

## STATE BOARD FOR COMMUNITY COLLEGES

**MEETING NO. 288**  
**November 16, 2006**

J. Sargeant Reynolds Community College  
Goochland Campus  
Goochland, Virginia  
9:15 a.m.

The State Board for Community Colleges convened at 9:15 a.m. on November 16, 2006, on the Western Campus of J. Sargeant Reynolds Community College, 1851 Dickinson Road, Goochland, Virginia.

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

Members Absent: Mrs. Megan Beyer

Staff Present: Mr. Peter Blake  
Mr. John Brilliant  
Mr. Tom Cantone  
Ms. Pamela Currey  
Dr. Glenn DuBois  
Mrs. Susan Hayden  
Mr. Bill Hightower  
Ms. Sharon Hutcheson  
Mr. Pete Landergan  
Dr. Christopher Lee  
Mr. David Mair  
Dr. Neil Matkin  
Mrs. Marlene Mondziel  
Ms. Karen Petersen  
Dr. Jennifer Sager  
Dr. Gretchen Schmidt  
Dr. Monty Sullivan  
Mr. Ed Watson  
Ms. Rita Woltz  
Dr. Susan Wood

Others Present: Ms. Keena Collier, JSRCC student  
Ms. Tara Clark, JSRCC student  
Dr. Barbara Grano, JSRCC  
Mrs. Judy Harris, JSRCC  
Dr. Bob Hines, JSRCC  
Mr. Everett Jordan, Northrop Grumman Newport News  
Mr. Don Landis, PVCC  
Mr. Nathaniel Matkin, JSRCC student  
Dr. Gary Rhodes, President, JSRCC  
Mr. Dean Rowe, GCC

## I. OPENING

### A. Call to Order

The Chair, Mr. Alan Toxopeus, 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

Mr. Toxopeus noted that the State Board was delighted to be at J. Sargeant Reynolds Community College (JSRCC). He introduced Dr. Gary Rhodes, President, who addressed the State Board. Dr. Rhodes stated that JSRCC was the third largest of the community colleges, with three campuses, one in downtown Richmond, one on Parham Road and the Western Campus in Goochland. The Western Campus serves 1,000 students through various programs. One in particular was the Automotive Program in conjunction with General Motors. Each year GM provides new cars for the students to take apart and put back together again. He stated that he hoped to start an automotive body shop program in the near future. Also housed at the Western Campus was the horticulture program.

Dr. Rhodes introduced three student ambassadors for JSRCC. Keena Collier, a nursing student who would graduate in December, stated that she was the first of her family to attend college. Second year student Nathaniel Matkin would graduate in May and planned to attend Virginia Tech. Tara Clark reported that she was a working, single mom and attending JSRCC for the second time. She was majoring in Social Services. Dr. Rhodes also introduced Dr. Bob Hines, Dean of the Engineering School. He noted that Dr. Hines would be available at the conclusion of the meeting for those Board members who would like a tour of the campus. Dr. Rhodes thanked State Board member, Adele Johnson, who served as their liaison member.

D. Minutes – Meeting No. 287, September 21, 2006

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

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

**The motion carried.**

E. Public Comment

There was no public comment.

F. Education – Community College Career Coaches:  
Connecting High School Students to a Better Future

The Chancellor introduced Mr. Peter Blake, Vice Chancellor for Workforce Development Services, who set the stage for the showing of the Career Coach DVD. He explained that the two-year old Career Coach program placed a community college staff member in a public high school. The Career Coaches encourage and assist students who are in the “middle majority” and have no plans for higher education to enroll in appropriate postsecondary programs. The first year there were 40 career coaches who served 28,000 students and directed 10,000 students into postsecondary programs. They were a valuable resource within the high schools.

Mr. Don Landis, from Piedmont Virginia Community College (PVCC), reported that as a career coach he build relationships. He was trained as a high school guidance counselor. He stated that through the program he was doing what he was trained to do, helping students, not performing administrative tasks.

Mr. Dean Rowe, from Germanna Community College, thanked the State Board for their support of the Career Coach program and urged that they continue their support. A retired school principal, he stated that the program allowed him to talk to students and their parents, offering guidance and encouragement to continue their education after high school.

Mr. Blake reported that the DVD would be distributed to the legislature, public school systems and career coaches. Currently the program is funded from various sources, some of which are due to expire soon. His staff continues to pursue outside support for the program. He noted that some school systems contribute to the program as well.

G. Reports from Campus Liaisons

There were no campus liaison reports.

II. CHANCELLOR'S REPORT

A. Chancellor's Report on 2006-2007 Goals

The Chancellor stated that an update on the accomplishments toward the 2006-07 goals was provided.

B. Chancellor's Award for Teaching Excellence

Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research, reported that at the spring 2006 meeting of the Chancellor's Faculty Advisory Committee (CFAC) faculty representatives asked the Chancellor to develop a VCCS award for teaching excellence that would recognize the work of outstanding faculty. Many excellent community college faculty do not apply to the SCHEV recognition program due to its extensive and time consuming process. The Chancellor approved the idea of an award with the following stipulations – a single annual award, a \$5,000 non-restricted award, and be presented at the Annual Meeting of the State Board next November.

C. 2007 General Assembly Strategy

The Chancellor reported that preparations are underway for the 2007 General Assembly Session. Every Day is Community College Day will continue and he encouraged each Board Member to attend. He noted that the students were always well received by the legislators. He requested that Ms. Ellen Davenport, Assistant Vice Chancellor for Governmental Relations, send each Board member a copy of the schedule for the daily visits.

D. Legislative Reception, January 23, 2007, Old City Hall, Richmond, VA

Dr. DuBois noted that planning for the Legislative Reception was progressing. The Reception would be held at Old City Hall on January 23, 2007. He hoped that each Board member would attend.

E. New Horizons Conference, March 29, 30 & 31, 2007,  
Hotel Roanoke & Conference Center, Roanoke, VA,

The Chancellor stated that every spring the VCCS held one of its major conferences that showcased the use of technology in the teaching process. The conference, New Horizons, would be held in Roanoke at the

Hotel Roanoke on March 29-31, 2007. Every Board member was invited to attend.

### III. COMMITTEE REPORTS

#### A. Academic, Student Affairs and Workforce Development Committee – Gary C. Hancock, Chair, reported.

##### 1. Minutes – Meeting of September 20, 2006

The Committee approved the minutes of the September 2006 meeting.

##### 2. Action Items

###### a. Revision to the VCCS Policy Manual 6.0.1, General Admission to the VCCS Colleges

Mr. Hancock reported that a revision to the VCCS Policy Manual was proposed to no longer require transcripts between VCCS colleges. Due to the Student Information System being system-wide, VCCS personnel now have access to all academic records. The revision was reviewed and approved by the Advisory Council of Presidents. The Committee recommended approval. (See Appendix I.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES REVISION TO THE VCCS POLICY MANUAL 6.0.1, GENERAL ADMISSION TO THE VCCS COLLEGES, AS PROPOSED."**

**The motion carried.**

###### b. Revision to VCCS Policy Manual, Table 5-1, Minimum Requirements for Associate Degrees in the VCCS

Mr. Hancock noted that a subcommittee in 2004 reviewed Section 5 (Educational Programs) of the VCCS Policy Manual. The charge was to examine and recommend revisions where appropriate to the current status of general education in relationship to SCHEV core competencies requirements and SACS guidelines for general education. After much study and review, the Advisory Council of Presidents recommended revision to Table 5-1 by replacing it with Table 5-1A and Table 5-1B. Table 5-1A addresses the general education goals and objectives across the curriculum while Table 5-1B emphasizes the minimum

subject area requirements for Associate Degrees in the VCCS. The revision would provide for a more flexible credit-hour distribution model. The Committee recommended approval. (See Appendix II.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED REVISIONS TO REPLACE THE CURRENT TABLE 5-1 OF THE VCCS *POLICY MANUAL* WITH TABLES 5-1A AND 5-1B AS A MORE FLEXIBLE CREDIT-HOUR DISTRIBUTION MODEL."**

**The motion carried.**

c. Program Approvals

(1) Patrick Henry Community College

Associate of Applied Science Degree  
Legal Assisting

Mr. Hancock reported that Patrick Henry Community College (PHCC) requested approval to offer an Associate of Applied Science degree in Legal Assisting. Graduates of the program will be prepared for full-time or part-time employment as a paralegal or legal assistant. There is continued job growth in the legal industry for graduates of the program. The Committee recommended approval. (See Appendix III.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST FROM PATRICK HENRY COMMUNITY COLLEGE TO ESTABLISH AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN LEGAL ASSISTING AS PROPOSED."**

**The motion carried.**

Certificate (first of its kind in the VCCS)  
Emergency Medical Technician – Intermediate

Mr. Hancock stated that PHCC requested approval to offer a Certificate in Emergency Medical Technician – Intermediate. This certificate program would be the first of its kind in the VCCS. PHCC offers a Career Study Certificate program for EMT Basic. This

intermediate certificate program would provide the second step in a Career Pathway from high school to employment. There is a critical need for Intermediate EMTs to meet the demands of homeland security preparedness and the day-to-day emergency service needs. The Committee recommended approval. (See Appendix IV.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST FROM PATRICK HENRY COMMUNITY COLLEGE TO OFFER THE CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE PROGRAM AS PROPOSED."**

**The motion carried.**

Mr. Mohler commended PHCC for the proposal and stated that the community colleges are perfectly poised to deal with deficits of Emergency Medical Technicians. He noted that funding was wasted across the state when it could be utilized effectively by the VCCS. The Chancellor stated that Congress was expected to reauthorize funding for homeland security.

***Discussion Item***

d. Agenda Format and Themes for 2006-07

Mr. Hancock noted that the Committee expressed an interest in discussing some potential themes and the management of the agenda at future meetings. Based on these conversations, a list of themes was developed for presentations during the year. No action was required on this item.

3. Information Items

a. SCHEV Institutional Performance Standards

Dr. Sullivan noted that the list of VCCS Institutional Performance Standards was provided. The list was submitted to SCHEV and will be used in assessing the VCCS as a sector to determine success in meeting the parameters of the Restructured Higher Education Act. It is a comprehensive report and represents a historical

perspective for the past six years and into the next six years. The Chancellor stated that the plan was less aggressive than the Dateline 2009 goals. This was due to the fact that institutions will lose their certifications under the Restructured Higher Education Act with only one failing grade. Mr. Hancock commended the staff.

Dr. DuBois reported that it was the responsibility of SCHEV to develop the standards. Most public four-year institutions are completing articulation agreements with the VCCS. The agreements do not require any institution to lower its admission standards. Dr. Sullivan noted that the VCCS was focusing on the implementation of the guaranteed admission agreements. Mr. Shinn stated that it was necessary that the VCCS tracks its graduates on their performance at the four-year institutions. Dr. DuBois explained that such data are available and that the community college students do as well as, if not better, than native students. Dr. Gretchen Schmidt, Director of Education Policy, would prepare a report on this for the Board members. The Chancellor stated that the public colleges and universities gain diversity through these agreements. Mr. Toxopeus requested that community college transfer students be included in any fundraising correspondence. In response to an inquiry by Mr. Petters, it was noted that the transfer agreements were promoted to students in the high schools by career coaches.

b. Workforce Development Services FY06 Annual Report

Vice Chancellor Blake reported that the Appropriation Act directs the VCCS to report annually to the General Assembly on the “financing, activities, accomplishments, and plans” of specific workforce-related activities. The Workforce Development Services 2006 Annual Report was provided. He noted that over 180,000 individuals received workforce development services in 2006, a steady increase over the last three years.

c. Report on Student Leadership Conference,  
October 20-22, 2006

Mr. Hancock noted that over 400 students attended the Student Leadership Conference held in October in Roanoke. This is a terrific conference that is held yearly for our outstanding students.

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

Dr. Sullivan reported that the VCCS was asked to provide, by college, acceptable cut scores and college credits awarded for Advanced Placement (AP) courses to support Governor Warner's Education for a Lifetime initiative. A recommendation was approved by the Advisory Council of Presidents in 2003. At that time Section 5 of the Policy Manual was being revised and insertion of this language was to be incorporated into the final Section 5 revision. Inadvertently, the language was not included. The Chancellor approved adoption of the language change to Section 5.6.5.1 as proposed.

e. Program Approvals (Approved by Chancellor)

- (1) Danville Community College  
Certificate  
General Education
- (2) Eastern Shore Community College  
Certificate  
Practical Nursing
- (3) John Tyler Community College  
Certificate  
General Education
- (4) Patrick Henry Community College  
Certificate  
Health Sciences
- (5) Southwest Virginia Community College  
Certificate  
General Education

Mr. Hancock noted that five colleges submitted proposals for Certificates in programs of study already existing in the VCCS. The Chancellor approved the five programs as proposed.

B. Audit Committee – Shahnaz M. Ahmed, Chair, reported.

1. Minutes - Meeting of September 20, 2006

The Committee approved the minutes of the September 2006 meeting.

2. Action Items

There were no action items.

3. Information Items

a. Litigation

Litigation regarding the VCCS was discussed.

b. Thomas Nelson Community College  
Voucher Compliance Review

Mr. John Brilliant, Internal Audit Director, reported that several noncompliance issues were discovered during the Voucher Compliance Review at Thomas Nelson Community College (TNCC). Out of a total of 62 vouchers, 31 travel vouchers were not processed in a timely manner resulting in a high error rate. The College has stated that processes were now in place to insure timely processing of the travel vouchers which would result in an acceptable performance rating.

c. Thomas Nelson Community College Follow-up Audit

Mr. Brilliant stated that the Internal Audit staff had completed the field work, but the written follow-up audit report was not complete and had not been provided to TNCC. He provided a status report that consisted of 14 audit findings that were resolved; 14 audit findings that were partially resolved; 4 that were not resolved; and 6 audit findings that had a target date that had not been reached yet. He noted that TNCC needed to focus on accounts receivable findings and deal with IT security issues. During the Closed Session, the members of the Audit and the Executive Committees, in addition to other members of the Board, had an opportunity to state their beliefs on the issue and it was left to the Chancellor and Mr. Brilliant to resolve.

d. Self-Assessment Independent Validation Report

Mr. Brilliant reported that Attribute Standard 1312 of the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of Internal Auditing* (the Standards) states that an external assessment of the Internal Audit Department's activities should be conducted at least once

every five years by a qualified, independent reviewer or review team from outside the organization. The IIA Standards allow the Internal Audit Department to conduct a self-assessment review of its audit processes as long as there is an independent validation of that self-assessment review. Mr. Richard H. Tarr performed an independent validation of the self-assessment and issued an opinion that the VCCS fully complies with IIA Standards. Mr. Mohler stated that he had served on the Audit Committee for several years and commended the Internal Audit staff and its attention to details.

The Chair called a 10-minute recess at 10:50 a.m.

C. Facilities Committee – Robert W. “Rob” Shinn, Chair, reported.

1. Minutes – September 20, 2006

The Committee approved the minutes of the September 2006 meeting.

2. Action Items

**Consent Items:**

- a. Blue Ridge Community College  
Fine and Performing Arts Building  
Deed of Easement with Virginia Power

Mr. Shinn reported that Virginia Electric and Power Company requested a 15-foot wide utility easement for the installation, operation and maintenance of power lines to serve the new Fine and Performing Arts Building currently under construction at Blue Ridge Community College (BRCC). The Committee recommended approval. (See Appendix V.)

- b. Southside Virginia Community College  
John H. Daniel Campus  
Parking Lot Addition  
Schematic Design

Mr. Shinn noted that Southside Virginia Community College (SsVCC) proposed a parking lot addition at its John Daniel Campus. The project consists of a 250 car parking lot and an upgrade and extension of the existing driveway at the north side of the Workforce Development Center. Funding

for the project would come from the college's Local Funds account. The Committee recommended approval. (See Appendix VI.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES AND RECOMMENDS TO THE GOVERNOR THE CONVEYANCE OF THIS EASEMENT FOR THE INSTALLATION, OPERATION AND MAINTENANCE OF POWER LINES TO SERVE THE FINE AND PERFORMING ARTS BUILDING AT BLUE RIDGE COMMUNITY COLLEGE. FURTHERMORE, THE CHANCELLOR IS HEREBY AUTHORIZED TO SIGN ANY DOCUMENTS PERTAINING TO THE TRANSFER OF THIS DEED OF EASEMENT TO VIRGINIA POWER;  
AND THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DESIGN FOR CONSTRUCTION OF THE PARKING LOT ADDITION TO ACCOMMODATE THE INCREASED DEMAND FOR PARKING SPACE AT THE JOHN DANIEL CAMPUS OF SOUTHSIDE VIRGINIA COMMUNITY COLLEGE."**

The motion carried.

***Discussion Items:***

- c. Dabney S. Lancaster Community College  
Rockbridge Regional Center  
Approval to Establish an Off-Campus Site

Mr. Shinn reported that State Board approval is required when a college establishes an off-campus site of 10,000 square feet or more at which classes are offered and support service staff are resident. Dabney S. Lancaster Community College (DSLCC) has operated an off-campus site in the Rockbridge County area for 10 years. DSLCC moved three times to lease space to accommodate growing enrollment. The College requested approval to establish a new site which will accommodate current and future growth in the Rockbridge area. The Committee recommended approval. (See Appendix VII.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE ESTABLISHMENT OF A NEW 11,000 SQUARE FEET, OFF-CAMPUS SITE IN THE ROCKBRIDGE COUNTY AREA FOR DABNEY S. LANCASTER COMMUNITY COLLEGE."**

The motion carried.

- d. Thomas Nelson Community College  
Hampton III – Contiguous Land Acquisition

Mr. Shinn noted that at the May 2005 meeting, the State Board for Community Colleges approved the VCCS 2006-12 six-year capital plan which included a request to acquire a 4.3 acre parcel, including all buildings, contiguous to the TNCC's Hampton Campus. On the property was located a building known as the Hampton III Building that was purchased by the TNCC Education Foundation to secure its continued use as leased space for TNCC while awaiting action by the General Assembly. In 2006 the General Assembly appropriated funding for the acquisition of the Hampton III Building. At its September 2006 meeting the TNCC Educational Foundation passed a resolution approving the sale of the Hampton III Building to TNCC. The Local Board of TNCC approved this acquisition. The Committee recommended approval. (See Appendix VIII.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES AND DIRECTS DR. GLENN DUBOIS, CHANCELLOR, TO NEGOTIATE A PURCHASE PRICE FROM THE THOMAS NELSON COMMUNITY COLLEGE EDUCATION FOUNDATION, INC., IN THE AMOUNT EQUAL TO THE AVERAGE PRICE OF TWO INDEPENDENT APPRAISALS, OR AN AMOUNT NOT TO EXCEED \$4,300,000, TO ACQUIRE THE 4.3 ACRE PARCEL, INCLUDING ALL BUILDINGS, IMPROVEMENTS AND APPURTENANCES. THE ACQUISITION IS SUBJECT TO FINAL APPROVAL FROM THE GOVERNOR."**

**The motion carried.**

- e. Virginia Community College System  
Level One Delegated Authority Policies

Mr. Shinn stated that the Restructured Higher Education Act provided for a significant restructuring of operational authority for Virginia's institutions of higher education. An operational authority allowed for the utilization of methods of procurement that included design-build or construction management contracts. This would provide for more efficiency and cost savings for the VCCS. The Advisory Council of Presidents reviewed and recommended to the State Board the alternative methods of procurement for construction policy manual as proposed. The Committee recommended approval. (See Appendix IX.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE POLICY MANUAL FOR ALTERNATIVE METHODS OF PROCUREMENT FOR CONSTRUCTION."**

**The motion carried.**

- f. Lord Fairfax Community College  
Approval to Utilize Auxiliary Funds for  
Additional Site Improvements

Mr. Shinn reported that in 2005 a construction contract was awarded for the construction of a 46,835 square foot science building at Lord Fairfax Community College (LFCC). The contractor was to remove and replace an estimated 1300 cubic yards of trench rock and 1000 cubic yards of unsuitable soil. It was soon realized that the original estimate of these items was too low. Since the *Code of Virginia* and the State Board for Community Colleges requires the use of local funds to pay for site improvements five feet beyond the building, local funds were raised to cover the costs of the site improvements associated with the project. Unfortunately, an additional \$160,000 in auxiliary funds is needed to fully cover the costs of the unexpected trench rock/unsuitable soil expense. The Committee recommended approval. (See Appendix X.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES LORD FAIRFAX COMMUNITY COLLEGE TO ALLOCATE UP TO \$160,000 FROM THEIR LOCAL AND/OR AUXILIARY FUNDS TO THE SCIENCE BUILDING PROJECT AT THE MIDDLETOWN CAMPUS TO COVER THE COST OF UNEXPECTED SOILS REMOVAL AND REPLACEMENT, SUBJECT TO APPROVAL OF THE LORD FAIRFAX COMMUNITY COLLEGE LOCAL BOARD. FURTHERMORE, IT IS ACKNOWLEDGED BY THIS BOARD THIS ISSUE INVOLVES THE ESTIMATE OF UNKNOWN QUANTITIES OF ROCK AND UNSUITABLE SOILS. THEREFORE, THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES THE CHANCELLOR TO APPROVE THE EXPENDITURE OF ADDITIONAL LOCAL FUNDS, IF HE DEEMS IT NECESSARY AND THE LORD FAIRFAX COMMUNITY COLLEGE LOCAL BOARD APPROVES THE INCREASE."**

**The motion carried.**

Mr. Shinn presented an additional discussion item.

- g. Northern Virginia Community College  
Loudoun Campus  
Science Building Renovation and Addition  
Utility Easement

Mr. Shinn reported that a utility easement approval was sought by Northern Virginia Community College (NVCC) for Dominion Virginia Power and Comcast Cable in conjunction with the construction of the ongoing Science Building Renovation and Addition project at the Loudoun Campus. The easement would provide for the relocation of existing electrical and cable lines that would in turn allow for the construction of a south-bound deceleration lane and new campus entrance road. NVCC Local Board approved of the action. The Committee recommended approval. (See Appendix XI.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES AUTHORIZES AND DIRECTS DR. GLENN DUBOIS, CHANCELLOR, TO EXECUTE THE DEEDS OF EASEMENT TO DOMINION VIRGINIA POWER AND COMCAST CABLE."**

**The motion carried.**

- 3. Information Items
  - a. Virginia Community College System  
Alternative Funding Concepts for  
Major Capital Outlay Projects

Mr. Shinn stated that Dr. Robert Templin, NVCC President, provided a presentation to the Committee on the VCCS challenge to meet the demand for higher education across the Commonwealth. It was projected that out of an additional 56,000 FTEs, 40,000 would enroll in a community college, and 13,000 would seek enrollment at NVCC. This would be on top of the tremendous space constraints existing now on the NVCC campuses. Projections indicate an additional one million square feet of space is needed in addition to that which is currently requested. Alternative funding solutions were being investigated with funding from various sources. The Chancellor noted that a proposal may be presented to the State Board sometime in the future. He stated that the Northern Virginia area is not the only area

impacted; there are critical needs in the Tidewater area also. In response to an inquiry of Mr. Mohler, the Chancellor expressed his belief that the community colleges are economic engines driving the local economies and as such are great bargains to the localities. He would look into the possibility of seeking space and/or land set asides from localities where enrollment demands were great.

- b. Virginia Community College System  
Proposed Capital Outlay Amendments  
2007 Legislative Session

Mr. Shinn noted that the proposed capital outlay budget amendments were provided.

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

Mr. Shinn stated that the status report on capital outlay projects was also provided.

D. Budget and Finance Committee – Mark R. Graham, Chair, reported.

- 1. Minutes - Meeting of September 20, 2006

The Committee approved the minutes of the September 2006 meeting.

- 2. Action Items

- a. Increase in Mandatory Non-Educational and General Program Fees – Virginia Highlands Community College Student Activity Fee

Mr. Graham reported that Virginia Highlands Community College requested approval to increase its Student Activity Fee by \$0.25 in order to implement a wellness program that began as a Student Government Association project. There was strong student support for the project. The increased revenues generated would provide for reduced fees for student visits to the Coomes Recreation Center, a public tax-supported fitness center. The Committee recommended approval. (See Appendix XII.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST FROM VIRGINIA HIGHLANDS COMMUNITY COLLEGE TO INCREASE THE STUDENT ACTIVITY FEE FROM \$0.75 PER CREDIT HOUR TO \$1.00 PER CREDIT HOUR, EFFECTIVE SPRING SEMESTER 2007."**

**The motion carried.**

3. Information Items

- a. Financial Report for the Virginia Community College System for the Fiscal Year ended June 30, 2006

Mr. David Mair, Controller, noted that the Annual Financial Report of the fiscal year ended June 30, 2006 was provided. The VCCS was required to submit a financial report by October of each year to the Auditor of Public Accounts. It was noted that the non-capital operating budget totaled \$702 million.

- b. Operating Budget Amendments approved by Secretary of Education for submission to DPB for consideration for the 2007 Session and Update on Base Adequacy, Faculty Salaries, and Student Financial Aid calculations based on actions of SCHEV

Mr. Graham reported that most of the VCCS budget amendments were approved by the Secretary of Education for submission to the Governor.

- (i) Tuition/General Fund split language

This amendment sought state policy to restore the prior cost sharing requirements of 25% for in-state community college students.

- (ii) Middle College  
(iii) Career Coaches

Amendments for funding are being sought to continue and expand the Middle College and Career Coaches program.

(iv) Path to Industry Certification

The amendment for the Path to Industry Certification was to correct a technical funding error that occurred in the last session of the legislature.

(v) Funding for Transfer Scholarship Legislation

Ms. Currey reported that the legislation would be presented for the funding of the Transfer Scholarship Grant. It was estimated the first year would cost \$3.7 million for 1735 eligible students. Criteria required the students to graduate from one of our community colleges with a GPA of 3.0 and have a family income of less than 150% of their region's median family income level. Funds for the grant would be held by Central Appropriations or SCHEV, similar to the current TAG program for the private colleges and universities. The VCCS would not receive any additional funding from the grant. The Chancellor encouraged the Board members to help obtain passage of the legislation.

(vi) Capital

Budget amendments for capital outlay include equipment for those projects coming online during the next few years.

E. Personnel Committee – Nathaniel Xavier Marshall, Chair, reported.

1. Minutes—Meeting of September 20, 2006

The Committee approved the minutes of the September 2006 meeting.

2. Action Items

a. President Emeritus Policy

Mr. Marshall reported that traditionally institutions of higher learning awarded certain retirees the honorific title of *emeritus* for distinguished service of teaching faculty or administrators. The VCCS currently has a policy that grants such status to professors. The proposed policy would allow the System to honor individuals whose service is noteworthy.

The Committee recommended approval. (See Appendix XIII.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED POLICY GIVING RECOGNITION FOR DISTINGUISHED SERVICE BY PRESIDENTS."**

**The motion carried.**

- b. Appointment of Charles King as President Emeritus

Mr. Marshall reported that Charles R. King has served as president of Southwest Virginia Community College (SWVCC) since its founding. The SWVCC Local Board passed a resolution acknowledging his outstanding leadership and dedication. Appointment of Charles King as President Emeritus is proposed and the Committee recommends approval. (See Appendix XIV.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPOINTS DR. CHARLES R. KING PRESIDENT EMERITUS OF SOUTHWEST VIRGINIA COMMUNITY COLLEGE SYSTEM."**

**The motion carried.**

- c. Comprehensive Administrative/Professional Faculty Leave

Mr. Marshall noted that the VCCS Annual Leave Policy for administrative faculty is not reflective or competitive with the policies offered by other Virginia state-supported institutions of higher education. Compensation and benefit policies are the most important tools used to recruit, retain and motivate employees to make optimal contributions to the VCCS. Typically, administrators are given higher leave accrual rates as acknowledgement of the extra hours and efforts that are required of such positions. It is believed that the proposed change in leave policy would make the VCCS more competitive. The Committee recommended approval. (See Appendix XV.)

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

**"THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE ADMINISTRATIVE AND PROFESSIONAL FACULTY LEAVE POLICY AS PROPOSED."**

**The motion carried.**

3. Information Items

There were no information items.

VIII. EXECUTIVE COMMITTEE/CHAIR'S REPORT

Mr. Toxopeus reported that the Executive Committee met jointly with the Audit Committee. The minutes of the July 2006 Executive Committee meeting were approved.

IX. OTHER BUSINESS

A. Virginia Foundation for Community College Education

The Chancellor announced that yesterday the Virginia Foundation for Community College Education (VFCCE) met and elected Mr. Chris Lumsden as its chairman. The VFCCE set an aggressive goal to raise \$3.5 million this year. Membership on the VFCCE Board of Directors would be completed soon.

B. Germanna Community College Presidential Search

The Chancellor reported that the Germanna Community College (GCC) presidential search had been extended. He believed there were very good candidates who are being considered. The Chancellor stated that Dr. Turnage had agreed to remain until March.

C. Wytheville Community College President

Dr. DuBois noted that the most recent presidential appointment, Dr. Charlie White, was doing a great job at Wytheville Community College.

D. Southwest Virginia Community College Presidential Search

The Chancellor noted that the search for a new president of SWVCC would begin soon. The process typically proceeds after the college community determines what they are looking for in a candidate and what

they would like the college to accomplish over the next five years. By posing these questions to the Local Board, the Chancellor can determine what qualities a suitable candidate would possess. After the recruitment process has ended, each candidate is fully checked out by a national background search company.

- E. Mr. Toxopeus announced the Mrs. Lydia Duke was awarded the Chairman's Award at the 2006 Annual Meeting on Tuesday. With a very impressive background, Mrs. Duke graciously accepted the honor.

Mr. Mohler inquired if the community colleges have identified celebrity alumni. The Chancellor stated that a search for any celebrity alumni would be undertaken.

- X. Adjournment

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

**"THE NOVEMBER MEETING OF THE STATE BOARD FOR COMMUNITY COLLEGES IS ADJOURNED."**

**The motion carried.**

The meeting was adjourned at 12 p.m.

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Alan G. Toxopeus, Chair

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Glenn DuBois, Secretary

GD/sbh

## APPENDIX I

TITLE: PROPOSED REVISION TO THE VCCS POLICY MANUAL 6.0.1  
GENERAL ADMISSION TO THE VCCS COLLEGES

### BACKGROUND:

At the July 2006 PeopleSoft Crossover meeting held in Bedford, Academic and Student Affairs Council vice presidential representatives received a request from the workgroups that VCCS colleges should not require transcripts between System colleges. Since the Student Information System is system wide, VCCS college personnel now have access to all academic records, as opposed to our former information system where academic records could not be viewed outside of individual colleges.

### ACTION RECOMMENDED:

The following addition to VCCS Policy 6.0.1 is recommended for approval:

#### 6.0.1—General Admission to the VCCS Colleges (SB)

Individuals may be admitted to VCCS colleges as curricular or non-curricular students.

For all curricular students, the following items are required:

- a. A completed official application for admission with social security number requested and
- b. Unless otherwise specified by the colleges, official transcripts from all high schools, colleges, and universities attended. **The VCCS Student Information System academic records will be sufficient for colleges within the Virginia Community College System.**

For all non-curricular students, a completed official application for admission is required with social security number requested.

### PREVIOUSLY REVIEWED BY:

VCCS Academic and Student Affairs Council, October 2006

VCCS Advisory Council of Presidents, October 2006

### RESOURCE PERSONS:

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804-819-4970

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

## APPENDIX II

### TITLE: REVISION TO VCCS POLICY MANUAL – TABLE 5-1 MINIMUM REQUIREMENTS FOR ASSOCIATE DEGREES IN THE VCCS

#### BACKGROUND:

A subcommittee was charged in 2004 with reviewing Section 5 (Educational Programs) of the VCCS Policy Manual. It was felt that general education and Table 5-1 warranted more in-depth study than the policy review subcommittee could provide. Therefore, the VCCS Task Force on General Education and Table 5-1 was created by the Chancellor in 2004. Its charge included examining the current status of general education in relationship to SCHEV core competencies requirements and SACS guidelines for general education and reviewing and revising, if appropriate, Table 5-1. The eleven-member Table 5-1 Task Force included representation at the vice president, dean, and faculty levels, as well as a director of institutional research knowledgeable about VCCS core competency assessments and a system office staff member.

The Task Force first tackled what general education means for degree graduates in the VCCS. Draft general education goals and student learning outcomes were shared widely within the VCCS for feedback to the Task Force. Since several of the general education goal areas were identical to SCHEV Core Competency areas, the Task Force drew heavily upon the work of the Core Competency Faculty Advisory Groups. The Task Force carefully considered feedback from vice presidents, deans, and faculty. Particular discussion points surfacing regularly were the role of physical education and wellness in personal development, and information literacy as it relates to computer competency requirements. After much consideration, the Task Force determined that colleges should choose whether a physical education course is required to meet the personal development general education goal, and that while information literacy is a general education goal, computer competency is now a basic skill for VCCS students. Following many months of discussion and consideration of feedback, a final draft was presented to the Academic and Student Affairs Council (ASAC) at its March 2006 meeting and was approved. Advisory Council of Presidents (ACOP) and SBCC next approved the goals and outcomes.

The Task Force turned its attention to Table 5-1 (a distributive table showing general education degree requirements) in early spring 2006. Many models were considered by Task Force members, with regular feedback from the colleges influencing the revisions. The Task Force recommended a revision of Table 5-1 to ASAC at the May 2006 ASAC meeting. After much discussion, this item was returned to the Task Force for further study, along with some guidelines recommended by ASAC. In late summer, a questionnaire was distributed to ASAC members from the Task Force requesting feedback on a number of critical issues and comments on three new revisions. The Task Force presented a different recommended model to ASAC in September 2006. After much discussion, the ASAC Educational Programs Committee proposed to ASAC a revision and expansion of the current Table 5-1 into two tables: 5-1A and 5-1B. This recommendation was approved by ASAC and was subsequently approved by the Advisory Council of Presidents at its October 2006 meeting.

APPENDIX II continued

Table 5-1A addresses the general education goals and objectives across the curriculum and allows colleges to map specific curricular courses to each of the general education goal areas. Table 5-1B is a revision of the current Table 5-1 that emphasizes the MINIMUM subject area requirements for Associate Degrees in the VCCS. Colleges are free to exceed these minimum subject area requirements to meet local needs.

This flexible credit-hour distribution model: (1) diffuses general education outcomes across the curriculum; (2) reflects the purposes of various degree programs; (3) follows accepted principles of good practice in curriculum development; and (4) provides a framework for addressing general education goals, business and industry standards, four-year institution transfer requirements, SCHEV guidelines, and SACS principles to ensure integrity of the curriculum.

A summary of the activities of the Task Force is given below:

2004	Group convened to review Section 5 Educational Programs of the VCCS <i>Policy Manual</i> . The group recommended separate review of Table 5-1.
2004	Ten-member Task Force established by Chancellor DuBois to review and if appropriate, revise Table 5-1. Representatives included academic vice presidents, deans, faculty, a coordinator of institutional research, and a system office staff member.
2004 - 2006	Task Force develops a new vision of general education for VCCS degree graduates through monthly meetings. Task Force members regularly shared with dean and faculty groups, as well as appropriate committees, at their ten colleges. Ongoing discussions with academic officers occurred. Formal and informal feedback received and reviewed from faculty, particularly physical education and information technology faculty.
Nov 2005	Draft general education goals presented to Council of Deans. Feedback received.
Mar 2006	General Education goals approved by ASAC. Revisions to Table 5-1 discussed.
Apr 2006	General Education goals approved by ACOP.
May 2006	General Education goals approved by SBCC. Task Force presents a revision of Table 5-1 to ASAC. Returned for discussion and more input.
Jun-Aug 2006	Task Force discusses Table 5-1 further. All academic officers are surveyed for input. Two new drafts are developed.
Jul 2006	Removal of computer competency requirement approved by ASAC.
Aug 2006	Academic Policy Update listing approved General Education Goals sent to academic officer dlist (includes CFAC leader). Removal of computer competency requirement approved by ACOP.
Sept 2006	After much discussion and some revision, the new drafts become Tables 5-1A and 5-1B and are approved by ASAC. Removal of computer competency requirement approved by SBCC.
Oct 2006	Tables 5-1A and 5-1B approved by ACOP.

APPENDIX II continued

**ACTION RECOMMENDED:**

That the State Board for Community Colleges approve the proposed revisions to replace the current Table 5-1 of the VCCS Policy Manual with Tables 5-1A and 5-1B as a more flexible credit-hour distribution model.

**PREVIOUSLY REVIEWED BY:**

- ✓ VCCS Academic Services and Research staff
- ✓ VCCS Academic and Student Affairs Council
- ✓ VCCS Advisory Council of Presidents

**RATIONALE:**

- Approving a more flexible model does not significantly alter the distribution requirements currently reflected in Table 5-1 and will allow colleges to be more responsive in meeting local requirements for career/technical education and transfer to four-year institutions. The new competency-based model will also clarify for students the difference between a “required” course and a “general elective,” potentially decreasing the number of courses taken that do not advance the student toward degree completion, while allowing flexibility to include “free” electives in the student’s program.
- SACS requires a minimum of 15 semester hours of general education in associate degree programs, or 25% of credits required in a 60-credit degree (including one course each from the humanities/fine arts; social/behavioral sciences; and natural science or 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.” The proposed model meets minimum SACS standards.
- VCCS policy currently defines a “major” as 30 semester hours and a “specialization” as differing from the parent major by 9-15 credits. The proposed distribution model is consistent with the policy definitions.
- By definition, the general education core is a shared collegiate experience that distinguishes associate degree programs (AA, AS, AA&S, AAS, AAA) from other credit and non-credit programs within the VCCS (certificates/diplomas). The VCCS general education goals and objectives apply to all degree programs regardless of degree type, but the courses selected to address the requirements may differ. While the AS and AA degree programs are intended to prepare students for transfer into a BS or BA degree program respectively, four-year institutions do not consistently require distinctly different—or similar, general education components for the two baccalaureate degrees. The proposed distribution model allows flexibility for VCCS colleges to tailor their degree programs to mirror the requirements of those institutions to which their students transfer (e.g., a BA degree program that does not require foreign language at the intermediate level).

APPENDIX II continued

- The competency-based distribution model is purposeful in providing foundation courses for development of general education competencies as well as opportunities for enhancement of skills and knowledge across the curriculum. The model defines more explicitly for employers and four-year institutions the minimum levels of achievement they can expect from VCCS associate degree graduates, and necessitates a comprehensive assessment program to ensure students achieve desired outcomes and to demonstrate program quality.

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
- Mr. William Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu), 804.819.4696

### APPENDIX III

**TITLE:** PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN  
LEGAL ASSISTING, PATRICK HENRY COMMUNITY COLLEGE

**BACKGROUND:**

Patrick Henry Community College (PHCC) proposes the establishment of an Associate of Applied Science degree in Legal Assisting. This is a four-semester, 67-credit curriculum. Graduates of this program will be prepared for full-time or part-time employment as a paralegal or legal assistant in law offices, law enforcement agencies, court systems, municipal offices, corporate office – contract/legal department, banks, real estate offices, insurance agencies, and contracting agencies.

PHCC has been offering legal assisting programs since 1989. The program was started in response to strong local interest in a profession that was projected by the Bureau of Labor to be a rapidly growing profession in the decade to follow. Beginning in the 2000-2001 academic year, PHCC began to award program graduates an Associate in Applied Science Degree in Technical Studies: Legal Assisting Specialization. As a result of the Technical Studies conversion process, PHCC has elected to apply for AAS degree status for the Legal Assisting program.

No new financial or personnel resources will be required for this program.

**ACTION RECOMMENDED:**

It is recommended that the State Board for Community Colleges approve that Patrick Henry Community College be approved to offer the Associate of Applied Science degree in Legal Assisting.

**PREVIOUSLY REVIEWED:**

PHCC Curriculum Committee and College Board (approved May 2006)  
VCCS Academic Services and Research staff

**RATIONALE:**

Legal assisting programs are offered at several VCCS colleges. These colleges include Mountain Empire Community College, Virginia Western Community College, J. Sargeant Reynolds Community College, New River Community College, Northern Virginia Community College and Tidewater Community College. However, no such program exists within the Patrick Henry Community College service region to meet public and private workforce needs.

The current Technical Studies degree program has placed graduates in numerous law firms and businesses in Martinsville and Henry County, Danville, Patrick County, Pittsylvania County, Franklin County, Roanoke and Greensboro. In addition, court clerks' offices and other government agencies in Martinsville, Henry County and Franklin County employ program graduates. Some graduates currently work for the federal government in the Social Security Administration and with the United States Attorney's Office for the Middle District of North Carolina.

APPENDIX III continued

According to Career Prospects in Virginia: “The Bureau of Labor Statistics predicts that the number of jobs for paralegals will grow rapidly through 2012. Young lawyers are having a harder time finding jobs, but the job market for paralegals is still pretty good. This is probably because paralegals can do much of the same work that lawyers do, but for much less money. However, many people are training to become paralegals each year, and this will make the field more competitive.” Job growth in the regions encompassing the service area is projected to be over 20% between 2002 and 2012.

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
- Mr. William Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu), 804.819.4696

#### APPENDIX IV

**TITLE: PROGRAM APPROVAL—CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE, PATRICK HENRY COMMUNITY COLLEGE**

**BACKGROUND:**

Patrick Henry Community College (PHCC) proposes the establishment of a Certificate in Emergency Medical Technician - Intermediate. This is a two-semester, 33-credit curriculum and it will be the first of its kind in the Virginia Community College System. The Emergency Medical Technician-Intermediate (EMT-I) major prepares selected students to qualify as practitioners of emergency medicine in a variety of health service facilities. After successful completion of the program, students will be eligible for the National Registry of Emergency Medical Technicians Intermediate Exam. The program is pending accreditation by the Virginia Office of Emergency Medical Services.

Patrick Henry Community College would like to offer an Emergency Medical Technician-Intermediate Certificate program to provide a supply of mid-level emergency services personnel to our region. The different levels of emergency medical workers are described below. The college has a Career Study Certificate program for EMT Basic. The college was approved for an Associate Degree in EMT-Paramedic. This Certificate program will provide the second step in a Career Pathway from High School to employment. Students' completing the EMT-I certificate will be able to continue to the Associate Degree in EMT-Paramedic if they so choose.

PHCC is well equipped in health care laboratory resources for associate degree nursing and related fields; it will require very few new resources to meet the immediate needs of the program. A federal grant has been secured to provide one faculty position and additional resources. PHCC has adequate budgetary resources to accommodate the standard operational program budget. The Martinsville/Henry County Emergency Services Agency has agreed to partner with PHCC to provide access to their training facilities and resources.

**ACTION RECOMMENDED:**

It is recommended that the State Board for Community Colleges approve that Patrick Henry Community College be approved to offer the Certificate in Emergency Medical Technician - Intermediate.

**PREVIOUSLY REVIEWED BY:**

PHCC Curriculum Committee and College Board (approved February 2006)  
VCCS Academic Services and Research staff

**RATIONALE:**

PHCC serves an area of southern Virginia that may be fairly described as rural and isolated from the advances in health and safety services found in the remainder of the state. As many communities move to a more professional workforce versus the traditional volunteer provider, many neighboring communities are now employing full-

APPENDIX IV continued

time Emergency Services personnel. As municipalities of this region begin the process of change to the professional provider, they discover a significant shortage of qualified personnel.

Emergency Medical Technician – Intermediate level providers are not found in adequate numbers to meet the demands of homeland security preparedness and the day-to-day emergency service needs. The Emergency Medical Technician-Intermediate providers not only respond to emergency calls for vehicular accidents, etc. they serve as primary transporters of critically ill patients from one health care facility to another. Furthermore, an increasing number of the aged are still living in their homes leading to increased demand for emergency medical services. This increased demand is over-extending regional emergency medical services, both volunteer and professional.

This Emergency Medical Technician-Intermediate certificate program will allow the delivery of graduates on a more accelerated basis to meet increasing medical needs of this aging population. PHCC recognizes the region's dilemma in trying to continue to provide emergency services to all of the citizens. The areas' local governments are being pro-active and considering more integrated use of professional emergency services personnel to augment the volunteer providers. To further under-gird the efforts and planning of the local government officials, PHCC has committed itself to providing well prepared personnel to help meet the emergency health care needs of the region.

PHCC will provide a rigorous certificate program for Emergency Medical Technician-Intermediate. The emerging professional field with national Emergency Medical Technician-Intermediate certification is in demand in the emergency service environments

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

Mr. William H. Hightower, Director of Educational Programs, [bhightower@vccs.edu](mailto:bhightower@vccs.edu), 804.819.4696

## APPENDIX V

TITLE: BLUE RIDGE COMMUNITY COLLEGE  
FINE AND PERFORMING ARTS BUILDING  
DEED OF EASEMENT WITH VIRGINIA POWER

### BACKGROUND:

Virginia Electric and Power Company, doing business as Virginia Power, has requested a 15 foot wide utility easement for the installation, operation and maintenance of power lines to serve the new Fine and Performing Arts Building at Blue Ridge Community College, in Weyers Cave, Virginia. The Fine and Performing Arts Building is currently under construction.

Following approval by the State Board for Community Colleges and prior to execution, the utility easement will be submitted for approval by System Counsel on behalf of the Office of the Attorney General of Virginia and to the Division of Real Estate Services for approval on behalf of the Governor.

### RECOMMENDATION:

It is recommended that the State Board approve and recommend to the Governor the conveyance of this easement for the installation, operation and maintenance of power lines to serve the Fine and Performing Arts Building at Blue Ridge Community College. The Chancellor is hereby authorized to sign any documents pertaining to the transfer of this deed of easement to Virginia Power.

### LOCAL BOARD APPROVAL:

Local Advisory Board reviewed and approved this item at its September 2006 meeting.

### RESOURCE PERSONS:

Ms. Cheryl Miller  
Acting Vice President of Finance  
Blue Ridge Community College  
(540) 453-2285  
[millerc@brcc.edu](mailto:millerc@brcc.edu)

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

## APPENDIX VI

TITLE: SOUTHSIDE VIRGINIA COMMUNITY COLLEGE  
JOHN H. DANIEL CAMPUS  
PARKING LOT ADDITION  
SCHEMATIC DESIGN

### BACKGROUND:

Southside Virginia Community College proposes a parking lot addition project at John H. Daniel Campus. This project consists of a new 250 car parking lot on the John H. Daniel Campus and an upgrade and extension of the existing driveway at the north side of the Workforce Development Center. The Workforce Development Center has an occupancy capacity of 450 and the current parking for this building area is 21 regular spaces and two handicapped spaces. The College has the original parking area around the main campus building but that is no longer adequate to accommodate the growing number of graduates at commencement or the college hosted functions. Draper Aden Associates of Blacksburg, VA has been contracted to provide professional design services for the project.

The location of the parking lot addition was approved with the campus revised master plan by the State Board in November 2004.

The cost of the project is approximately \$175,000.00. Funding for this project will be out of the college's Local Funds account. The Heavy Equipment Training program of the college will be providing all the excavation services to assist with offsetting some of the cost of the project.

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the schematic design for construction of this parking lot addition to accommodate the increased demand for parking space.

### LOCAL BOARD APPROVAL:

The Southside Virginia Community College local Board has approved this project.

### RESOURCE PERSONS:

Dr. John J. Cavan, President  
Southside Virginia Community College  
434-949-1003  
[John.cavan@sv.vccs.edu](mailto:John.cavan@sv.vccs.edu)

Mr. Edward O. Watson, PE  
Assistant Vice Chancellor  
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Virginia Community College System  
(804) 819-4920  
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## APPENDIX VII

TITLE: DABNEY S. LANCASTER COMMUNITY COLLEGE  
ROCKBRIDGE REGIONAL CENTER  
APPROVAL TO ESTABLISH AN OFF-CAMPUS SITE

### BACKGROUND:

Per section 10.2.2 of the VCCS Policy Manual, State Board approval is required when a college establishes an off-campus site of 10,000 square feet or more at which classes are offered and support service staff are resident.

Dabney S. Lancaster Community College (DSLCC) has operated an off-campus site in the Rockbridge County area for 10 years. The College has moved three times to lease space to accommodate growing enrollment. The College is requesting approval to establish a new site which will accommodate current and future growth in the Rockbridge area.

The Center will include approximately 11,000 square feet of space which will be leased by the College with financial support from the Cities of Buena Vista, Lexington and the County of Rockbridge. The facility will include space for nine classrooms (several of which will accommodate compressed video instruction), a small lab space for science classes, three offices and miscellaneous related space.

The Rockbridge County area is the one county in the DSLCC service area which continues to grow. It represents approximately 40 percent of their service area population. The governments are supportive of this new center and recognize the important role that expanded programs will play in the area's economic development. The current site is at capacity and inhibits the College's ability to expand its much needed services in the area.

### RECOMMENDATION:

It is recommended that the State Board of Community Colleges approve the establishment of a new 11,000 (approx.) sq. ft., off-campus site for Dabney S. Lancaster Community College in the Rockbridge County area.

### LOCAL BOARD APPROVAL:

Dabney S. Lancaster Community College's Local Board reviewed and approved this project on October 10, 2006.

### RESOURCE PERSON:

Mr. Richard Teaff  
President  
Dabney S. Lancaster Community  
College  
(540) 863-2800  
[rteaf@dl.vccs.edu](mailto:rteaf@dl.vccs.edu)

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

TITLE: THOMAS NELSON COMMUNITY COLLEGE  
HAMPTON III – CONTIGUOUS LAND ACQUISITION

### BACKGROUND:

During its May 19, 2005 meeting, the State Board for Community Colleges approved the VCCS 2006-12 six year capital plan, which included a request for \$7,259,315 to acquire a 4.3 acre parcel, including all buildings, improvements and appurtenances, contiguous to the Thomas Nelson Community College's Hampton Campus. The building on the property, known as The Hampton III Building, includes a 47,000 square feet office building, surface parking and standard utility amenities, a significant portion of which is currently leased to the college for use as academic and instructional support space. In November of 2005, the Hampton III Building was purchased by the Thomas Nelson Community College Education Foundation, Inc. for the amount of \$4,100,000, to secure its continued use as leased space for Thomas Nelson Community College, while awaiting action of the General Assembly.

The 2006 Acts of Assembly appropriated \$6,553,000 in general funds and \$707,000 in non general funds towards the acquisition and improvement of the Hampton III Building. The project budget includes a maximum purchase price of \$4,512,000 and additional funds to improve existing infrastructure such as roofing and major mechanical systems.

The Thomas Nelson Community College Education Foundation, Inc. at its September 14, 2006 meeting passed a resolution approving sale of the Hampton III Building to the Thomas Nelson Community College (i.e. State Board for Community Colleges) in the amount of \$4,300,000. The resolution makes \$200,000 of the sale proceeds available to TNCC if needed by the college to complete planned infrastructure improvements. Currently, VCCS Facilities Services staff is completing required due diligence procedures to acquire the property, which includes the solicitation of two independent appraisals to confirm the property's value.

In accordance with the Commonwealth of Virginia, Real Property Management Manual, Chapter 2 (Fee Acquisition) the purchase price for the property shall be equal to the average price of the two appraisals, or \$4,300,000, whichever is the lesser amount.

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges authorize and direct Dr. Glenn Dubois, Chancellor, to negotiate a purchase price from the Thomas Nelson Community College Education Foundation, Inc., in an amount equal to the average price of two independent appraisals, or an amount not to exceed \$4,300,000, to acquire the 4.3 acre parcel, including all buildings, improvements and appurtenances. This acquisition is subject to final approval from the Governor.

### LOCAL BOARD APPROVAL:

TNCC's Local Board will act on approving this acquisition and providing the required \$707,000 in non general funds at its October 25, 2006 meeting.

APPENDIX VIII continued

RESOURCE PERSONS:

Mr. William M. Johnson  
Capital Outlay Assistant Director  
Facilities Management Services  
Virginia Community College System  
(804) 819-4912  
[wjohnson@vccs.edu](mailto:wjohnson@vccs.edu)

Robert S. Baldygo, Vice President  
Thomas Nelson Community College  
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## APPENDIX IX

TITLE: VIRGINIA COMMUNITY COLLEGE SYSTEM  
Level One Delegated Authority Policies

### BACKGROUND:

The Restructured Higher Education Financial & Administrative Operations Act ("Restructuring Act"), Chapter 945 of the 2005 Session of the General Assembly, provided for a significant restructuring of operational authority for Virginia's institutions of higher education. Specifically, § 23-38.88 of the Code of Virginia was added to allow institutions of higher education to utilize as methods of procurement a fixed price, design-build or construction management contract notwithstanding the provisions of § 2.2-4306.

It has been recommended by the Secretaries of Finance, Administration, and Education that when implementing such procurement methods the State Board adopt written policies and procedures that incorporate:

- Compliance with the Virginia Public Procurement Act and application of the Commonwealth's standard general terms and conditions.
- Documentation that an alternative method of procurement is more advantageous than a fixed price construction contract utilizing a general contractor.
- Procedures for authorization of either a one-step or two-step process.
- Provision for the following procedures for selection of a provider, awarding a contract, and obtaining building permits and Certificates of Occupancy:
  - Appointment of an evaluation committee.
  - Publication of notice of invitation for providers to submit qualifications, including publication on the Commonwealth's electronic procurement (eVA) website.
  - Preparation of a Request for Proposal (RFP) containing the institution's facility requirements, building and site criteria, site and survey data, criteria to be used to evaluate submittals and other relevant information. Cost should comprise not less than 51% of the total points available for selection.
  - Requirement that the selected designer be a licensed architect or engineer in Virginia, as provided by the Department of Professional and Occupational Regulation (DPOR).
  - Requirement that the selected provider or his construction contractor be licensed as a Class A Contractor in Virginia as provided by DPOR.
  - Requirement that the State Fire Marshal's Office conduct required inspections.

At the June Advisory Council of Presidents (ACOP) meeting it was recommended that staff pursue additional flexibility in the area of utilizing as methods of procurement a fixed price, design-build or construction management contract notwithstanding the provisions of § 2.2-4306.

APPENDIX IX continued

An Alternative Methods of Procurement for Construction Policy Manual has been developed pursuant to the provisions of the Restructuring Act which incorporates all requirements of § 23-38.88.13. These policies are attached and was considered by ACOP in October, and recommended for consideration by the State Board at the November, 2006 meeting.

RECOMMENDATION:

The State Board for Community Colleges approve the Policy Manual for Alternative Methods of Procurement for Construction.

RESOURCE PERSONS:

Ms. Pamela A. Currey  
Associate Vice Chancellor  
Budget & Planning Services  
804-819-4695  
[pcurrey@vccs.edu](mailto:pcurrey@vccs.edu)

Mr. Edward O. Watson, PE  
Associate Vice Chancellor  
Facilities Management Services  
(804) 819-4920  
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Mr. Thomas S. Cantone  
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System Office  
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## APPENDIX X

TITLE: LORD FAIRFAX COMMUNITY COLLEGE  
APPROVAL TO UTILIZE AUXILIARY FUNDS  
FOR ADDITIONAL SITE IMPROVEMENTS

### BACKGROUND:

On August 24, 2005, a construction contract in the amount of \$9,675,789.00 was awarded to SMCI Construction Co. for the construction of a 46,835 square foot science building at Lord Fairfax Community College (LFCC). As part of the initial construction process, the contractor was to remove and replace an estimated 1300 cubic yards of "trench rock" and 1000 cubic yards of unsuitable soil. Shortly after beginning construction, it was realized that the original estimate for these items was too low. The current estimate (with work being 90% complete) is that a total of 4336 cubic yards of trench rock and 19,000 cubic yards of unsuitable soil need to be removed and replaced. Since it is a requirement of the Code of Virginia and the State Board for Community Colleges to use local funds to pay for site improvements 5 feet beyond the building, LFCC raised \$2,250,000 in local funds for the site improvements associated with this project. This budget included over \$300,000 in contingency funds for the project. Unfortunately, it appears the College will need to infuse approximately an additional \$160,000 in auxiliary funds to fully cover the costs of this unexpected trench rock/unsuitable soil expense. Per section 4.3.1.5.d of the State Board Policy, State Board approval is required in order for the College to transfer auxiliary funds into a construction project.

### RECOMENDATION:

It is recommended that the State Board for Community Colleges authorize Lord Fairfax Community College to allocate up to \$160,000 from their local and/or auxiliary funds to the science building project at the Middletown Campus to cover the cost of unexpected soils removal and replacement, subject to approval of the LFCC Local Board. Furthermore, it is acknowledged by this Board this issue involves the estimate of unknown quantities of rock and unsuitable soils. Therefore, this Board authorizes the Chancellor to approve the expenditure of additional local funds, if he deems it necessary and the LFCC Local Board approves the increase.

### LOCAL BOARD APPROAL:

Due to the short time frame of this need, there has not been sufficient time to consult the Local Board on this issue.

### RESOURCE PERSONS:

Dr. John J. Sygielski  
President  
Lord Fairfax Community College  
(540) 868-7000  
[johnski@lfcc.edu](mailto:johnski@lfcc.edu)

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

## APPENDIX XI

TITLE:           NORTHERN VIRGINIA COMMUNITY COLLEGE  
                  LOUDOUN CAMPUS  
                  SCIENCE BUILDING RENOVATION AND ADDITION  
                  UTILITY EASEMENT  
                  DOMINION VIRGINIA POWER/COMCAST CABLE

### BACKGROUND:

This Utility Easement is being granted to Dominion Virginia Power and Comcast Cable in conjunction with the construction of the ongoing Loudoun Campus, Science Building Renovation & Addition project. This easement will provide for the relocation of the existing electrical and cable lines along Potomac View Drive (State Route 637). Relocation of these electrical lines is required in order to allow for the construction of a south-bound deceleration lane and new campus entrance road from Potomac View Drive. This variable width (maximum width 30') approximately 750' long easement is located adjacent to the Potomac View Drive "Right-of-way" and will allow Dominion Virginia Power and Comcast Cable to construct and maintain these lines (see attached Plat).

### RECOMMENDATION:

It is recommended that the State Board for Community Colleges authorize and direct Dr. Glenn DuBois, Chancellor, to execute these Deeds of Easement to Dominion Virginia Power and Comcast Cable. This approval is contingent upon Northern Virginia Community College Local Board approval.

### RESOURCE PERSONS:

Dr. Robert G. Templin, Jr., President  
Northern Virginia Community College  
(703) 323-3101  
[rtemplin@nvcc.edu](mailto:rtemplin@nvcc.edu)

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

## APPENDIX XII

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

**BACKGROUND:**

Information (available in the System Office) was submitted by Virginia Highlands Community College in support of a requested increase in the student activity fee, effective Spring Semester 2007.

**RATIONALE:**

Based on the justification provided by Virginia Highlands Community College, the fee increase is appropriate to allow VHCC to implement one of their Student Government Association projects for the year to design and implement a Wellness Program. The new services will include information on diet and fitness as well as enhanced access to the Coomes Recreation Center (a public tax supported fitness center).

The SGA surveyed students this past September and 83% of the 184 respondents (8% response rate) supported a \$0.25/credit hour increase in the student activity fee (which would generate \$11,250 additional revenue). In return, the Coomes Center will reduce the daily use fee from \$4 to \$3, and VHCC will pay half with the additional activity fee. At \$1.00, VHCC will still have one of the lowest Mandatory Non-E&G fee rates in the system.

After a student makes 13 visits the next seven are free. The student receives 20 visits for \$19.50. The additional revenue will support the College share for up to 11,538 student visits. The Coomes Center will also provide free related presentations to VHCC students.

**RECOMMENDATION:**

The State Board for Community Colleges approve the request from Virginia Highlands Community College to increase the student activity fee from \$0.75 per credit hour to \$1.00 per credit hour, effective Spring Semester 2007.

**RESOURCE PERSONS:**

Dr. David Wilkin  
President  
Virginia Highlands Community College  
434-797-8409

Ms. Pamela Currey  
Associate Vice Chancellor, Budget & Planning  
804-819-4695

## APPENDIX XIII

TITLE: PRESIDENT EMERITUS PROPOSED POLICY

**BACKGROUND:**

Institutions of higher learning have traditionally awarded certain retirees the honorific title of emeritus for long and distinguished service as teaching faculty or administrators. The VCCS currently has a policy that grants such status to professors “who have made meritorious and significant contributions” to their college.

**RECOMMENDATION:**

It is recommended that the State Board approve the proposed policy giving recognition to distinguished service by presidents.

**RATIONALE:**

The proposed policy would allow the System to honor individuals whose service to their college, community, the System, or commonwealth is noteworthy.

**RESOURCE PERSON:**

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

APPENDIX XIV

TITLE: APPOINTMENT OF CHARLES R. KING AS  
PRESIDENT EMERITUS OF  
SOUTHWEST VIRGINIA COMMUNITY COLLEGE

BACKGROUND:

Dr. Charles R. King has served as the President of Southwest Virginia Community College since its founding. As noted in the attached resolution passed unanimously by the College's Local Board, he "has provided outstanding leadership and dedication to the community college mission throughout his approximately 40 years of service."

RECOMMENDATION:

It is recommended that the State Board appoint Dr. Charles R. King President Emeritus of Southwest Virginia Community College.

RATIONALE:

The appointment would give due recognition to approximately 40 years of meritorious service.

RESOURCE PERSON:

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