College to increase the student activity fee from \$0.35 per credit hour to \$0.75 per credit hour, effective Fall Semester 2006.

**RATIONALE:**

Based on the justification provided by New River Community College, the fee increase is appropriate to allow NRCC to improve the quantity and quality of student on-campus extracurricular activities offered. The increased revenues will be used to provide improved services to the students, including the provision of new student programs, maintenance of an up-to-date campus fitness center, and support of a number of new extramural sports programs such as women's softball, wrestling, co-ed soccer, tennis, volleyball, and women's basketball.

The fee has been approved by the local college board and is supported by the Student Government Association.

The College estimates that total revenues will increase by approximately \$31,270 in FY 2007.

**RESOURCE PERSONS:**

Dr. Jack M. Lewis  
President  
New River Community College  
540-674-3600

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

APPENDIX XXIII

**TITLE:** Increase in Mandatory Non-Educational and General Program Fees – Northern Virginia Community College – Parking Fee

**BACKGROUND:**

Information (available in the System Office) was submitted by Northern Virginia Community College in support of a requested increase in the parking fee, effective Fall Semester 2006.

**RECOMMENDATION:**

The State Board for Community Colleges approve the request from Northern Virginia Community College to increase the parking fee from \$45 a semester to \$55 per semester (which is displayed on the chart on an FTE basis as going from \$3.00 per credit hour to \$3.67 per credit hour), effective Fall Semester 2006.

**RATIONALE:**

Based on the justification provided by Northern Virginia Community College, the fee increase is necessary to maintain the financial integrity of the Parking Auxiliary Fund of NVCC. NVCC maintains 8,600 parking spaces for 37,000 students per semester on its six campuses. Wherever appropriate, based on campus master planning and availability of land, paved surface parking is provided. When paved surface parking is not feasible, construction of multi-story parking structures is planned. The cost to construct and maintain parking facilities varies with the construction market in Northern Virginia, but planning factors indicate that the cost of a single space in a multi-story garage is ten times that of a single space in a paved surface lot. At the Alexandria Campus, the Annandale Campus, and the Medical Education campus, construction of multi-story garages has been necessary. The funding for the construction and maintenance of these facilities has strained the resources of the Parking Auxiliary Fund. An increase in user fees is necessary to continue to provide parking access for the College's programs. The six-year forecast for the parking program assumes that the cost of an NVCC parking permit will increase by \$10 per year through 2010.

The fee has been approved by the local college board. NVCC does not currently have a functioning student governing organization, therefore no action on the fee increases has been taken by the student body. Students are invited to attend the College Board meetings and are given notice of the agenda. No students attended the College Board meeting at which the fee increase was discussed and approved.

The college estimates total revenues from permit fees will increase from \$3,032,235 in FY 2006 to approximately \$3,780,186 in FY 2007.

**RESOURCE PERSONS:**

Ms. Alison W. Baker  
Vice President  
Northern Virginia Community College  
703-323-3122

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

APPENDIX XXIV

TITLE: Increase in Mandatory Non-Educational and General Program Fees – Patrick Henry Community College – Student Activity Fee

BACKGROUND:

Information (available in the System Office) was submitted by Patrick Henry Community College in support of a requested increase in the student activity fee, effective Fall Semester 2006.

RECOMMENDATION:

The State Board for Community Colleges approve the request from Patrick Henry Community College to increase the student activity fee from \$0.83 per credit hour to \$1.33 per credit hour, effective Spring Semester 2007.

RATIONALE:

Based on the justification provided by Patrick Community College, the fee increase is appropriate to allow PHCC to improve the quantity and quality of student on-campus extracurricular activities offered. The submitted budget shows the following uses:

Activity	%	2005-06	2006-07
Student Activities & Cultural Events	40%	\$20,796	\$33,118
Testing, Tutoring & Lab Maintenance	25	12,998	20,698
Transcripts & Record Maintenance	10	5,199	8,279
Parking Maintenance & Construction	<u>25</u>	<u>12,998</u>	<u>20,698</u>
Total	100%	\$51,991	\$82,793

The increased revenues will be used to more fully cover the costs of increasingly necessary student activities, parking maintenance, and transcript and record maintenance. Of note, the Board minutes indicate that previously a variety of testing fees have been assessed to students, and this one fee will allow the elimination of those fees, which will be more convenient for the students and more efficient for the college. Finally, the provision of increased on-line tutoring will be funded with this increase.

The fee has been approved by the local college board. The proposed increase was not brought before the student body. However, the composition of the committee that worked on the proposal included representatives from PHCC's Student Development Services division.

RESOURCE PERSONS:

Mr. Bill Wingfield  
Vice President  
Patrick Henry Community College  
276-656-0205

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

## APPENDIX XXV

**TITLE:** Approval to increase the Student Parking Fee necessary for JSRCC to enter into a ten year lease for approximately 149 parking spaces in a new parking deck to be constructed by the Virginia Biotechnology Research Park. Annual lease cost will be approximately \$250,000. An increase in the Parking Fee, a Non-Educational and General Program Fee, paid by all JSRCC students, by \$1.50 per credit hour effective fall term 2007 will be required to adequately fund this cost.

**BACKGROUND:**

In accordance with the Appropriations Act, and as reflected in State Board policy, parking must be conducted as an auxiliary enterprise, and as such, expenditures for construction or lease, operation, and maintenance of parking facilities must be paid for with non-state funds. Pursuant to current provisions in the appropriation act, the VCCS requires that mandatory non-educational and general program fee increases be limited to \$0.50 per credit hour to a maximum of \$15.00 per academic year unless a greater increase is necessary to support financial obligations associated with capital projects approved by the General Assembly. Each college requesting an increase in such a fee must prepare documentation to demonstrate the required cost justification for the fee increase and submit the fee increase to the Chancellor for consideration by the State Board for Community Colleges.

J. Sargeant Reynolds Community College has a campus facility in downtown Richmond at the corner of Jackson Street and Eighth Street. A parking deck owned by the college is located immediately behind the campus building. The parking deck contains space for approximately 650 vehicles and was filled at peak enrollment hours as soon as it opened in November 2004.

Students continue to utilize auxiliary parking located at a remote site about three blocks north and across interstate 95 on land owned by the Virginia Department of Transportation for future expansion of access to I-95. VDOT will not relinquish this land to the college nor will VDOT enter into a long term lease with the college for use of these lots. These lots are not well lighted and college security officers must provide a shuttle service to the campus. However, in the view of many students, the safety level remains inadequate, especially at night.

**RECOMMENDATION:**

The State Board for Community Colleges approve, contingent upon a language change in the appropriation act enacted pursuant to action of the 2007 Session of the General Assembly which authorizes increases greater than \$0.50 per credit hour for parking facilities, the request from J. Sargeant Reynolds Community College to increase the parking fee from \$4.50 to \$6.00 per credit hour, effective Fall Semester, 2007 in order for J. Sargeant Reynolds to enter into an agreement with the Virginia Biotechnology Research Park to lease two levels of a four level parking deck for the period of ten years at an approximate cost of \$250,000 annually. Absent such language change in the 2007 Session, that the State Board for Community Colleges approve a \$0.50 increase per year in each year effective Fall Semester, 2007, Fall Semester, 2008, and Fall Semester, 2009.

**RATIONALE:**

On April 10, 2006, JSRCC learned that the Virginia Biotechnology Research Park was in final planning for construction of a two level parking deck one city block from the Downtown Campus. With the college parking deck at capacity and due to the unsatisfactory alternative of student parking in remote lots in an area of the city where security is a concern, coupled with the unavailability of land proximate to the campus for construction of a second parking facility adjacent to the Downtown Campus, a preliminary request was made to add two additional floors to the Park's planned deck which would be leased by JSRCC. This request was accepted on the condition that JSRCC obtain approval to proceed within the time schedule already established by the Park. The deck is proposed to be privately financed with design to begin by the end of May 2006 and construction to follow immediately. The proposed opening date is May 2007.

#### APPENDIX XXV Continued

The parking facility will be a four-level pre-cast concrete facility with approximately 300 parking spaces. Construction cost is estimated at \$4,012,500, land cost is \$1,471,202 and other related costs are estimated at \$987,066 for a total of \$6,470,768. These costs are exclusive of design fees. The attached map shows the intended location of the facility. JSRCC will control approximately 149 spaces. At present, annual lease payments would be approximately \$250,000. The Park's private lender has requested a ten year lease.

The current JSRCC parking fee of \$4.00 consists of \$3.05 dedicated to pay off the bonds sold to construct the Downtown Campus parking deck leaving \$0.95 per credit hour to fund all other parking auxiliary expenses. JSRCC parking fees are well below the rates of commercial parking venues as well as the rates of Virginia Commonwealth University facilities proximate to our Downtown Campus. The rates also compare favorably with rates charged for parking at area high schools. In another action item before the State Board for Community Colleges at the May 2006 meeting, JSRCC is requesting a \$0.50 increase in the parking fee to a total fee of \$4.50. This \$0.50 increase, if approved, funds continued reconstruction of the college's parking facilities and improvement in signage, lighting, and general safety. Lease of 149 spaces from the Virginia Biotechnology Research Park will require another \$1.50 per credit hour increase to \$6.00 per credit hour beginning the fall term 2007. A full-time student enrolled for 15 credit hours will pay \$90.00 per term. Assuming travel to the campus of 4 days per week for a 15 week term, or 60 days, the daily parking cost is \$1.50 per day.

At an Executive Committee Meeting held on Friday, May 12, 2006, the JSRCC College Board approved a request to the State Board for Community Colleges for approval of a lease for 149 parking spaces and an increase in the student per credit hour parking fee of \$1.50 to \$6.00 effective fall term 2007. The President of the College plans to propose a change in the language limiting fee increases to \$0.50 per year in the case of parking structures for consideration during the 2007 Session. If a language change is not adopted which would allow JSRCC to increase the fee by \$1.50, the College plans to phase in the \$1.50 over three years and will put off planned improvements to the parking system's facilities in order to make the necessary payment on the leased spaces.

#### RESOURCE PERSONS:

Mr. Tim Brown  
Vice President for Financial and Administrative Services  
J. Sergeant Reynolds Community College  
804-371-3132

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

## APPENDIX XXVI

**TITLE:** Germanna Community College Approval to Transfer the Duval Student Loan Fund to the Foundation to Establish the Duval Scholarship Endowment pursuant to Sections 2.X.G.5.c. and 4.2.2

**BACKGROUND:**

The Duval Dickinson family donated money to the Germanna Community College Local Funds to endow a student loan fund many years ago. The family now wishes to make changes to their student aid program, including transfer of the assets to the Germanna Community College Educational Foundation, Inc. for management and investment.

A resolution to change the "Duval Loan Program" into the "Duval Scholarship Endowment," was signed by R. Du Val Dickinson of Fredericksburg, Virginia, who is the direct descendant of the donor; the President of Germanna Community College; and the Director of the Germanna Community College Educational Foundation in September 2005. (copy attached).

Approval of the State Board is required, pursuant to Section 4.2.2 of the Virginia Community College System Policy Manual, for the transfer of funds to the Germanna Community College Educational Foundation.

**RECOMMENDATION:**

It is recommended that the State Board for Community Colleges authorize Germanna Community College to transfer the total assets of \$54,051.76 of the Duval loan program to the Germanna Community College Educational Foundation to be administered as the Duval Scholarship Endowment according to the terms provided in the attached resolution.

**RATIONALE:**

The resolution sets forth the memorandum of agreement to assure that restrictions governing the future disposition of the funds are observed, and that the transactions comply with the fiduciary requirements of the respective boards.

This transfer of funds will permit more effective management of this financial resource for the benefit of Germanna Community College students. In addition, the transfer will permit more flexible investments and higher returns on the principal.

At the time the Duval Loan Program was originally established, the Germanna Community College Educational Foundation had not been established (April 1983). It is probable that had the Foundation been in existence, the donor would have opted to put the funds in the Foundation rather than a local funds account.

The original donor, Dr. Addison Dickinson, is deceased. His direct descendant and heir, R. Du Val Dickinson, has been the contact with the College concerning this fund for at least the past twenty years.

Although the funds will shift from a loan to a scholarship program, the original intent of the fund to provide financial aid for Germanna Community College students will remain the same. When the college administered the funds as a loan program, it was cumbersome. Administering the funds as a scholarship, rather than a loan, will be more beneficial to students.

APPENDIX XXVI Continued

LOCAL BOARD APPROVAL:

On January 19, 2006 the Germanna Community College Board unanimously approved the donor's request to complete this transfer, contingent upon approval by the State Board.

RESOURCE PERSONS:

Dr. Frank S. Turnage  
Germanna Community College  
(540) 423- 9030

Pam Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

APPENDIX XXVII

MOTION: Mr. Shinn RESOLUTION NO.: 59  
SECOND: Mr. Toxopeus MEETING DATE: 5/18/06

CERTIFICATION OF CLOSED SESSION

WHEREAS, the State Board for Community Colleges has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board that such closed session was conducted in conformity with Freedom of Information Act;

NOW, THEREFORE, BE IT RESOLVED that the State Board for Community Colleges hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from the Freedom of Information Act's open meeting requirements were discussed in the closed session to which this certification resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the State Board.

VOTE

AYES: Ms. Ahmed, Mr. Graham, Mr. Hancock, Ms. Johnson, Ms. Kincheloe, Mr. Lumsden, Mr. Marshall, Mr. Porter, Mr. Reagan, and Mr. Shinn

NAYS: There were none.

ABSENT DURING VOTE: Mrs. Beyer, Mr. Mohler, and Mr. Petters

ABSENT DURING CLOSED SESSION: Mrs. Beyer, Mr. Mohler, and Mr. Petters

OTHERS PRESENT DURING CLOSED SESSION: Dr. Glenn DuBois

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Secretary of State Board for Community Colleges