STATE BOARD FOR COMMUNITY COLLEGES

MEETING NO. 328

July 18, 2013

James Monroe Building
Godwin-Hamel Board Room
Richmond, Virginia

9:10 a.m.

The State Board for Community Colleges convened at 9:10 a.m. on July 16, 2013 in the Godwin-Hamel Board Room, 15th Floor, James Monroe Building, 101 North 14th Street, Richmond, Virginia.

Members Present:
Mr. Bruce Meyer, Chair
Ms. Dorcas Helfant-Browning, Vice Chair
Ms. LaVonne P. Ellis
RADM. Robert R. Fountain
Dr. Sasha Gong
Mr. Stephen Gannon
Dr. Mirta M. Martin
Mr. David A. Nutter
Mr. Robin Sullenberger
Mr. Michael Thomas
Mr. Michel Zajur

Members Absent:
Mr. Hank Chao
Ms. Idalia P. Fernandez

Staff Present:
Ms. Jennifer Allman
Mr. Tom Cantone
Ms. Katherine Coates
Dr. Ellen Davenport
Ms. Lori Dwyer
Dr. Glenn DuBois
Dr. Catherine Finnegan
Dr. Jennifer Gentry
Dr. Joy Hatch
Dr. Craig Herndon
Mr. Will Johnson
Mr. Robert Jones
Mr. Jeff Kraus
I. OPENING

A. Call to Order

Mr. Bruce Meyer, Chair, called the meeting to order.

B. Roll Call

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

C. Introduction of New Board Members

The introduction of new Board members will be moved to the next meeting since State Board appointments/reappointments have not yet been announced.

D. Minutes – Meeting No. 327, May 16, 2013

A motion was made by Mr. Gannon and seconded by RADM. Fountain that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE MAY 2013 MEETING.”
The motion carried.

E. Public Comment

There was no public comment

F. Reports from Campus Liaison – Ms. LaVonne Ellis

Ms. LaVonne Ellis introduced Dr. Elizabeth Crowther, President of Rappahannock Community College (RCC), to give some remarks on her behalf. Dr. Crowther gave a brief overview of RCC’s students, campuses and programs.

Dr. Crowther spotlighted some of the industry training programs at Rappahannock Community College. She also gave a brief overview of the consortium with Thomas Nelson Community College and the Newport News Shipyard. At the Glenns Campus, RCC has replicated the interior of a ship that is used for training. Many of RCC’s students who graduate from this program secure jobs at the shipyard. Rappahannock Community College also has a very active Foundation.

Admiral Fountain responded that he was familiar with RCC and with Dr. Crowther’s work. He stated that she deserves an enormous amount of credit for stepping up and being the educational leader in the Rappahannock area.

G. Education: Innovative Workforce Initiatives, Thomas Nelson Community College – President John Dever

Dr. John Dever, President of Thomas Nelson Community College (TNCC), gave the Board background information on TNCC. The college was established in 1967 at the Hampton Campus. They are now serving students at two campus locations, two workforce centers and one downtown center. Part of the Thomas Nelson Community College mission is to enhance the social and economic vitality of their region through workforce training.

Dr. Dever stated that workforce development has three winners; the employee who needs education and training opportunities, the employer who needs a well-prepared workforce, and the larger community. Thomas Nelson Community College plays an important economic development role in the community by providing a trained workforce.

Dr. Dever discussed the successful Marine Trade Skills program, a partnership of Newport News Shipbuilding and the VCCS.
II. CHANCELLOR’S REPORT

A. Introduction of Dr. John J. Rainone, President, Dabney S. Lancaster Community College

The Chancellor introduced Dr. John Rainone as the new president of Dabney S. Lancaster Community College. Dr. Rainone came to DSLCC from New Hampshire where he was Dean of Institutional Advancement at York Community College.

B. Chancellor’s Classified Staff Fellowship Recipients for 2013-2014

The Chancellor noted that recognition is provided to members of the Classified Staff with two fellowships that will assist the recipients in their pursuit of a higher education degree.

1. Ms. Cheryl Westray
   Thomas Nelson Community College

   Ms. Westray is the administrative assistant to the Interim Vice President for Student Affairs at Thomas Nelson Community College. The fellowship will enable her to complete an Associate Degree in Business Administration at Thomas Nelson Community College.

2. Ms. Roberta Wright
   Patrick Henry Community College

   Ms. Wright is an Engineering Technician in the Facilities and Grounds Department at Patrick Henry Community College. The fellowship will enable her to complete her Bachelor of Science Degree at Old Dominion University.

C. Chancellor’s Faculty Fellowship Recipients for 2013-2014

The Chancellor recognized this year’s recipients.

1. Lorrie Coe-Mead
   Associate Professor, Nursing
   Wytheville Community College
   Ph.D. in Community College Leadership, Old Dominion University

2. Kristyn Moskey
   Professor, Geology and Environmental Science
   Northern Virginia Community College
   Ph.D. in Environmental Science and Public Policy, George Mason University
D. Final Chancellor’s Report on 2012-2013 Goals and Cumulative Update on

*Achieve 2015*

The Chancellor noted that the Report on 2012-2013 Goals Aligned with *Achieve 2015* is provided. The report is offered in both summary and detailed formats.

E. Great Expectations Tour Update

The Chancellor gave an update on the Great Expectations Tour that took place in May in recognition of National Foster Care Month. Ms. Anne Holton serves as the Great Expectations Project Director. The Tour was successful and raised over $500,000 for the Great Expectations Program.

State Board members and Virginia Foundation for Community College Education Board members hosted, co-hosted and contributed to the events.

F. Update VCCS Reengineering Taskforce

Chancellor DuBois provided an update on the Reengineering Task Force (RETF).

G. Chancellor’s Annual Planning Retreat, August 13-14, 2013, Wyndham
Virginia Crossings Hotel and Conference Center, 1000 Virginia Center Parkway, Glen Allen, VA 23059 – Dr. Susan Wood, Vice Chancellor for Academic Services and Research

The Chancellor’s Planning Retreat will be held on August 13-14, 2013 at the Wyndham Virginia Crossing Hotel and Conference Center in Glen Allen. All State Board members are invited to attend. Approximately 250 participants are expected to attend this event.

H. Commonwealth Legacy Scholarship Luncheon, November 19, 2013,
11:30 a.m. – 1:00 p.m., Richmond Marriott Hotel, 500 East Broad Street, Richmond, VA – Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

The Legacy Scholarship Luncheon will be held on November 19 at the Richmond Marriott Hotel. Outstanding student scholarship recipients will be honored at this event.
I. State Board Annual Meeting, November 19–20, 2013, at 3:00 p.m.
Richmond Marriott Hotel, 500 East Broad Street, Richmond, VA –
Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

The Annual Meeting of the State Board will be held November 19-20 at the
Richmond Marriott Hotel. State Board members are encouraged to attend.

J. 2013 Hire Education Conference, December 11-13, 2013, The Homestead,
7696 Sam Snead Highway, Hot Springs, VA – Dr. Craig Herndon, Vice Chancellor
for Workforce Development

The 2013 Hire Education Conference will be held at the Homestead in Hot Springs,
VA. All Board members are invited to attend.

III. COMMITTEE REPORTS

A. Academic, Student Affairs and Workforce Development
Committee – LaVonne P. Ellis, Chair

1. Minutes – Meeting of May 15, 2013

   Since no quorum was present, approval of the meeting minutes was postponed
   until the September 2013 meeting.

2. Action Items

   a. Revision to VCCS Policy Manual Section 5.6.0 – Grading Systems
   for Credit Classes

      Dr. Wood reported that this revision clarified how the withdrawal grade is
   defined. (See Appendix I)

   A motion was made by Ms. Ellis and seconded by Ms. Helfant-Browning that:

   “THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED
   REVISION TO ITEM B OF THE WITHDRAWL POLICY CONTAINED IN SECTION
   5.6.0 OF THE VCCS POLICY MANUAL.”

   The motion carried.
b. Revision to VCCS Policy Manual Section 6.0.1 – General Admission to the VCCS Colleges

Dr. Wood reported that this Policy Manual revision is an insertion in the General Admission policy. These changes have also been previously approved by ASAC and reviewed and approved by the Advisory Council of Presidents after they added and approved an exception clause to the policy. (See Appendix II)

A motion was made by Ms. Ellis and seconded by Admiral Fountain that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED CHANGES TO THE VCCS POLICY MANUAL SECTION 6.0.1 REGARDING ADMISSION POLICIES TO ITS COLLEGES.”

The motion carried.

c. Revision to VCCS Policy Manual Section 6.0.1.1 – Dual Enrollment Student Admissions

A revised policy for dual enrollment admission and chart of basic measures for admission to transfer courses and CTE courses were developed including scores the student may have already received on other tests such as SAT, ACT, PSAT, SOL, etc. Although MTE 1 is listed in the chart as the basic requirement for mathematics for transfer and CTE courses, it is important to note that this is the minimum admissions standard; students enrolling in dual enrollment courses must meet all course pre-requisites. (See Appendix III)

A motion was made by Ms. Ellis and seconded by Dr. Gong that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED CHANGES TO THE VCCS POLICY MANUAL SECTION 6.0.1.1 – DUAL ENROLLMENT STUDENT ADMISSIONS.”

The motion carried.

d. Revision to VCCS Policy Manual Section 8 – Planning, Accreditation, Institutional Effectiveness, Research, and Reporting (Clarify Meaning of Census Term)

This revision is the result of efforts by the Institutional Effectiveness leaders to make sure census data aligns with state practices.
Section 8 of the VCCS Policy Manual defines the policies of the VCCS pertaining to planning, accreditation, institutional effectiveness, research, and reporting. The following changes to Section 8 of the Policy Manual are suggested:

- Section 8.3.0 - Define census date as the date that the system office accepts end-of-term data submissions from all colleges;
- Section 8.3.0 - Define the last day to drop a class with a refund as 15% of the session and remove reference to the census date as it relates to the last day to drop a class;
- Section 8.3.0 - Define the last day to register in terms of the last day to drop a class with a refund.
- Section 8.3.1 - Correct the reporting period for headcount and FTE to SCHEV based on current practice.
- Section 8.2.1 a and b - Add wording “When requested by the college president or SACS visit committee chair.”
- The IE committee also suggested a number of non-substantive, grammatical changes to other sections within Section 8 of the Policy Manual.

ASAC reviewed and approved the proposed changes to Section 8. ACOP approved the changes at its meeting in June 2013. (See Appendix IV)

A motion was made by Ms. Ellis and seconded by Dr. Gong that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO SECTION 8 OF THE VCCS POLICY MANUAL.”

Discussion followed involving additional wording changes and clarifications that were recommended by State Board members. Staff have reviewed these requested changes and determined that the additional changes suggested would need to be reflected in other areas of the VCCS Policy Manual. Therefore, these additional language changes and clarifications proposed will need to be brought back to the State Board for approval at a subsequent meeting of the State Board.

The motion carried.
3. Information Items

a. Program Discontinuance

(1) Northern Virginia Community College
Certificate
Small Business Management

Northern Virginia Community College and its local board have approved the discontinuance of the Certificate in Small Business. This program is being discontinued because of low enrollment and few awards over the past 5 years.

(2) Virginia Western Community College
Certificate
Radiation Oncology

Virginia Western Community College and its local board have approved the discontinuance of the Certificate in Radiation Oncology. The program is being discontinued because radiation oncology programs must now be offered at the associate degree level in order to retain accreditation. The college has approval to offer the AAS degree in radiation oncology.

b. 2012-13 Report on VCCS Academic Program Approvals and Discontinuances

At each meeting, the State Board for Community Colleges considers action and information items reflecting academic program proposals or discontinuances. The report compiles all of the approvals and discontinuances to give an annual look at academic program activity.

Dr. Wood gave a summary and the highlights of the report. She noted that many of the discontinuances are a result of the fields requiring the associate level in place of the certificate programs.

c. Credit Audit of Academic Programs Report

The Chancellor noted that the Credit Audit was one of the big ideas from the Reengineering Task Force. Very few states have been able to achieve what Dr. Wood’s team has accomplished with the credit audit.

Dr. Wood stated that the goal of this project is to reduce credit totals of programs to achieve two student benefits: (1) reduce time-to-degree; and (2) eliminate some tuition expense for students. She then introduced Dr. Dan Lewis who gave the Board a presentation on the processes and results of the
credit audit. Estimated annual tuition, mandatory fee savings, and general fund savings based on the expected number of graduates are as follows:

- Transfer Degrees: $1,991,822
- Applied Degrees: $1,069,686
- Certificates: $216,358
- Diplomas: $196,544

d. Process to Update Six-Year Plan (This item was moved to an Action item)

The Virginia Higher Education Opportunity Act of 2011 (Top Jobs 21) requires the governing board of each public institution of higher education to develop and adopt biennially, and amend or affirm annually a six-year academic and financial plan for the institution. The plan is to be submitted to the State Council of Higher Education for Virginia (SCHEV), the Governor, and the Chairs of the House Committee on Appropriations and the Senate Committee on Finance no later than July 1 of each odd-numbered year. State Board approval of the Plan is required prior to submission to the state officials.

The State Board approved the concepts for the VCCS Six Year Plan for fiscal years 2015 to 2020 at the May 2013 meeting. The State Council of Higher Education for Virginia issued instructions for the format of the plans shortly after that date. The plan in the required format that was submitted to SCHEV on July 1 was provided to the State Board at the July meeting.

A meeting with the Chancellor and other VCCS representatives, the Secretary of Finance, Secretary of Education, Director of the Department of Planning and Budget, Executive Director of SCHEV, Staff Director of the House Committee on Appropriations, and Staff Director of the Senate Committee on Finance will be held on August 1 to discuss the Plan. That group, known as the “Operation Six”, must provide comments to the institutions on their plans by September 1. Each institution must respond to any comments from the Group by October 1.

The proposed VCCS response to the “Operation Six” comments and any changes recommended to the Plan will be provided to the Board prior to its September meeting. Any changes approved by the Board at the September meeting will be incorporated into the final Plan, which will be submitted to SCHEV by October 1, 2013.

Mr. Thomas asked that, having been reviewed by the Budget and Finance Committee, this item be moved to an action item. (See Appendix V)
A motion was made by Mr. Thomas and seconded by Ms. Ellis that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE 2014-20 SIX-YEAR PLAN”

The motion carried.

e. June 2013 Southern Association of Colleges and Schools Actions

Ms. Ellis reported the June 2013 SACS actions were very positive for the VCCS. The Commission reaffirmed John Tyler Community College’s accreditation; removed Southwest Virginia and Wytheville Community Colleges from warning; and removed Central Virginia Community College from probation.

f. Developmental Education Redesign Update

The Chancellor’s Third Annual Developmental Education Institute was held in South Boston and was led by Dr. Van Wilson. Over 40 developmental education faculty and student service leaders were in attendance.

g. Enrollment Updates (Spring 2013, Annual 2012-13)

This update is a routine report that compares spring 2012 to spring 2013 enrollment. The report also gave figures for the annual headcount and FTE by college for 2012-2013.

h. Student Success Snapshot #26 – Student Performance in Redesigned Developmental Math Courses

Student Success Snapshot #26 is the second in a series of three discussing the results from the Developmental Education Redesign.

i. Update on the Workforce Enterprise System (WES)

Dr. Craig Herndon reported that Mr. George Sherman will give a presentation at the next meeting of the Board on the Workforce Enterprise System.

j. Update on Adult Career Coaches and Experiential Learning/Job Placement Coordinators

Dr. Craig Herndon reported that the Adult Career Coaches and Experiential Learning/Job Placement Coordinators were created in response to the
TAACCCT Grant to assist unemployed and underemployed students with job placements. To date, 2,139 individuals have been enrolled for services by Adult Career Coaches and 1,108 individuals have been enrolled in services for Experiential Learning/ Job Placement Coordinators.

k. Update on the Virginia Longitudinal Data System (VLDS)

The VLDS is a multi-agency effort between VDOE, State Council of Higher Education for Virginia, Virginia Employment Commission and the VCCS to help develop a longitudinal data system that allows for cross agency sharing of data. Funded by a $17 million US Department of Education grant, the VLDS helps the agencies make better decisions. Dr. Herndon presented a short video on the VLDS.

B. Audit Committee – Mirta M. Martin, Chair

1. Minutes - Meeting of May 15, 2013

It was reported that the Committee approved the minutes of its May 2013 meeting.

2. Action Items

   a. Approve Internal Audit Charter

      Ms. Helen Vanderland reported that the Internal Audit Charter is a formal document that defines the internal audit’s activities, purpose, authority, and responsibility. Final approval of the Internal Audit Charter resides with the State Board. (See Appendix VI)

      A motion was made by the Committee that:

      “THE STATE BOARD FOR COMMUNITY COLLEGES REAFFIRMS THE INTERNAL AUDIT CHARTER.”

      The motion carried.

   b. Approve Audit Plan for 2013-2014

      The Audit Plan is a document that governs the timing scope and objectives for the audits and special projects planned for the fiscal year for the VCCS which includes the System Office and the 23 colleges.
The proposed plan includes the audit of several key areas of the VCCS:

- High Risk Instructional Programs
- IT Security Standards and Procedures
- Fixed Assets
- Project Management

The audits will address internal controls and operational issues and provide management with practical suggestions on ways to mitigate weaknesses or improve the efficiency of operations. (See Appendix VII)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE FY2013-2014 AUDIT PLAN.”

The motion carried.

c. Approve Internal Audit Goals and Objectives for 2013-2014

Ms. Vanderland presented the Internal Audit Goals and Objectives to the Board. These goals and objectives were developed to improve and refine internal audit operations and the service provided to the colleges and the System Office. Ms. Vanderland stated her vision was to continue to identify and implement the newest and most innovative audit tools and practices and to encourage her staff to advance their skills and core competencies. (See Appendix VIII)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE FY 2013-2014 AUDIT GOALS AND OBJECTIVES.”

The motion carried.

d. Approve Evaluation of Director of Internal Audit

The Audit Committee went into closed session during its committee meeting on July 17, 2013 to discuss the Director of Internal Audit’s Evaluation. (See Appendix IX)
A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE INTERNAL
AUDIT DIRECTOR’S PERFORMANCE EVALUATION.”

The motion carried.

3 Information Items

a. Present Audit Committee Reference Manual

The committee members were provided with the Audit Committee Reference Manual. The manual includes the bylaws and responsibilities of the committee.

b. Purchasing Card Audit Report

Ms. Vanderland reported that the Purchasing card audit looked for fraud and anomalies in purchasing cards and none were found. She reported that as a result of the audit, more efficient paperless ways of completing purchasing logs and reconciliations were being determined.

c. Paul D. Camp Community College – Update on Business Office Review

Ms. Vanderland reported that she and Dr. Mirta Martin visited Paul D. Camp Community College (PDCCC) to identify actions taken by the College related to recommendations contained in the Business Office Review Report issued by the Internal Audit Department on April 24, 2013. She reported that PDCCC developed a timeline for their action plan and will hire a consulting firm to perform an assessment of their processes. Ms. Vanderland stated she will continue to communicate with the college on a weekly basis until all recommendations have been implemented. The President of PDCCC and the local Board Chair will meet with the State Board Audit Committee in September.

d. Dabney S. Lancaster Community College - TRIO Grant Follow-up Report

Ms. Vanderland reported that in accordance with the 2012-2013 audit plan a follow-up review was conducted on the audit recommendations and management action plans of the Dabney S. Lancaster Community College (DSLCC) TRIO Grant. The follow up included conferring with appropriate College personnel regarding implementation of their corrective actions. The follow up found that DSLCC has appropriately addressed all recommendations.
e. Year-End Status of 2012-2013 Audit Plan

Ms. Vanderland reported that she was very pleased to inform the Board that the 2012-2013 Audit Plan has been successfully completed.

f. Staffing Update

Ms. Vanderland introduced the new VCCS Senior Internal Auditor, Ms. Intan McCartt.

g. Litigation

The Committee received current litigation information provided by Ms. Greer Saunders.

C. Facilities Committee – Robert R. Fountain, Chair

1. Minutes – Meeting of May 15, 2013

It was reported the committee approved the minutes of its May 2013 meeting.

2. Action Items

a. Lord Fairfax Community College
   Middletown Campus
   Renovate Fairfax Hall Schematic Design
   Project Code: 260-17986

Admiral Fountain reported that Lord Fairfax Community College requested approval for the schematic design for the renovation of Fairfax Hall. This project includes reconfiguring approximately 20,000 square feet of interior spaces to create a “one-stop” student services suite and improve and clarify interior circulation, renovating restrooms to be accessible, adding a fire protection sprinkler system and emergency generator, and upgrading mechanical and electrical systems and technology infrastructure throughout the building to current standards. The committee recommended approval. (See Appendix X)
A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DESIGN OF THE RENOVATION OF FAIRFAX HALL IN ACCORDANCE WITH THE VCCS POLICY MANUAL SECTION 10.0.0.4 i.”

The motion carried.

b. J. Sargeant Reynolds Community College
   Varina Center
   Feasibility Study
   Project Code: NP283-006

Admiral Fountain reported that J. Sargeant Reynolds Community College requested approval to proceed with the master site plan for the proposed Varina Center to be located in eastern Henrico County, southeast of the intersection of I-295 and Route-5. (See Appendix XI)

This item was postponed until the September 2013 meeting.

c. Northern Virginia Community College
   Alexandria Campus
   Beauregard Street Parking Garage Repairs
   Project Code: A3260-008

Admiral Fountain reported that Northern Virginia Community College requests the approval of a VCCS defined Capital Project in conjunction with the repair of the Upper Level of the Beauregard Street Parking Garage at the Alexandria Campus. The project was previously anticipated to be less than $500,000; however, based on recent bid results, it is clear that after “soft costs,” the amount exceeds the $500,000 threshold set by the State Board. (See Appendix XII)

A motion was made by the Committee that:

“IN ACCORDANCE WITH THE VCCS POLICY MANUAL SECTION 10.0.0.4 i., THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE BEAUREGARD STREET PARKING GARAGE REPAIR PROJECT AS A VCCS DEFINED CAPITAL PROJECT.”

The motion carried.
d. Tidewater Community College  
Norfolk Campus  
Renovation of Portions of Andrews and Martin Buildings  
Project Initiation  
Project Code: 260-A3260-039  

Admiral Fountain reported that Tidewater Community College requests State Board approval to initiate the design and construction of renovations of the ground floors of the Andrews and Martin buildings and the mezzanine floor of the Martin Building as a capital project expected to cost in excess of $1,000,000. (See Appendix XIII)  

A motion was made by the Committee that:  

“IN ACCORDANCE WITH THE VCCS POLICY MANUAL SECTION 10.0.0.4 i., THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE INITIATION OF THE RENOVATIONS OF PORTIONS OF THE ANDREWS AND MARTIN BUILDINGS AT THE NORFOLK CAMPUS OF TIDEWATER COMMUNITY COLLEGE AS A CAPITAL PROJECT.”  

The motion carried.  


e. Tidewater Community College  
Virginia Beach Campus  
Bayside Building Renovation  
Schematic Design Review  
Project Code: 260-17990  

Admiral Fountain reported that Tidewater Community College requests approval for the schematic design for the renovation of the Bayside Building at the Virginia Beach Campus. Preliminary design of the renovation was authorized in the 2012-2014 Appropriation Act. Subsequently, in the 2013 General Assembly Session, the renovation project was approved for funding. (See Appendix XIV)  

A motion was made by the Committee that:  

“IN ACCORDANCE WITH THE VCCS POLICY MANUAL SECTION 10.0.0.4, THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DESIGN FOR THE RENOVATION OF THE BAYSIDE BUILDING AT THE VIRGINIA BEACH CAMPUS OF TIDEWATER COMMUNITY COLLEGE.”  

The motion carried.
f. Virginia Western Community College
   Additional Signage for the Center for Sciences and Health Professions
   Project Code: 260-A3260-003

Admiral Fountain reported that Virginia Western Community College proposes to construct new signs for the Center for Science & Health Professions (CS&HP) building which is nearing completion. The State Board for Community Colleges approved the design of two of the signs (locations 1 & 2) at its May 2013 meeting. VWCC would like to add letters on the building (location 3) under this project. They are also requesting approval for a future sign at location 4, and to relocate an existing sign to the rear of the campus, along I-581, when additional funds are available. (See Appendix XV)

A motion was made by the Committee that:

“IN ACCORDANCE WITH VCCS POLICY MANUAL SECTION 10.0.0.4 k., THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE ADDITIONAL SIGNAGE FOR THE CENTER FOR SCIENCE AND HEALTH PROFESSIONS AT VIRGINIA WESTERN COMMUNITY COLLEGE.”

The motion carried.

3. Information Items

a. Virginia Community College System
   SWaM Expenditure Report

   Mr. Robert Jones presented the Board with an itemized April and May SWAM expenditure report.

b. Virginia Community College System
   College Construction Project Report

   Mr. Robert Jones reported that the VCCS has continued to add new College Construction Projects. Currently, there are no projects to bring to the Board’s attention.

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

   Mr. Jones presented the Board with the current VCCS Capital Projects. He noted that all projects are progressing.
D. Budget and Finance Committee – Michael Thomas, Chair

1. Minutes - Meeting of May 15, 2013

It was reported that the Committee approved the minutes of its May 2013 meeting.

2. Action Items

a. Approval of FY 2014 College Operating Budgets

Ms. Donna VanCleave reported that all of Virginia’s community colleges are fully accredited by the Southern Association of Colleges and Schools (SACS). Among the many requirements of the SACS reaffirmation review process is a requirement that college budgets be approved by the governing body which for the VCCS is the State Board for Community Colleges.

A table with the FY 2014 state operating budgets for the colleges in the VCCS and a spreadsheet showing the amount and percentage change from the FY 2013 budgets for each college and the System Office was previously distributed to State Board members.

The dollars for each community college are allocated based on the state higher education funding model adopted by the State Council of Higher Education and the General Assembly and subsequently adapted for use by the 23 community colleges. It is the responsibility of the VCCS System Office to execute the resource model on an annual basis using available resources from state appropriations and anticipated tuition and fee revenue collections. The committee recommended approval. (See Appendix XVI)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE FY 2014 COLLEGE BUDGETS.”

The motion carried.

b. Approval of Updates to Section of the VCCS Policy Manual Pertaining to Tuition and Local Funds.

Ms. VanCleave reported that several provisions in the VCCS Policy Manual need to be updated to reflect legislative changes in the 2013 Session. Also, to improve reporting about current tuition rates, a change is proposed to replace
the specific details with a link to the VCCS website which will contain more information. The Committee recommended approval. (See Appendix XVII)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES:

o APPROVES THE PROPOSED CHANGES TO VCCS POLICY MANUAL SECTIONS 4.3.0.4, 4.3.0.6, AND 4.3.0.7 TO REFLECT THE IN-STATE TUITION AUTHORITY FOR THE MILITARY AS OUTLINED IN THE CODE OF VIRGINIA

o APPROVES THE PROPOSED CHANGES TO UPDATE THE VCCS POLICY MANUAL SECTION 4.2.2 FOR CODE OF VIRGINIA INVESTMENT REFERENCES APPLICABLE TO LOCAL COMMUNITY COLLEGE FUNDS

o APPROVES THE PROPOSED CHANGES TO VCCS POLICY MANUAL SECTION 4.3.0 TO REMOVE TUITION AND FEE RATES AND REPLACE IT WITH A VCCS WEBSITE LINK BETTER SUITED FOR PUBLISHING AND COMMUNICATING DETAIL TUITION AND FEE RATE INFORMATION

The motion carried.

3. Information Items

a. Process to Update Six-Year Plan (Changed to Action Item)

This document was reviewed and approved previously in the Academic, Student Affairs, and Workforce Development Committee report. (See Appendix V)

b. Update on Level 2 Procurement

Ms. VanCleave reported that because the VCCS had Level 2 Authority in two areas, under new legislation, the VCCS can apply for Level 2 authority in a third area. The VCCS is currently working to obtain Level 2 Authority in procurement. Ms. VanCleave stated that more information will be available at the September 19, 2013, State Board meeting.

Mr. Thomas announced that the Virginia Business Higher Education Council/Virginia Chamber of Commerce Summit is to be held on September 18, 2013, in Richmond. Both candidates for Governor will be addressing the summit. A reception will be held that evening, and all Board members are encouraged to attend.
E. Personnel Committee – Stephen Gannon, Chair

Action and information items of the Personnel Committee listed below, including approval of the minutes, were postponed until the September 2013 State Board meeting.

1. Minutes—Meeting of May 15, 2013

2. Action Item
   a. Degree Equivalency

3. Information Item
   a. Executive Succession Planning

IV. EXECUTIVE COMMITTEE/CHAIR’S REPORT

A. Minutes – Meeting of May 15, 2013

   It was reported the Executive Committee approved the minutes of its May 2013 meeting.

B. Action Items

1. Bylaws as Required by Chapter 577 of 2013 General Assembly

   Mr. Meyer reported that the changes to the bylaws are in relation to new legislation regarding public meetings and the responsibilities of the governing boards for institutions of higher education. Additionally, the Committee changed wording in the bylaws to clarify language regarding a quorum of the State Board. (See Appendix XVIII)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CHANGES TO THE STATE BOARD BYLAWS AS AMENDED.”

The motion carried.

2. VCCS Policy Manual on Local Board Membership
Mr. Meyer reported that the language in the VCCS Policy Manual states that former employees are not eligible to serve on local boards. The language needs to be modified to clarify that current employees are also ineligible. In addition, the language regarding terms of service for local board members needs to be clarified to state that no member may serve more than two full terms consecutively, which is consistent with the terms for the State Board members.

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CLARIFICATIONS TO THE VCCS POLICY MANUAL.”

The motion carried.

3. Chancellor’s Sabbatical

Mr. Meyer reported that the Chancellor’s employment contract which was approved by the State Board on May 16, 2013, provides that he be granted a sabbatical leave that is intended for his professional development and renewal as Chancellor.

Chancellor DuBois is requesting a sabbatical to study the Chesapeake Bay and its impact on Virginia. His research will include a review of the literature and interviews with senior staff at the Chesapeake Bay Foundation, the federal government, and appropriate officials in state government. The actual length of the sabbatical will be 19 days spread over the months of September, October, and November. A report of Chancellor DuBois’ findings will be presented to the State Board on or before its January 2014 meeting. (See Appendix XX)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CHANCELLOR’S SABBATICAL REQUEST.”

The motion carried.

4. Request for Approval of President Emeritus Status

Mr. Meyer reported that two requests for President Emeritus status were brought before the Board: (1) Dr. Carlyle Ramsey, President of Danville Community College and (2) Dr. Douglas Boyce, the sixth President of Paul D. Camp Community College.
The committee made a motion that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST TO GRANT PRESIDENT EMERITUS STATUS TO DR. B CARLYLE RAMSEY, PRESIDENT OF DANVILLE COMMUNITY COLLEGE AND DR. DOUGLAS BOYCE, FORMER PRESIDENT OF PAUL D. CAMP COMMUNITY COLLEGE.”

The motion carried.

V. OTHER BUSINESS

Mr. Meyer asked that each committee chair appoint a vice chair, so they may have someone to serve in their absence. Once each chair has made his/her choice for vice chair, this information should be conveyed to Mr. Meyer and to the Chancellor’s Office.

Mr. Meyer also brought to the Board’s attention the possibility of eliminating hard copies of the State Board agenda books and having this information available for State Board members on electronic tablets. More information on this proposal will be provided at a later date.

VI. ADJOURNMENT

There being no further business the meeting adjourned at 12:25 PM.

Bruce Meyer, Chair
Glenn DuBois, Secretary
APPENDIX I

TITLE:  REVISION TO VCCS POLICY MANUAL 5.6.0. -- GRADING SYSTEMS FOR
Development Committee, Action Item III.A.2.a.)

BACKGROUND:

At the June ACOP meeting, a revision was approved to item b. of the Withdrawal policy in VCCS Policy Manual Section 5.6.0 clarifying how the withdrawal grade is defined. Following is the current Withdrawal policy and the proposed revision to item b.

Current Policy:

W - Withdrawal  No grade point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the students’ academic files.

For purposes of enrollment reporting, the following procedures shall apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roster and no grade is awarded.

b. After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of “W”. A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of withdrawal, or that the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief
academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.

**Revised policy:**

b. After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of “W”. A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of withdrawal, or that the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively transferred to a different program.

**ACTION RECOMMENDATION:**

It is recommended that the State Board for Community Colleges approve the suggested revision to item b. of the Withdrawal policy contained in Section 5.6.0 of the VCCS Policy Manual.

**PREVIOUSLY REVIEWED BY:**

- Academic and Student Affairs Council
- Advisory Council of Presidents

**RESOURCE PERSONS:**

Dr. Susan Wood, Vice Chancellor for Academic Services and Research, VCCS, swood@vccs.edu, 804-819-4972

Dr. Van Wilson, Assistant Vice Chancellor for Academic and Student Services, VCCS, vwilson@vccs.edu, 804-819-4697

Mrs. Jennifer Allman, Director of Student Support Services, VCCS, jallman@vccs.edu, 804-819-4971

Dr. Dan Lewis, Director of Educational Programs, VCCS, dlewis@vccs.edu, 804-819-4636
APPENDIX II

TITLE:  **REVISION TO VCCS POLICY MANUAL SECTION 6.0.1 -- GENERAL ADMISSION TO THE VCCS COLLEGES (SB)** (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.b.)

BACKGROUND:

At the June, 2013, meeting, ACOP reviewed policy changes which were recommended for approval by ASAC at its March, 2013, meeting. ACOP approved the recommended changes after adding and approving an exceptions clause to the policy as noted below.

6.0.1 General Admission to the VCCS Colleges (SB)

Individuals are eligible for admission to the community college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit academically from study at the community college, as demonstrated by assessment scores in reading, writing, and mathematics. **Minimum scores are noted in the chart below:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>VPT</th>
<th>Compass</th>
<th>Asset</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>ENF 1</td>
<td>62</td>
<td>35</td>
</tr>
<tr>
<td>Writing</td>
<td>ENF 1</td>
<td>32</td>
<td>35</td>
</tr>
<tr>
<td>Math</td>
<td>MTE 1</td>
<td>25</td>
<td>33</td>
</tr>
</tbody>
</table>

Exceptions to this policy may be made by the college president only for documented reasons.

ACTION RECOMMENDED:

It is recommended that the State Board for Community Colleges review and approve the proposed changes to VCCS Policy Manual Section 6.0.1 regarding admission to its colleges.

PREVIOUSLY REVIEWED BY:

- Academic and Student Affairs Council
- Advisory Council of Presidents

RESOURCE PERSONS:
Dr. Susan Wood, Vice Chancellor for Academic Services and Research, VCCS, swood@vccs.edu, 804-819-4972

Dr. Van Wilson, Assistant Vice Chancellor Academic and Student Services, VCCS, vwilson@vccs.edu, 804-819-4697

Mrs. Jennifer Allman, Director of Student Support Services, VCCS, jallman@vccs.edu, 804-819-4971

Dr. Dan Lewis, Director of Educational Programs, VCCS, dlewis@vccs.edu, 804-819-4696

Mrs. Lori Dwyer, Director of Policy, VCCS, ldwyer@vccs.edu, 804-819-1673
APPENDIX III

TITLE: REVISION TO VCCS POLICY MANUAL SECTION 6.0.1.1 – DUAL ENROLLMENT STUDENT ADMISSIONS (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.c.)

BACKGROUND:

Since January of this year, ASAC has had a number of discussions surrounding college readiness standards. This included a review of the general admission policy, as well as current policy for dual enrollment student admissions.

A revised policy for dual enrollment admission and chart of basic measures for admission to transfer courses and CTE courses were developed including scores the student may have already received on other tests such as SAT, ACT, PSAT, SOL, etc. Although MTE 1 is listed in the chart as the basic requirement for mathematics for transfer and CTE courses, it is important to note that this is the minimum admissions standard; students enrolling in dual enrollment courses must meet all course pre-requisites.

Following is the current VCCS policy for dual enrollment student admissions, as well as the proposed policy changes:

Current Policy:

6.0.1.1 Dual Enrollment Student Admissions

Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required.

Proposed Policy:

6.0.1.1 Dual Enrollment Student Admissions
Although high school and home school students are not normally qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Because enrolling freshman and sophomore students admitting freshmen and sophomores is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshmen or sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

Students enrolling in a dual enrollment course must meet all course pre-requisites.

<table>
<thead>
<tr>
<th>Admission Criteria for Transfer Courses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Virginia</td>
<td>COMPASS</td>
<td>ASSET</td>
<td>PSAT</td>
<td>SAT</td>
<td>ACT</td>
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<tr>
<td></td>
<td>Placement</td>
<td></td>
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<tr>
<td></td>
<td>Test (VPT)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English / Writing</td>
<td>ENG 111</td>
<td>76</td>
<td>43</td>
<td>50</td>
<td>500</td>
<td>21</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Reading</td>
<td>ENG 111</td>
<td>81</td>
<td>42</td>
<td>50</td>
<td>500</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE 1</td>
<td>25</td>
<td>33</td>
<td>52</td>
<td>520</td>
<td>22</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>Algebra I - Pass</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission Criteria for CTE Courses</th>
<th></th>
<th></th>
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<tr>
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<td>ACT</td>
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<td>Test (VPT)</td>
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ACTION RECOMMENDED:

It is recommended that the State Board for Community Colleges approve the changes to VCCS Policy Manual Section 6.0.1.1 as presented above.

PREVIOUSLY REVIEWED BY:

- Academic and Student Advisory Council
- Advisory Council of Presidents

RESOURCE PERSONS:

Dr. Susan Wood, Vice Chancellor for Academic Services and Research, VCCS, swood@vccs.edu, 804-819-4972

Dr. Van Wilson, Assistant Vice Chancellor for Academic and Student Services, VCCS, 804-819-4697, vwilson@vccs.edu

Ms. Lori Dwyer, Director of Educational Policy, VCCS, ldwyer@vccs.edu, 804-819-1673

Mrs. Jennifer Allman, Director of Student Support Services, VCCS, jallman@vccs.edu, 804-819-4971

Dr. Dan Lewis, Director of Educational Programs, VCCS, dlewis@vccs.edu, 804-819-4696
**APPENDIX IV**

**REPLACEMENT COPY**

**TITLE:** PROPOSED CHANGES TO VCCS POLICY MANUAL SECTION 8 PLANNING, ACCREDITATION, INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND REPORTING (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.d)

**BACKGROUND:**

Section 8 of the *VCCS Policy Manual* defines the policies of the VCCS pertaining to planning, accreditation, institutional effectiveness, research, and reporting. The following changes to section 8 of the Policy Manual are suggested:

- Section 8.3.0 - Define census date as the date that the system office accepts end-of-term data submissions from all colleges;
- Section 8.3.0 - Define the last day to drop a class with a refund as 15% of the session and remove reference to the census date as it relates to the last day to drop a class;
- Section 8.3.0 - Define the last day to register in terms of the last day to drop a class with a refund.
- Section 8.3.1 - Correct the reporting period for headcount and FTE to SCHEV based on current practice.
- Section 8.2.1 a and b - Add wording “When requested by the college president or SACS visit committee chair”
- The IE committee also suggested a number of non-substantive, grammatical changes to other sections within §8 of the Policy Manual.

ASAC reviewed and approved the proposed changes to Section 8. ACOP approved the changes at its meeting in July 2013.

**Section 8 Proposed Policy Language:**

8.0 Planning

8.0.0 Responsibilities (SB)

The Chancellor has responsibility for developing, implementing, and evaluating system-level planning initiatives. College presidents are responsible for maintaining comprehensive planning and evaluation processes at each college.

8.0.1 System-level Planning Process (C)

Periodically the Chancellor will initiate a system-wide planning process. The process will be designed to: (1) review and revise the VCCS mission; (2) evaluate
current initiatives; and (3) set system-level goals. It will involve college faculty, staff, administrators, and others external to the System.

8.0.2 College Planning (C)

The planning and evaluation processes established at each college should reflect local and regional needs, meet accreditation requirements, and support system-level goals. Each president shall periodically submit updated copies of the college’s master plan or equivalent planning documents to the Chancellor. In addition to other data and information, these plans and documents shall contain the college’s major administrative and educational goals and a schedule for implementing them.

8.0.3 Feasibility Analysis For New Campuses and Centers (SB)

To initiate the state-level process for approval of new community college campuses and centers, each college shall obtain approval from the State Board for Community Colleges to conduct a feasibility analysis. The stipulations for information that should be included in the analyses will be conveyed by the Chancellor to the presidents, and at a minimum will include: enrollment projections; impact on existing colleges and campuses of an additional campus or center; types of programs to be offered; availability and location of potential sites for the new campus or center; support from local entities; estimated construction or lease costs and proposed methods of financing; possible environmental impact problems; and projected capacity and size.

After the feasibility analyses are submitted, the Chancellor will recommend to the State Board whether planning for these campuses or centers should proceed. Upon approval by the State Board, the colleges will conduct and submit to the State Board for approval a Preplanning Study and an academic master plan.

8.0.4 Academic Master Plan for New Campuses and Centers (SB)

Each college shall develop an academic master plan for a new campus or center and submit it to the Chancellor and State Board for Community Colleges for approval. Upon approval by the State Board, the plan will be transmitted to the State Council of Higher Education.

The academic master plan shall describe fully the purpose of the new campus or center and the types, numbers, and special needs of the students who will be served by the campus or center. A description of proposed curricular programs shall be included in the plan and the time frame for initiating each program established. The time frame should span at least a three-year period and begin when the first programs are offered. The description should include the initial array of programs to be offered at the new campus or center, the relationship of these programs with the same or similar ones already offered at other campuses and centers of the college, and any other programs that will be new to the college. The academic master plan shall also describe how the programs will use technology
and other instructional innovations to enhance quality and to ensure that students achieve educational objectives. Student support services that complement the curricular programs of the new campus or center shall be fully described.

The academic master plan shall show evidence of partnerships with other educational providers, such as: copies of memoranda of understanding and articulation agreements signed by the community college president and appropriate four-year college and university presidents that assure educational opportunities and services appropriate for transfer students; and letters from presidents of the colleges and universities in the same geographical region supporting the academic plan for the new campus or center, stating their intent to share faculty and facilities, if appropriate, and pledging to work cooperatively to offer programs that are not unnecessarily duplicative, and that increase educational opportunities in the region.

8.1 Accreditation

8.1.0 General Requirements (C)

Each college in the VCCS shall follow the accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Each community college president shall provide the Chancellor with a schedule of all visits from an accreditation or approval committee, official, or agency. The president shall provide the Chancellor with a copy of all reports and findings the community college receives from the accreditation or approval committee, official, or agency.

8.1.1 Response to Committee Reports (C)

The college’s response to the visiting committee’s recommendations shall be forwarded to the Chancellor when it is submitted to the accreditation or approval agency.

8.1.2 VCCS Role in Accreditation Visits (C)

The following procedures shall apply during accreditation visits:

a. **When requested by the college president or SACSCOC committee chair,** the Chancellor or the Chancellor’s designated representative and the college president shall meet with the visitation committee at the beginning of the visit to describe the VCCS.

b. **When requested by the college president or SACSCOC committee chair,** a VCCS representative shall be available during the Committee’s visit to provide assistance and to answer questions which may arise.
8.1.3 Accreditation Summary (SB)

The Chancellor shall be responsible for advising the State Board of changes in the accreditation status of each college in the System.

8.2 Institutional Effectiveness, Research, and Reporting (SB)

8.2.1 Responsibilities

8.2.1.0 Colleges

Each community college shall maintain a comprehensive planning and evaluation process that promotes quality and that demonstrates institutional effectiveness. Colleges shall use a variety of methods to evaluate institutional effectiveness, and shall measure student achievement through outcomes assessment.

8.2.1.1 System Office

The staff of the Vice Chancellor for Academic Services and Research shall identify system-wide study needs, conduct system-wide institutional studies, and collaborate with college research staff or researchers from outside the System in the design and evaluation of studies.

8.3 Enrollment Reporting and Excluded Enrollments (SCHEV; SB)

VCCS policies shall conform to the enrollment reporting policies and procedures in the annually published SCHEV Reporting Guidelines.

8.3.0 Census Dates and Registration Periods (SB)

Enrollments reported for all credit classes shall be those on the census date for a given semester. For the purpose of reporting to SCHEV, the census date shall be the date that each college submits its end-of-term data to the VCCS.

The last day to drop a class with a refund of tuition for a session shall be fifteen percent (15%) of the days in the session, which includes all instructional and exam days. If the last day to drop with a refund falls on a weekend or holiday, then it shall be moved to the next working day.

The last day to register or to add a class may not be later than the last day to drop with a refund; however, each college may establish an earlier date if desired.

The last day to drop with a refund may be extended by community college administrators due to natural disasters, severe weather conditions, or other
emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruption. Copies of such documents shall be submitted by the college president(s) to the Chancellor.

8.3.1 Reporting Calendar

In accordance with the SCHEV Reporting Guidelines, the official full-time equivalent student (FTES) and headcount enrollment data for the VCCS shall be reported at the end of each semester, after each college has submitted its end-of-term data to the VCCS.

8.3.2 Enrollment Records Management

Colleges shall develop and implement in-house enrollment records management procedures to ensure that an audit trail for enrollment data and reports exists.

8.3.3 Excluded Enrollments

The headcount and full-time equivalent student (FTES) for all enrollments in credit instruction shall be reported. The following categories of enrollments, as indicated in the SCHEV Reporting Guidelines shall not be included in the official VCCS enrollment reports.

a. Enrollments that have been withdrawn on or before the census date are not to be recorded in headcount or full-time equivalent student (FTES) totals.

b. Enrollments in classes that have been cancelled.

c. The headcount and FTES of students who audit credit courses shall not be included in VCCS official enrollment reports.

8.4 Statistical Reports (U.S. Department of Education (USDOE); SCHEV; (C)

A variety of statistical reports must be completed each year for the United States Department of Education IPEDS (Integrated Postsecondary Education Data System), SCHEV, and the System Office of the VCCS. The System Office shall serve as the distribution, coordination, and collection agency for all statistical reports required by these agencies. The System Office shall maintain a file of all completed statistical reports contained in the Annual Reporting Schedule.

8.4.0 Statistical Reports Definition and Annual Reporting Schedule USDOE; SCHEV; (C)

Statistical reports are defined as those reports required by USDOE (IPEDS), SCHEV, and the System Office of the VCCS relating to student enrollment, student financial aid, faculty and personnel, facilities, and finances. A listing of these reports shall be published by the System Office in the Annual Reporting Schedule.
The reporting year shall begin on July 1 of each year and conclude on June 30 of the following year.

Section 8 Current Policy Language:

Section 8
Planning, Accreditation, Institutional Effectiveness, Research, and Reporting

8.0 Planning

8.0.0 Responsibilities (SB)

The Chancellor has responsibility for developing, implementing, and evaluating system-level planning initiatives. College presidents are responsible for maintaining comprehensive planning and evaluation processes at each college.

8.0.1 System-level Planning Process (C)
Periodically the Chancellor will initiate a system-wide planning process. It will involve college faculty, staff, administrators, and others external to the System. The process will be designed to: (1) review and revise the VCCS mission; (2) evaluate current initiatives; and (3) set system-level goals.

8.0.2 College Planning (C)
The planning and evaluation processes established at each college should reflect local and regional needs, meet accreditation requirements, and support system-level goals. Each president shall periodically submit updated copies of the college’s master plan or equivalent planning documents to the Chancellor. In addition to other data and information, these plans and documents shall contain the college’s major administrative and educational goals and a schedule for implementing them.

8.0.3 Feasibility Analysis For New Campuses (SB)
To initiate the state-level process for approval of new community college campuses, each college shall obtain approval from the State Board for Community Colleges for conducting a feasibility analysis. The stipulations for information that should be included in the analyses will be conveyed by the Chancellor to the presidents, but at a minimum will include: enrollment projections; impact on existing colleges and campuses of an additional campus; types of programs to be offered; availability and location of potential sites for the new campus; support from local entities; probable construction or lease costs and proposed methods of financing; possible environmental impact problems; and projected capacity and size. After the feasibility analyses are submitted, the Chancellor will recommend to the State Board whether planning for these campuses should proceed. Upon approval by the State Board, the colleges will conduct and submit to the State Board for approval a Preplanning Study and an academic master plan.

8.0.4 Academic Master Plan for New Campuses (SB)
Each college shall develop an academic master plan for a new campus and submit it to the Chancellor and State Board for Community Colleges for approval. Upon approval by the State Board, the plan will be transmitted to the State Council of Higher Education. The academic master plan shall describe fully the purpose of the new campus and the types, numbers, and special needs of the students who will be served by the campus. A description of proposed curricular programs shall be included in the plan and the time frame for initiating each program established. The time frame should span at least a three-year period and begin when the first programs are offered. The description should include the initial array of programs to be offered at the new campus, the relationship of these programs with the same or similar ones already offered at other campuses of the college, and any other programs that will be new to the college. The academic master plan shall also describe how the programs will use technology and other instructional innovations to enhance quality and to ensure that students achieve educational objectives. Student support services that complement the curricular programs of the new campus shall be fully described. The academic master plan shall show evidence of partnerships with other educational providers, such as: copies of memoranda of understanding and articulation agreements signed by the community college president and appropriate four-year college and university presidents that assure educational opportunities and services appropriate for transfer students; and letters from presidents of the colleges and universities in the same geographical region supporting the academic plan for the new campus, stating their intention to share faculty and facilities, if appropriate, and pledging to work cooperatively to offer programs that are not unnecessarily duplicative, and that increase educational opportunities in the region.

8.1 Accreditation
8.1.0 General Requirements (C)

Each college in the VCCS shall follow the accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges. Each community college president shall provide the Chancellor with a schedule of all visits from an accreditation or approval committee, official, or agency. The president shall provide the Chancellor a copy of all reports and findings the community college receives from the accreditation or approval committee, official, or agency.

8.1.1 Response to Committee Reports (C)

The college’s response to the visiting committee’s recommendations shall be forwarded to the Chancellor when it is submitted to the accreditation or approval agency.

8.1.2 Procedure During Accreditation Visits (C)

The following procedures shall apply during accreditation visits:

a. The Chancellor or the Chancellor’s designated representative and the college president shall meet with the visitation committee at the beginning of the visit to describe the VCCS.

b. When requested, a VCCS representative shall be available during the Committee’s visit to provide assistance and to answer questions which may arise.
8.1.3 Accreditation Summary (SB)

The Chancellor shall be responsible for advising the State Board as to changes in the accreditation status of each college in the System.

8.2 Institutional Effectiveness, Research, and Reporting (SB)

8.2.1 Responsibilities

8.2.1.0 Colleges

Each community college shall maintain a comprehensive planning and evaluation process to promote quality and to demonstrate institutional effectiveness. Colleges shall use a variety of methods to evaluate institutional effectiveness, and shall measure student achievement through outcomes assessment.

8.2.1.1 System Office

The staff of the Vice Chancellor for Academic Services and Research shall identify system-wide study needs, conduct systemwide institutional studies, and collaborate with college research staff or researchers from outside the System in the design and evaluation of studies.

8.3 Enrollment Reporting and Excluded Enrollments (SCHEV; SB)

VCCS policies shall conform to the enrollment reporting policies and procedures in the annually published SCHEV Reporting Guidelines.

8.3.0 Census Dates and Registration Periods (SB)

Enrollments reported for all credit classes shall be those recorded at the end of the census date for a given session. The census date for a standard and non-standard term shall be the fifteenth percent (15%) of the calendar days in a session, which includes all instructional and exam days. If the census date falls on a weekend or holiday, then the census date shall be the next working day. The last day to drop a class with a refund of tuition shall be the census date, or the fifteenth percent (15%) of the session for that class. The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired. The enrollment for those sessions with census dates occurring after the midterm reporting date shall be reported at the end of the semester. The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruption. Copies of such documents shall be submitted by the college president(s) to the Chancellor. The last day to drop a class with a refund of tuition shall be the census date for that class. The last day to register or to add a class may not be later than the census date; however, each college may establish an earlier date if desired.

8.3.1 Reporting Calendar

In accordance with the SCHEV Reporting Guidelines, the official full-time equivalent student (FTES) enrollment data for the VCCS shall be reported at the
end of each semester. For headcount reports only, October 10 shall be established as the last date for application of the census date guideline. Students registering for courses beginning after that date shall not be reflected in the fall term headcount enrollment reports, but shall be included in the FTES enrollment reports prepared at the end of the term.

8.3.2 Enrollment Records Management
Colleges shall develop and implement in-house enrollment records management procedures to assure that an audit trail for enrollment data and reports exists.

8.3.3 Reported and Excluded Enrollments
The headcount and full-time equivalent student (FTES) for all enrollments in credit instruction shall be reported. The following categories of enrollments, as indicated in the SCHEV Reporting Guidelines shall not be included in the official VCCS enrollment reports.

a. Enrollments which have been withdrawn on or before the census date are not to be recorded in headcount or full-time equivalent student (FTES) totals.

b. Enrollments in classes which have been cancelled.

c. The headcount and FTES of students who audit credit courses shall not be included in VCCS official enrollment reports.

8.4 Statistical Reports (U.S. Department of Education (USDOE); SCHEV; (C)
A variety of statistical reports must be completed each year for the United States Department of Education IPEDS (Integrated Postsecondary Education Data System), SCHEV, and the System Office of the VCCS. The System Office shall serve as the distribution, coordination, and collection agency for all statistical reports required by these. The System Office shall maintain a file of all completed statistical reports contained in the Annual Reporting Schedule.

8.4.0 Statistical Reports Definition and Annual Reporting Schedule USDOE; SCHEV; (C)
Statistical reports are defined as those reports required by USDOE (IPEDS), SCHEV, and the System Office of the VCCS relating to student enrollment, faculty and personnel, facilities, and finances. A listing of these reports shall be published by the System Office in the Annual Reporting Schedule. The reporting year shall begin on July 1 of each year and conclude on June 30 of the following year.

ACTION RECOMMENDED:

That the State Board for Community Colleges approve the revisions to VCCS Policy Manual Section 8.
RESOURCE PERSONS:

- Dr. Susan S. Wood, Vice Chancellor for Academic Services & Research, 804.819.4972, swood@vccs.edu

- Dr. Catherine Finnegan, Assistant Vice Chancellor for Institutional Effectiveness, 804.819.1665, cfinnegan@vccs.edu
APPENDIX V

TITLE: PROCESS TO UPDATE THE SIX YEAR PLAN
(Academic, Student Affairs, and Workforce Development Committee, Information Item III.A.3.d.)

BACKGROUND:

The Virginia Higher Education Opportunity Act of 2011 (Top Jobs 21) requires the governing board of each public institution of higher education to develop and adopt biennially, and amend or affirm annually a six-year academic and financial plan for the institution. The plan is to be submitted to the State Council of Higher Education for Virginia (SCHEV), the Governor, and the Chairs of the House Committee on Appropriations and the Senate Committee on Finance no later than July 1 of each odd-numbered year. State Board approval of the Plan is required prior to submission to the state officials.

The State Board approved the concepts for the VCCS Six Year Plan for fiscal years 2015 to 2020 at the May 2013 meeting. The State Council for Higher Education issued instructions for the format of the plans shortly after that date. The plan in the required format that was submitted to SCHEV on July 1 will be provided to the State Board at the July meeting.

A meeting with the Chancellor and other VCCS representatives, the Secretary of Finance, Secretary of Education, Director of the Department of Planning and Budget, Executive Director of SCHEV, Staff Director of the House Committee on Appropriations, and Staff Director of the Senate Committee on Finance will be held on August 1 to discuss the Plan. That group, known as the “Operation Six”, must provide comments to the institutions on their plans by September 1. Each institution must respond to any comments from the Group by October 1.

The proposed VCCS response to the “Operation Six” comments and any changes recommended to the Plan will be provided to the Board prior to its September meeting. Any changes approved by the Board at the September meeting will be incorporated into the final Plan, which will be submitted to SCHEV by October 1, 2013.

RECOMMENDATION:

This is an information item.

RESOURCE PERSONS:

Dr. Susan S. Wood, Vice Chancellor for Academic Services & Research, swood@vccs.edu, 804-819-4972
Donna M. VanCleave, Vice Chancellor for Administrative Services, dvancleave@vccs.edu 804-819-4695

William M. Johnson, Assistant Vice Chancellor for Budget and Planning Services, wjohnson@vccs.edu, 804-819-4912
APPENDIX VI

TITLE: APPROVE AUDIT CHARTER (III.B.2.a.)

BACKGROUND:

The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The Internal Audit Charter establishes the internal audit activity's position within the organization, including the nature of the chief audit executive’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

In accordance with professional standards issued by the Institute of Internal Auditors, I have assessed internal audit’s purpose, authority, and responsibility, as defined in our Internal Audit Charter. The Charter continues to be adequate to enable the Virginia Community College System (VCCS) Internal Audit Department to accomplish its objectives.

While no changes have been made to the Internal Audit Charter since its approval last year, the Charter has been attached for your review and reaffirmation.

RECOMMENDATION:

It is recommended that the Audit Committee reaffirm the Internal Audit Charter.

RESOURCE PERSON:

Mrs. Helen C. Vanderland
Director of Internal Audit
Virginia Community College System
804-819-4951
APPENDIX VII

TITLE: APPROVE FY 2013-2014 AUDIT PLAN (III.B.2.b.)

BACKGROUND:

The Audit Plan is a document that governs the timing, scope, and objectives of the audits and special projects planned for the fiscal year for the VCCS which includes the System Office and the 23 colleges. Several factors contributed to the current design of the audit plan for fiscal year 2013-2014:

- Risk assessment
- Input received from the Chancellor, cabinet members, presidents, and management
- Consideration of results of past audits (both internal and external)
- Requests made by management

The proposed plan includes the audit of several key areas of the VCCS:

- High Risk Instructional Programs
- IT Security Standards and Procedures
- Fixed Assets
- Project Management

The audits will address internal controls and operational issues and provide management with practical suggestions on ways to mitigate weaknesses or improve the efficiency of operations. A summary of the audit plan with associated hours follows.

RECOMMENDATION:

It is recommended that the Audit Committee approve the FY 2013-2014 Audit Plan.

RESOURCE PERSON:

Mrs. Helen C. Vanderland
Director of Internal Audit
Virginia Community College System
804-819-4951
APPENDIX VIII

TITLE: APPROVE INTERNAL AUDIT GOALS
(III.B.2.c.)

BACKGROUND:

My vision for the VCCS Internal Audit Department is:

To improve and refine our operations and the service we provide so that we can ensure our direction is consistent with the goals of Achieve 2015, the Chancellor’s annual goals, and re-engineering and to be the department where innovation and expertise is the standard and where other audit departments come for advice. We will do that by seeking and implementing the newest and most innovative audit tools and practices and empowering staff to advance their skills and core competencies.

In order to provide the State Board, the Chancellor, Presidents, and VCCS Administrators with independent objective assurance and consulting services, and to move towards accomplishing my vision, the following goals have been developed:

A. Add value by performing audits and special projects according to the audit plan and the changing needs of the VCCS;
B. Identify and audit areas of highest risk by performing a risk assessment and preparing an annual audit plan;
C. Provide sound advice and facilitate the resolution to problems by developing good working relationships, becoming more knowledgeable of VCCS operations and issues, and being responsive to management’s needs;
D. Provide leadership and ensure the technical competence of internal audit staff and compliance with the IIA Standards; and
E. Build strong, professional relationships with other members of the internal auditing profession.

Detailed plans to accomplish each goal follow this summary.

RECOMMENDATION:

It is recommended that the Audit Committee approve the Internal Audit Goals for 2013-2014.

RESOURCE PERSON:
Minutes of State Board for Community Colleges Meeting
July 18, 2013
Page 47 of 80

Mrs. Helen C. Vanderland
Director of Internal Audit

Virginia Community College System
804-819-4951
APPENDIX IX

TITLE: PERSONNEL MATTER – INTERNAL AUDIT DIRECTOR EVALUATION (III.B.2.d.)

BACKGROUND:

The Internal Audit Director’s performance evaluation will be discussed at the Audit Committee meeting.

RECOMMENDATION:

It is recommended that the Audit Committee for the State Board for Community Colleges approve the Internal Audit Director’s performance evaluation.

RESOURCE PERSON:

Dr. Glenn DuBois
Chancellor
Virginia Community College System
804-819-4903
APPENDIX X

TITLE: LORD FAIRFAX COMMUNITY COLLEGE
       MIDDLETOWN CAMPUS
       RENOVATE FAIRFAX HALL SCHEMATIC DESIGN
       PROJECT CODE: 260-17986
       III.C.2.a

BACKGROUND:

Lord Fairfax Community College requests schematic design approval for the renovation of Fairfax Hall. Fairfax Hall is a one-story building of approximately 64,600 square feet, which was constructed in 1970 as the original building for LFCC. This project includes reconfiguring approximately 20,000 square feet of interior spaces to create a "one-stop" student services suite and improve and clarify interior circulation, renovating restrooms to be accessible, adding a fire protection sprinkler system and emergency generator, and upgrading mechanical and electrical systems and technology infrastructure throughout the building to current standards.

The exterior will be repaired, and sealants replaced. Existing windows will be replaced with energy-efficient windows with thermal-break frames and Low-E insulating glass. Changes to the building appearance will be limited to adding a few new windows to provide natural light in some presently windowless spaces, and upgrading the main entrance to a more modern appearance.

VCCS Policy 10.0.0.4 i. requires State Board approval for schematic design of capital projects.

The Schematic Design will be submitted to BCOM this summer. The project is scheduled to be ready for the Construction Manager to price in the summer of 2014, and complete construction by summer 2016.

LOCAL COLLEGE BOARD:

The Local College Board will be informed of the project at its June 13, 2013 meeting.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4 i, it is recommended that the State Board for Community Colleges approve the schematic design of the renovation of Fairfax Hall.

RESOURCE PERSONS:

Dr. Cheryl Thompson-Stacy  Mr. Robert B. Jones, RA, CBO, VCCO
President             Associate Vice Chancellor for
Lord Fairfax Community College Facilities Management Services
(540) 868-7101         Virginia Community College System
cthompson-stacy@lfcc.edu (804) 819-4920
bjones@vccs.edu
APPENDIX XI

TITLE: J. SARGEANT REYNOLDS COMMUNITY COLLEGE
VARINA CENTER
FEASIBILITY STUDY
PROJECT CODE: NP283-006
III.C.2.b

BACKGROUND:

J. Sargeant Reynolds Community College requests approval to proceed with the master site plan for the proposed Varina Center to be located in eastern Henrico County, southeast of the intersection of I-295 and Route-5.

In response to the growing demand for post-secondary education in this part of their region, a Feasibility Study was produced to evaluate development of a fourth JSRCC facility. This Feasibility Study analyzes the potential for a 100 acre site located within the overall 219 acre New Market Park site, which is currently owned by Henrico County and located in its Varina District. The site was also evaluated for its ability to potentially accommodate in the long-term relocation of the Virginia Community College System administrative offices and data center. VCCS administrative offices are currently located in Downtown Richmond, and the VCCS data center is currently located in Chesterfield County.

JSRCC currently operates three campuses: Downtown, Parham Road and Goochland, with a temporary satellite campus in Richmond’s Ginter Park neighborhood (while the Downtown Campus is being renovated). The College offers 24 two-year occupational/technical degree programs, 9 occupational/technical certificate programs, 5 two-year college transfer programs, and 43 career studies certificate programs requiring less than one-year of full-time study. In addition to traditional general education courses, it is anticipated that the Varina Campus would facilitate the following existing specialized programs: firefighter training and certificate programs, emergency medical services training and criminal justice training. Also it is anticipated that the following newly planned specialized programs would be facilitated by the Varina Center: sustainable green construction technologies, operation and maintenance of sustainable green building systems, industrial logistics, and diesel mechanics technology. Finally, there exists the opportunity for STEM Dual Enrollment with nearby Highland Springs High School, one of Henrico County’s Engineering magnet schools. It is anticipated that the JSRCC Varina Center will enroll between 1,010-1,120 FTE’s for the 2017 Fall Semester.

The driving concept behind the Varina Center design is to emphasize the connection between the facilities and the existing woodlands. All buildings are located along an existing ridgeline with access and service primarily coming from the west side. A north-south spine extends from the northern most building to the proposed parking structure to the south. This 20’ wide walkway would allow for emergency access vehicles and create a site utilities and infrastructure corridor between the central plant and the center buildings. The east-west connectors would be narrower and provide access to individual buildings from the spine. Along with two large open spaces, several plazas would be located at building entries and other areas throughout the
center to provide pedestrian activity nodes. All buildings would have direct access to an area reachable by service vehicles.

In planning for a potential center, this Feasibility Study includes five academic buildings, a Central Plant Building to support the entire center, a potential VCCS Administrative Building with a data center, and parking and site infrastructure to support the center occupants. Construction of these buildings would be phased, as needed. Care will be taken in the placement of buildings, not only for proper solar orientation and site views, but also in the framing of open spaces to create a campus environment and a positive experience for students, faculty and staff. An environmentally responsible approach to developing the clusters of buildings is to limit overall land disturbance to preserve existing tree stands and wet lands.

It is the desire of JSRCC to become the first “net-zero” energy use or alternatively near net-zero total energy use Community College in the Nation. The general concept for net-zero is to design and operate the center in such a way that it demands little (if any) off-site energy resources, therefore not contributing to environmental degradation associated with most conventional energy resources, and limiting the College’s carbon footprint.

The eventual build-out of this Center will provide approximately 505,000 gross square feet of instructional, support and administrative space and 2,025 parking spaces in a combination of surface and structured parking. The Varina Center will ultimately serve 2,090 on-campus regular session FTES, assuming build-out completion in 2035.

LOCAL BOARD APPROVAL:

The J. Sargeant Reynolds Community College Local Advisory Board approved this Feasibility Study for the Varina Center at its May 2, 2013, meeting.

RECOMMENDATION:

In accordance with Virginia Community College System Policy Manual, §10.0.0.4 I, it is recommended that the State Board for Community Colleges approve the establishment of the J. Sargeant Reynolds Community College Varina Center. Phase-1 Building-1 is addressed in the VCCS 6-Year Capital Plan, including the engagement of an architectural firm for the purpose of creating a Master Site Plan. This Master Site Plan would be predicated on the eventual approval by the State Board for Community Colleges to establish the Varina Center of J. Sargeant Reynolds Community College.

RESOURCE PERSONS:

Dr. Gary Rhodes  
President  
J. Sargeant Reynolds Community College  
(804) 523-5200  
grhodes@reynolds.edu

Mr. Robert B. Jones, RA, CBO, VCCO  
Associate Vice Chancellor  
Facilities Management Services  
Virginia Community College System  
(804) 819-4917  
bjones@vccs.edu
APPENDIX XII

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
ALEXANDRIA CAMPUS
BEAUREGARD STREET PARKING GARAGE REPAIRS
PROJECT CODE: A3260-008
III.C.2.c

Northern Virginia Community College requests State Board approval of a VCCS defined Capital Project in conjunction with the repair of the Upper Level of the Beauregard Street Parking Garage at the Alexandria Campus.

The surface and ends of several of the Precast Concrete, “Double Tee’s”, that form the top deck of the Parking Garage, have deteriorated over the past several years and are now at a point where remedial repairs are required. More specifically, spalling of the concrete surface has occurred in several locations and small holes have developed at the ends of some of the Precast, “Double Tee’s”. Although the structural integrity of this approximately 10 year old Parking Garage is not affected, repairs are required to minimize any further deterioration. The firm of Little Diversified Architecture was retained to perform a Condition Survey of this facility and to complete the design documents for any required remedial repairs. The work to be performed generally consists of repairing the damaged areas and topping the entire Upper Level with a high strength coating, which will preclude and further deterioration. This project is funded entirely from Local Funds.

When initiated, the overall cost of this project was anticipated to be less than $500,000. However, based on the recent bid results (i.e. low bid in the amount of $631,800) it is clear that the total project cost, including associated “soft costs” (viz. AE Fees, Inspection and Contingency) is somewhere between $700,000 and $750,000. This amount clearly exceeds the $500,000 threshold set by the State Board.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4 i, it is recommended that the State Board for Community Colleges approve the Beauregard Street Parking Garage Repair Project, as a VCCS defined Capital Project.

LOCAL BOARD APPROVAL:

The NVCC Board will not meet until September 2013.

RESOURCE PERSONS:

Dr. Robert G. Templin, Jr.                     Mr. Robert B. Jones, RA, CBO, VCCO
President                                      Associate Vice Chancellor for
Northern Virginia Community College            Facilities Management Services
(703) 323-3101                                   Virginia Community College System
rtemplin@nvcc.edu                              (804) 819-4920
APPENDIX XIII

TITLE: TIDEWATER COMMUNITY COLLEGE
NORFOLK CAMPUS
RENOVATION OF PORTIONS OF ANDREWS AND MARTIN BUILDINGS
PROJECT INITIATION
PROJECT CODE: 260-A3260-039
III.C.2.d

BACKGROUND:

Tidewater Community College requests State Board approval to initiate the design and construction of renovations of the ground floors of the Andrews and Martin buildings and the mezzanine floor of the Martin Building as a capital project expected to cost in excess of $1,000,000.

The Norfolk Campus of TCC was acquired through a capital lease arrangement in 1995 with the Norfolk Community College Campus Corporation, an associated entity of the Norfolk Redevelopment and Housing Authority. The original campus consisted of two renovated buildings, the Stanley C. Walker and Alvah H. Martin buildings, and a newly constructed Mason C. Andrews Science Building. Subsequently, the Jeanne & George Roper Performing Arts Center was added under the capital lease. In 2011, the first of TCC’s four student centers was constructed on land acquired through the 1995 capital lease.

The ground floor of the Andrews Building houses the campus’s Student Services functions – Counseling & Advising Services, Admissions & Enrollment Services, Business Office, etc. The campus’s library occupies the ground and mezzanine floors of the Martin Building. When it opened in 1996-97, the Norfolk Campus served some 2,300 students; in the most recently completed academic year, nearly 14,000 students enrolled at the Norfolk Campus. In their current configuration, neither the Student Services area nor the library serves the campus population well.

In 2012-13, TCC commissioned an architectural firm to develop conceptual plans to renovate the ground floors of the Andrews and Martin buildings and the mezzanine floor of the latter. The plans call for swapping the functions – renovating the ground floor of the Andrews Building as the campus library and the ground and mezzanine floors of the Martin Building as the campus’s Student Services Center. Once renovated, the two spaces will provide similar amounts of usable space, 9,687 square feet in the Andrews Building and 8,369 square feet in the Martin Building; the additional space in the renovated Andrews Building will accommodate relocation of the campus’s open computer lab from the Roper Performing Arts Center, allowing that space to be converted to other academic purposes. The result will be more efficient and effective spaces for their respective functions.

Preliminary estimates of the cost of the design and construction of the renovations to both buildings total $1,170,000 ($565,000 for the Andrews Building and $605,000 for the Martin Building). Once developed, the schematic designs of the two renovation projects will be presented to the State Board for approval.
RECOMMENDATION:

In accordance with Virginia Community College System Policy Manual, §10.0.0.4 i, it is recommended that the State Board for Community Colleges approve initiation of the renovations of portions of the Andrews and Martin Buildings at the Norfolk Campus of Tidewater Community College as a capital project.

LOCAL BOARD APPROVAL:

The Executive Committee of the Tidewater Community College Board will consider this request at a June 2013 meeting. The full board will consider the request at its next business meeting, scheduled for September 10, 2013.

RESOURCE PERSONS:

Dr. Edna V. Baehre-Kolovani
President
Tidewater Community College
(757) 822-1050
ekolovani@tcc.edu

Mr. Robert B. Jones, RA, CBO, VCCO
Associate Vice Chancellor for Facilities Management Services
Virginia Community College System
(804) 819-4917
bjones@vccs.edu
TITLE: TIDEWATER COMMUNITY COLLEGE  
VIRGINIA BEACH CAMPUS  
BAYSIDE BUILDING RENOVATION  
SCHEMATIC DESIGN REVIEW  
PROJECT CODE: 260-17990  
III.C.2.e

BACKGROUND:

Tidewater Community College requests State Board approval of the schematic design for the renovation of the Bayside Building at the Virginia Beach Campus. Preliminary design of the renovation was authorized in the 2012-2014 Appropriation Act. Subsequently, in the 2013 General Assembly Session, the renovation project was approved for funding.

The Bayside Building is a 40,000 square-foot facility that was constructed in 1974 and renovated/expanded in the late 1980’s. It houses the library for the Virginia Beach Campus. With the completion and opening in August of the Virginia Beach Joint-Use Library, a 120,000 square-foot facility that combines the functions of an academic and public library, the Bayside Building will require re-purposing.

The architectural style of the Virginia Beach Campus ranges from the original 1970’s era building designs, such as the Bayside Building, to the newer buildings located mostly on the east side of campus exemplified by the Joint-Use Library, Student Center, Regional Health Professions Center, Science Building, and Advanced Technology Center. The college’s intent is to transform the image of this campus to the style of these newer buildings. That transformation includes a consistent palette of exterior materials including aluminum panels, brick, and precast concrete.

With respect to the Bayside Building specifically, the college intends to re-purpose it as a one-stop student services center. The design is intended to make the building an inviting, attractive destination for returning students and more importantly, potential new students and their families – a new “front door” for the campus.

To update the appearance of the building, the precast exterior accents will be re-skinned with aluminum composite panels. The existing entrances of the building appear as two secondary side-entrances with a large precast mass between them. The existing auditorium will be removed and a single main entrance will replace the two “secondary entrances.” To allow the building to flow more smoothly with the rest of the campus, an entrance will also be added to side of the building that faces the pond and Student Center, which is the heart of the Virginia Beach Campus. These new entrances will be composed of brick, glass, and aluminum composite panels to match the rest of the building.

The roof is a low-sloped roof on metal deck and the membrane will be replaced during this renovation. Any mechanical units on the roof will be located centrally to reduce the views. The windows will also be replaced to create a more energy efficient building.

Renovating the Bayside Building as one-stop student services center will facilitate locating various functions that are currently housed in various buildings around the campus into a single facility that will be organized to achieve efficiencies and functional adjacencies appropriate to the admissions and enrollment processes. Those functions include:
Program and design goals include:

- provide a larger testing center with adjacent testing rooms for students with special needs;
- provide ample waiting areas throughout the departments;
- convert the auditorium into a “welcome/information center” for students and potential students;
- create efficient, ergonomic, and productive work environments;
- accommodate current staff with room for modest expansion in response to enrollment growth;
- accommodate the existing campus network & telecommunications infrastructure as well as relocating the college’s Network Operations Center from inadequate space in downtown Norfolk;
- meet current ADA standards; and
- establish a welcoming environment for both current and potential students as well as the community in general.

The schematic design for the Bayside Building Renovation was approved by the Art & Architectural Review Board on May 3, 2013.

RECOMMENDATION:

In accordance with VCCS Policy 10.0.0.4, it is recommended that the State Board for Community Colleges approve the schematic design for the renovation of the Bayside Building at the Virginia Beach Campus of Tidewater Community College.

LOCAL BOARD APPROVAL:

The Executive Committee of the Tidewater Community College Board will consider this request at a June 2013 meeting. The full board will consider the request at its next business meeting, scheduled for September 10, 2013.

RESOURCE PERSONS:

Dr. Edna V. Baehre-Kolovani  Mr. Robert B. Jones, RA
President
Tidewater Community College
(757) 822-1050
EKolovani@tcc.edu

Associate Vice Chancellor for
Facilities Management Services
Virginia Community College System
(804) 819-4917
BJones@vccs.edu
APPENDIX XV

TITLE: VIRGINIA WESTERN COMMUNITY COLLEGE
ADDITIONAL SIGNAGE FOR THE CENTER FOR SCIENCES
AND HEALTH PROFESSIONS
PROJECT CODE: 260- A3260-003
III.C.2.f

BACKGROUND:

Virginia Western Community College proposes to construct new signs for the Center for Science & Health Professions (CS&HP) building which is nearing completion. The State Board for Community Colleges approved the design of two of the signs (locations 1 & 2) at its May 2013 meeting. VWCC would like to add letters on the building (location #3) under this project. They are also requesting approval for a future sign at location 4, and to relocate an existing sign to the rear of the campus, along I-581, when additional funds are available.

VCCS Policy 10.0.0.4.k requires State Board approval for any activity which would substantially affect the appearance of a campus.

Construction is planned for the summer of 2013, so the signs will be completed in time for fall semester classes.

The low bid for the three signs VWCC wants to build now is $330,000, which will be funded from money that VWCC has set aside for site work for this building.

LOCAL COLLEGE BOARD:

The VWCC Local Board approved the signage at its April 16, 2013 meeting.

RECOMMENDATION:

In accordance with Virginia Community College System Policy Manual, §10.0.0.4.k, it is recommended that the State Board for Community Colleges approve the additional signage for the Center for Science & Health Professions at Virginia Western Community College.

RESOURCE PERSONS:

Dr. Robert H. Sandel
President
Virginia Western Community College
540-857-7311
rsandel@virginiawestern.edu

Mr. Robert B. Jones, RA, CBO, VCCO
Associate Vice Chancellor for
Facilities Management Services
Virginia Community College System
(804) 819-4917
bjones@vccs.edu
APPENDIX XVI

TITLE: APPROVAL OF FY 2014 COLLEGE OPERATING BUDGETS
(Budget and Finance Committee, Action Item III.D.2.a)

BACKGROUND:

All of Virginia’s community colleges are fully accredited by the Southern Association of Colleges and Schools (SACS). Among the many requirements of the SACS reaffirmation review process is a requirement that college budgets be approved by the governing body which for the VCCS, of course, is the State Board for Community Colleges.

Attached is a table with the FY 2014 state operating budgets for the colleges in the VCCS. Also, attached is a spreadsheet that shows the amount and percentage change from the FY 2013 budgets for each college and the System Office.

The dollars for each community college are allocated based on the state higher education funding model adopted by the State Council of Higher Education and the General Assembly and subsequently adapted for use by the 23 community colleges. It is the responsibility of the VCCS System Office to execute the resource model on an annual basis using available resources from state appropriations and anticipated tuition and fee revenue collections.

Information about changes from FY 2013 to FY 2014 in the total VCCS budget is provided in the table below:

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<th>FY 2013</th>
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<td>Total PerStudent FTE</td>
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<td>$7,013</td>
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Changes in E&G Funding

*General Fund:* Due to the support of the Governor and General Assembly, the VCCS FY 2014 E&G general fund appropriation is $8.6 million more than in the prior fiscal year. This includes additional funds to increase base operations support and a 3 percent salary adjustment for faculty.
Nongeneral Fund: The increases in the nongeneral fund appropriation include additional tuition and fee revenue collected in FY 2013. If necessary, we anticipate requesting an administrative adjustment to reflect revenue that will result from the State Board approved FY 2014 tuition rates.

Total E&G Funding: With these various adjustments, total E&G funding for the VCCS in FY 2014 is projected to increase 11.25 million. Total funding per student FTE will increase slightly from $6,922 to $7,013.

ACTION:

It is recommended that the State Board approve the FY 2014 college budgets.

RESOURCE PERSON:

Ms. Donna VanCleave
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(804) 819-4910
dvanicleave@vccs.edu

William M. Johnson
Assistant Vice Chancellor for Budget and Planning Services
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wjohnson@vccs.edu
<table>
<thead>
<tr>
<th>College</th>
<th>General Fund</th>
<th>Other Appropriation &amp; Transfers</th>
<th>Estimated Credit Tuition</th>
<th>Total</th>
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<tbody>
<tr>
<td>Blue Ridge</td>
<td>$ 7,553,797</td>
<td>$ 329,203</td>
<td>$ 11,552,064</td>
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<td>Central Virginia</td>
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<td>$ 239,865</td>
<td>$ 11,123,215</td>
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<td>Dabney S. Lancaster</td>
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<td>Danville</td>
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<td>Eastern Shore</td>
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<td>Germanna</td>
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<td>$ 689,483</td>
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<td>J. Sargeant Reynolds</td>
<td>$ 19,532,526</td>
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<td>John Tyler</td>
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<td>Patrick Henry</td>
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<td>Paul D. Camp</td>
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<td>Tidewater</td>
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<td>Virginia Western</td>
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<td>Wytheville</td>
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<td><strong>Total</strong></td>
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<td><strong>$17,599,657</strong></td>
<td><strong>$525,950,266</strong></td>
<td><strong>$843,405,638</strong></td>
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*Note 1: Other Appropriations & Transfers funding is comprised of special appropriations and allocated support for system-wide programs/initiatives.*
APPENDIX XVII

TITLE: APPROVAL OF UPDATES TO THE VCCS POLICY MANUAL PERTAINING TO TUITION AND LOCAL FUNDS (ITEM III.D.2.b)

BACKGROUND:

Several provisions in the VCCS Policy Manual need to be updated to reflect legislative changes in the 2013 Session. Also, to improve reporting about current tuition rates, a change is proposed to replace the specific details with a link to the VCCS website which will contain more information.

PROPOSED CHANGES:

A) The 2013 session of the General Assembly revised the language in the Code of Virginia relative to in-state tuition and fees for active duty military personnel, military dependents, and military veterans effective July 1, 2013. It is recommended that VCCS policy be updated as follows to reflect the changes:

Modify VCCS policy sections 4.3.0.4 and 4.3.0.6 (changes in italics and strikethroughs):

4.3.0.4 In-State Tuition – Dependents of Active Duty Military Personnel (SG)

Section 23-7.4.E of the Code of Virginia provides that all dependents, as defined by 37 U.S.C. Section 401, of active duty military personnel, or activated or temporarily mobilized reservists or guard members, (i) assigned to a permanent duty station or workplace geographically located in Virginia, or in a state contiguous to Virginia or the District of Columbia, who reside in Virginia; or (ii) assigned unaccompanied orders and immediately prior to receiving such unaccompanied orders were assigned to a permanent duty station or workplace geographically located in Virginia; or (iii) assigned unaccompanied orders with Virginia listed as the designated place move shall be deemed to be domiciled in Virginia for purposes of eligibility for in-state tuition and shall be eligible to receive in-state tuition in Virginia. All such dependents shall be afforded the same educational benefits as any other individual receiving in-state tuition pursuant to this section as long as they are continuously enrolled or are transferring between Virginia institutions of higher education. Temporarily mobilized means activated for service for six months or more.

4.3.0.6 In-State Tuition – Active Duty Military Personnel (SG)

Section 23-7.4.2.G of the Code of Virginia provides that any active duty members, activated guard or reservist members, or guard or reservist members mobilized or on temporary active orders for six months or more, that are either stationed or assigned by their military service to a work location in Virginia and residing reside in Virginia, shall pay tuition, to the public institution of higher education in which they are enrolled, in an amount no more than the amount covered by their military service
Add VCCS policy section 4.3.0.7 as follows:

4.3.0.7 In-State Tuition-Military Veterans (SG)

Section 23-7.4.2.H of the Code of Virginia provides that notwithstanding any other provision of law, veterans residing within the Commonwealth shall be eligible for in-state tuition charges. Any students granted in-state tuition pursuant to this subsection shall be counted as in-state students for the purposes of determining college admissions, enrollment, and tuition and fee revenue policies.

B) It is proposed the Code of Virginia references in VCCS Policy Manual Section 4.2.2.F be updated to reflect the appropriate authority for college investments as follows (changes in italics and strikethroughs):

4.2.2.F – Local Community College Funds

Investment of idle local funds is encouraged. Amounts available for investment from various local funds may be pooled in order to maximize investment return. Interest earned on pooled principle may be prorated, as earned, to the individual fund based on the relative ratio of individual funds contribution amount to the total pooled amount. Interest earned by the various funds may be transferred, as approved in the local funds budget, to other local funds for scholarships, general use, student activities, etc., so long as it benefits the operation of the colleges as defined by this Section. Each college shall develop and implement an investment policy covering, as a minimum, the institutional objectives, authorized investments and credit quality, diversification, maturity limitations, divestiture, and safekeeping policies; and is encouraged to use as a guideline the policies set forth in the Local Government Investment Pool Investment Circular and any successor publication issued by the Commonwealth of Virginia Department of the Treasury. Investment vehicles are limited to those allowed under Chapter 18 45, Sections 2.1-327 2.2-4500 and 2.2-4501 2.1-328 of the Code of Virginia.

C) It is proposed tuition and fee rates be struck from VCCS Policy Section 4.3.0(a) and be replaced with a link to a VCCS website containing detail tuition and fee rate information (changes in italics and strikethroughs):

4.3.0(a) Tuition (SB)

VCCS tuition and fee rates are reviewed and approved annually by the State Board for Community Colleges. The detail tuition and fee rates are published at the following (link will be added before publishing these changes):

Until further action of the State Board, the tuition for all credit courses, effective Fall term 2012 shall be as follows:
Virginia Resident $117.00 per credit hour
Military Contract Rate $117.00 per credit hour
Business Contract Rate $177.00 per credit hour
Out of State Resident $293.60 per credit hour
e-Rate (in-state) $117.00 per credit hour*
 e-Rate (Out of State Resident) $199.00 per credit hour*

In accordance with the Differential Tuition Policy 4.3.0(b), until further action of the State Board, the tuition for all credit courses for Northern Virginia Community College effective with the Fall term 2012 term will be as follows:

Virginia Resident $135.65 per credit hour
Military Contract Rate $135.65 per credit hour
Business Contract Rate $195.65 per credit hour
Out of State Resident $314.90 per credit hour
e-Rate (in-state) $135.65 per credit hour*
 e-Rate (Out of State Resident) $220.30 per credit hour*

*The e-Rate is applicable to designated distance learning courses delivered entirely over the Internet. The e-Rate only for out-of-state students includes an indirect cost fee which accrues to the System Office to defray related expenses. Eligibility for the in-state tuition is provided for in Section 23-7.4 of the Virginia Code and implementing SCHEV guidelines.

A technology fee of $7.50 per credit-hour shall be charged for all credit courses including those delivered by distance learning.

Forty-seven cents of the resident tuition rate per credit-hour is designated as a comprehensive auxiliary fee per credit-hour for all credit students.

A capital fee of $15.50 per credit-hour shall be charged to all out-of-state students for all credit courses with the following exceptions:

1. Out-of-state dual enrolled students who meet the requirements in section 4.3.0.1 of the VCCS Policy Manual.
2. Out-of-state students deemed to be either domiciled in Virginia or counted as in-state students for purposes of eligibility for in-state tuition and fees by specific language in the Code of Virginia. This includes dependents of active duty military personnel (VCCS Policy section 4.3.0.4) and reciprocal students (VCCS Policy section 4.3.0.5).

Unless otherwise permitted by law, colleges have no authority to waive credit hour tuition or fees that have been established by the State Board for Community Colleges within Section 4.3.0 of the VCCS Policy Manual, nor do colleges have authority to charge tuition and fees above the State Board approved rates for credit courses.

RECOMMENDATIONS:

It is recommended that the State Board for Community Colleges:

- Approve the proposed changes to VCCS Policy Manual sections 4.3.0.4, 4.3.0.6, and 4.3.0.7 to reflect the in-state tuition authority for the military as outlined in the Code of Virginia
- Approve the proposed changes to update the VCCS Policy Manual section 4.2.2.F for Code of Virginia investment references applicable to local community college funds
- Approve the proposed changes to VCCS Policy Manual section 4.3.0 to remove tuition and fee rates and replace it with a VCCS website link better suited for publishing and communicating detail tuition and fee rate information

RESOURCE PERSONS:

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Controller
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APPENDIX XVIII

TITLE: BYLAWS AS REQUIRED BY CHAPTER 577 OF 2013 GENERAL ASSEMBLY (Executive Committee IV.B.1)

BACKGROUND:
The 2013 General Assembly passed legislation to amend sections of the Code of Virginia relating to the governing boards of the public institutions of higher education. The changes primarily pertain to the Board’s relationship with the institution’s chief executive officer, executive committee responsibilities, responsibilities for providing educational programs for board members, and public access to information.

ISSUE:
The changes in the legislation will not require significant changes in current State Board procedures, but the Bylaws need to be amended to reflect all of the amendments in the Code and to include the Freedom of Information policy statement and procedures.

A copy of Chapter 577 and recommended changes to the Bylaws are attached.

REQUIRED ACTION:
Approval of the changes to the State Board Bylaws is recommended.

RESPONSIBLE STAFF:
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Donna VanCleave
Vice Chancellor for Administrative Services
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804-819-4910
CHAPTER 577
An Act to amend and reenact § 23-9.14:1 of the Code of Virginia; to amend the Code of Virginia by adding sections numbered 23-2.01 through 23-2.05; and to repeal § 23-38.95 of the Code of Virginia, relating to board of visitors governance.

[H 1952]
Approved March 20, 2013

Be it enacted by the General Assembly of Virginia:

1. That § 23-9.14:1 of the Code of Virginia is amended and reenacted and that the Code of Virginia is amended by adding sections numbered 23-2.01 through 23-2.05 as follows:

§ 23-2.01. Boards of visitors; public access to information.

Notwithstanding § 2.2-4342 and the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), the board of visitors of each public institution of higher education and the State Board for Community Colleges may conduct closed meetings pursuant to §§ 2.2-3711 and 2.2-3712 and may conduct business as a "state public body" for purposes of subsection B of § 2.2-3708.

§ 23-2.02. Boards of visitors; bylaws.

The board of visitors of each public institution of higher education and the State Board for Community Colleges shall adopt bylaws for its own governance. This document shall be posted conspicuously on the board's website and shall include provisions that:

1. Establish the requirement of transparency, to the extent required by law, in all board actions;

2. Describe the board's obligations under the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), as set forth in § 23-2.1, including the requirements that:

   a. The board shall record minutes of each open meeting and post the minutes on the board's website, in accordance with subsection I of § 2.2-3707 and § 2.2-3707.1;

   b. Discussions and actions on any topic not specifically exempted by § 2.2-3711 shall be held in an open meeting;

   c. The board shall give public notice of all meetings, in accordance with subsection C of § 2.2-3707; and

   d. Any official action taken in a closed meeting shall be approved in an open meeting before it can have any force or effect, in accordance with subsection B of § 2.2-3711; and

3. Require that the board notify and invite the Attorney General's appointee or representative to all meetings of the board, executive committee, and board committees.

§ 23-2.03. Boards of visitors; annual meeting with the president of the institution.
A. In addition to all meetings prescribed in Chapters 5 (§ 23-39 et seq.) through 16 (§ 23-214 et seq.), the board of visitors of each public institution of higher education and the State Board for Community Colleges shall meet with the president of that institution at least once annually, in a closed meeting pursuant to subdivision A 1 of § 2.2-3711, and deliver an evaluation of the president's performance.

B. Any change to the president's employment contract during any such meeting or any other meeting of the board shall be made only by a vote of the majority of the board's members.


The executive committee of the board of visitors of each public institution of higher education and the State Board for Community Colleges shall (i) organize the working processes of the board and (ii) recommend best practices for board governance.

The committee shall:

1. Develop and recommend to the board a statement of governance setting out the board's role;

2. Periodically review the board's bylaws and recommend amendments;

3. Provide advice to the board on committee structure, appointments, and meetings;

4. Develop an orientation and continuing education process for visitors that includes training on the Virginia Freedom of Information Act (§ 2.2-3700 et seq.);

5. Create, monitor, oversee, and review compliance with a code of ethics for visitors; and

6. Develop a set of qualifications and competencies for membership on the board for approval by the board and recommendation to the Governor.

§ 23-2.05. Boards of Visitors; annual executive summaries.

The board of visitors of each public institution of higher education and the State Board for Community Colleges shall submit to the General Assembly and the Governor an annual executive summary of its interim activity and work no later than the first day of each regular session of the General Assembly. The executive summary shall be submitted as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website.


A. From such funds as are appropriated for such purpose, the Council shall develop, in consultation with public institutions of higher education and members of their governing boards, and annually deliver educational programs for the governing boards of such institutions. New members of such governing boards may shall participate, at least once during their first two years of membership, in the programs, which shall be designed to address the role, duties, and responsibilities of the governing boards and may include in-service programs on current issues in higher education. In
developing such programs, the Council may consider similar educational programs for institutional governing boards in other states.

B. Educational programs for the governing boards of public institutions of higher education shall include presentations related to:

1. Governing board committee structure and function;

2. The duties of the executive committee set forth in § 23-2.04;

3. Professional accounting and reporting standards;

4. Methods for meeting the statutory, regulatory, and fiduciary obligations of the board;

5. The requirements of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), developed and delivered in conjunction with the Freedom of Information Advisory Council;

6. Institutional ethics and conflicts of interest;

7. Creating and implementing institution-wide rules and regulations;

8. Business operations, administration, budgeting, financing, financial reporting, and financial reserves, including a segment on endowment management;

9. Fixing student tuition and fees;

10. Overseeing planning, construction, maintenance, expansion, and renovation projects that impact the University's consolidated infrastructure, physical facilities, and natural environment, including its lands, improvements, and capital equipment;

11. Workforce planning, strategy, and investment;

12. Institutional advancement, including philanthropic giving, fundraising initiatives, alumni programming, communications and media, government and public relations, and community affairs;

13. Student welfare issues, including academic studies; curriculum; residence life; student governance and activities; and the general physical and psychological well-being of undergraduate and graduate students;

14. Current national and state issues in higher education;

15. Future national and state issues in higher education;

16. Relations between the board of visitors and the president of the institution, including perspectives from presidents of public institutions of higher education in the Commonwealth;

17. Best practices for board governance, including perspectives from current board members; and
18. Any other topics that the Council, public institutions of higher education, and members of their governing boards deem necessary or appropriate.

C. The Council shall submit to the General Assembly and the Governor an annual executive summary of the interim activity and work of the Council pursuant to this section no later than the first day of each regular session of the General Assembly. The executive summary shall be submitted as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website.

2. That § 23-38.95 of the Code of Virginia is repealed.

3. That the provisions of this act shall not become effective unless an appropriation effectuating the purposes of this act is included in a general appropriation act passed during the 2013 Regular Session of the General Assembly that becomes law.

APPENDIX XIX

TITLE: AMEND VCCS POLICY MANUAL ON LOCAL BOARD MEMBERSHIP
(Executive Committee IV.B.2)

ISSUE:

Language in the VCCS Policy Manual regarding membership on the local board needs to be clarified to address recent questions from colleges.
BACKGROUND:

Language in the VCCS Policy Manual states that former employees are not eligible to serve on local boards. The language needs to be modified to clarify that current employees are also ineligible. In addition, the language regarding terms of service for local board members needs to be clarified to state that no member may serve more than two full terms consecutively which is consistent with the terms for the State Board.

REQUIRED ACTION:

Approval of the clarifications to the Policy Manual is recommended.

RESPONSIBLE STAFF:

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804-819-4910

Greer Saunders  
System Counsel  
gsaunders@vccs.edu  
804-819-4906
APPENDIX XX

TITLE: CHANCELLOR SABBATICAL
(Executive Committee IV.B.3)

ISSUE:

A request for a sabbatical for the Chancellor will be discussed.

BACKGROUND:

The Chancellor’s employment contract which was approved by the State Board on May 16, 2013 provides the following provision:

12. You shall be granted sabbatical leave that is intended for your professional development and renewal as Chancellor. You shall earn one month of sabbatical leave per year of service as Chancellor. The Board must approve the use of such sabbatical leave, in advance. Upon the use of sabbatical leave during a contract period, a written report of research and findings shall be presented to the Board. Sabbatical leave shall accumulate up to a maximum of six months; however there shall be no payout for unused sabbatical leave. During a sabbatical leave, you will continue to receive your full compensation and benefits package, as well as have travel expenses reimbursed in accordance with state travel reimbursement guidelines.

Attached are details about the proposed sabbatical.

RECOMMENDED ACTION:

Approval of the Chancellor’s sabbatical request is recommended.

RESPONSIBLE STAFF:

Donna VanCleave
Vice Chancellor for Administrative Services
dvanclave@vccs.edu
804-819-4910
APPENDIX XXI

TITLE: REQUEST FOR APPROVAL OF PRESIDENT EMERITUS
(Executive Committee IV.B.4)

ISSUE:

A request for approval of President Emeritus status has been submitted for State Board approval.

BACKGROUND:

Section 3 of the VCCS Policy Manual provides the following requirements and process for granting President Emeritus status:

3.1.2 Emeritus: The Emeritus/Emerita title is honorific and is intended to acknowledge outstanding service to the Virginia Community College System. It does not represent any entitlement to authority, rights, privileges or resources.

a. President Emeritus.

1. Eligibility: Candidates for emeritus status must have provided ten or more years of outstanding, distinguished, and honorable service to the VCCS in positions of substantial leadership to include the role of president.

2. Procedure: The Local College Board must nominate a President for emeritus status by official Board action. The request should contain a brief description of the candidate’s service and an explanation of why he or she is deserving of this honor. The request should be submitted in writing to the Chancellor for review and consent. If agreed to, the Chancellor will submit the request to the State Board for approval.

3. Emeritus Conditions: The appointment of the President Emeritus/Emerita is for life. Whenever using the Emeritus title in print or otherwise, the President Emeritus should conduct himself or herself in the same manner and consideration expected of an active president.

4. General Provision: Not withstanding any other element of this policy, the State Board retains the authority to withdraw the Emeritus title, without cause. Further, the Chancellor may in extenuating circumstances recommend exceptions to the eligibility requirements for the State Board’s consideration and action.

The detailed request from the college is attached.
REQUIRED ACTION:

Approval of the request to grant President Emeritus status is recommended.

RESPONSIBLE STAFF:
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APPENDIX XXI

COLLEGE BOARD RECOMMENDATION

June 17, 2013

TITLE: Awarding of President Emeritus

RECOMMENDATION:

To approve the awarding of President Emeritus status to Dr. B. Carlyle Ramsey, President of Danville Community College.

RATIONALE:

- **Purpose of Award:** The President Emeritus title is honorific and is intended to acknowledge outstanding service to the Virginia Community College System. It does not represent any entitlement to authority, rights, privileges or resources.

- **Eligibility:** Candidates for emeritus status must have provided ten or more years of outstanding, distinguished, and honorable service to the VCCS in positions of substantial leadership to include the role of President. The appointment of the President Emeritus is for life.

- **Method of Selection:** The Local College Board must nominate a President for emeritus status by official Board action. The request should be submitted in writing to the Chancellor for review and consent. If agreed to, the Chancellor will submit the request to the State Board for approval.

- **Presentation of Awards:** Awards may be presented at graduation in May or other appropriate ceremony.

Dr. B. Carlyle Ramsey has served as President of Danville Community College since March 1992. Prior to assuming the Presidency of DCC, Dr. Ramsey was an Assistant Vice Chancellor for Instructional Programs and Student Services for the Virginia Community College System. He also served as Dean of Instruction and Student Development at Danville Community College from 1987-1988. Other positions Dr.
Ramsey has held include the following: Vice President of Academic Affairs, Union College, Kentucky; Assistant Academic Dean, Chair, Social and Behavioral Sciences and Acting Chair, Humanities, South Georgia College; Coordinator, Cooperative Education and Assistant Professor, University of West Florida; Teaching Assistant and Adjunct Professor, Florida State University; and Instruction and Assistant Professor, Albany Junior College, Georgia.

During his tenure at Danville Community College, Dr. Ramsey has served on numerous Boards including the Danville-Pittsylvania County Chamber of Commerce, the Institute for Advanced Learning and Research, Southern Virginia Higher Education Center, Danville Development Council, Industrial Development Authority of Halifax County, Future of the Piedmont and a number of other Boards. He has served on the Governor’s Commission on Higher Education Reform, Innovation and Investment, Rural Community College Alliance, National Coalition on Advanced Technology Center, Association of Virginia Colleges and Universities and more.

Dr. Ramsey has been involved in the Danville, Pittsylvania County and Halifax County communities and has received numerous recognitions for his service. He is a member of the Sorenson Leadership Institute at the University of Virginia, the Future of the Piedmont, Southern Virginia Economic Development Partnership, the Riverview Rotary Club and the Danville Lions Club.

Dr. Ramsey is a native of South Boston, Virginia and earned a Bachelor of Arts from the University of Florida, a Master’s Degree in History from Florida State University and his Ph. D. in History from Florida State University.

Dr. Ramsey and his wife, Rosemary, reside in Alton Virginia and are involved in First Baptist Church in South Boston, Virginia where he serves as a Sunday School teacher and Diaconate Chair. They are the parents of one daughter, Stephanie Ferrugia and a son David and his wife, Emily. They are also proud grandparents to Ramsey Jane Ferrugia.
TITLE: Awarding of President Emeritus

RECOMMENDATION:

To approve the awarding of President Emeritus status to Dr. Douglas Boyce, the sixth President of Paul D. Camp Community College.

RATIONALE:

- **Purpose of Award:** The President Emeritus title is honorific and is intended to acknowledge outstanding service to the Virginia Community College System. It does not represent any entitlement to authority, rights, privileges or resources.

- **Eligibility:** Candidates for emeritus status must have provided ten or more years of outstanding, distinguished, and honorable service to the VCCS in positions of substantial leadership to include the role of president. The appointment of the President Emeritus is for life.

- **Method of Selection:** The Local College Board must nominate a President for emeritus status by official Board action. The request should be submitted in writing to the Chancellor for review and consent. If agreed to, the Chancellor will submit the request to the State Board for approval.

- **Presentation of Awards:** Awards may be presented at graduation in May or other appropriate ceremony.

Dr. Douglas W. Boyce is the sixth president of Paul D. Camp Community College. Before assuming the presidency of Paul D. Camp Community College on November 4, 2002, Dr. Boyce was vice president of instruction at Southwest Virginia Community College and served as interim president for Mountain Empire Community College. He joined Southwest Virginia Community College in 1989 as planning and research officer after serving as dean of faculty and coordinator of institutional planning at King College in Bristol, Tennessee from 1984 to 1989. Other positions he held at Southwest Virginia Community College include coordinator of planning and development and chair of the humanities and social science division. From 1973 to 1983, Dr. Boyce was assistant and then associate professor of anthropology and sociology at Emory & Henry College, Emory, Virginia.

As a native of Michigan, Dr. Boyce earned a bachelor’s degree in anthropology and sociology from Wayne State University in Detroit. He holds a Ph.D. and a master’s degree in anthropology from the University of North Carolina at Chapel Hill.

Dr. Boyce and his wife Grace, a community college librarian, reside in Franklin and attend Westminster Reformed Presbyterian Church in Suffolk. They have three daughters: Janet, Laura, and Emily.

RESOURCE PERSON: Mrs. Felicia Blow