The State Board for Community Colleges convened at 9:00 a.m. on January 17, 2013, in the Godwin-Hamel Board, 15th Floor, James Monroe Building 101 North 14th Street, Richmond, Virginia.

Members Present: Mr. Hank W. Chao, Chair
                Mr. Bruce Meyer, Vice Chair
                Ms. LaVonne P. Ellis
                Ms. Idalia P. Fernandez
                Radm. Robert R. Fountain
                Mr. Stephen T. Gannon
                Dr. Sasha Gong
                Ms. Dorcas Helfant-Browning
                Mr. Jeffrey K. Mitchell
                Mr. David A. Nutter
                Mr. Robin Sullenberger
                Mr. Michael E. Thomas
                Mr. William H. Talley, III
                Mr. Michel Zajur

Members Absent: Dr. Mirta M. Martin

Staff Present:
               Ms. Mary Barnett
               Mr. Tom Cantone
               Ms. Katherine Coates
               Mr. David Cooper
               Ms. Ellen Davenport
               Dr. Glenn DuBois
               Ms. Lori Dwyer
               Dr. Catherine Finnegan
               Dr. Jennifer Gentry
               Dr. Craig Herndon
               Ms. Anne Holton
               Ms. Tara Johnson
               Mr. Will Johnson
               Mr. Robert Jones
I. OPENING

A. Call to Order

Mr. Hank Chao, Chair called the meeting to order.

B. Roll Call

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

C. Minutes – Meeting No. 324, November 15, 2012

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE NOVEMBER 2012 MEETING.”

The motion carried.

D. Public Comment

There was no public comment/
Mr. Michel Zajur gave a report on his visit to the Lynchburg Campus of Central Virginia Community College (CVCC), one of its five locations. CVCC serves four counties with about a quarter of a million in population. In 2011-2012, CVCC graduated 963 students and served 168 employers.

Mr. Zajur said that because of his culinary background, he first gravitated towards CVCC’s Culinary Arts Building. The building opened in 2011 and includes a kitchen, classrooms and faculty office. Mr. Zajur was impressed with the scope of the college’s workforce and academic achievements. CVCC recently opened a Veteran Resource Center to serve the Veteran population and is involved with the Grow Your Own STEM program, which integrates STEM in all stages of education to peak and maintain interest.

At the end of his presentation, Mr. Zajur noted that CVCC has a share of notable alumni including Virginia state senator, Sen. Stephen Newman and Ray Pages, a project manager for the NASA Goddard Space Center.

Mr. Sullenberger noted that Liberty University is the largest school in the CVCC region and has a high rate of students who earn degrees through online coursework. Mr. Sullenberger inquired if there are any articulations between Liberty University and CVCC.

Mr. Zajur responded that CVCC president, Dr. Capps has made efforts to build a relationship with Liberty and is very comfortable with the relationship between the two schools.

Mr. Gannon noted that he had recently visited Germanna Community College and volunteered to share his experiences with the Board at the next meeting.

F. Education: Achieve 2015 Revised Goals – Dr. Robert Sandel, President, Virginia Western Community College and Dr. Cheryl Thompson-Stacy, President, Lord Fairfax Community College

The Chancellor introduced Dr. Cheryl Thompson-Stacy and Dr. Robert Sandel to give an update on the recalibrated goals of the Achieve 2015 plan. Before the presentation, they recognized the team of faculty and staff on the reconvened committee for their hard work and dedication. Dr. Sandel stated that he believes Achieve 2015 is the current driving force of the System. The plan started out with 5 key goals in mind; Access, Affordability, Student Success, Workforce and Resources.

Dr. Sandel then turned to Dr. Catherine Finnegan to present the new recalibrated goals for Achieve 2015 to the Board. The reconvened committee decided to increase the number of students from underserved populations from the original goal of 25,000 to 85,000. She noted the colleges were still under target for the goal of 423,000 individuals educated and trained, but believes they will still reach the target by 2015.

Dr. Finnegan reported that one place they want to stretch the colleges is in student success. The new goal calls colleges to triple the number of students graduating,
transferring or completing a workforce credential. Dr. Sandel added that the success of this goal will come from student retainment.

Other goals of the Achieve 2015 include doubling the number of employers served and raising $550 million in grants and gifts to support Virginia’s Community Colleges.

Dr. Finnegan ended her report with two potential new goals the committee is working on; attain employment and increase wages.

Adm. Fountain applauded the work of the reconvened committee. He inquired if the amount of leveling off in the charts presented was temporary.

Dr. Sandel responded he believes this is a temporary two year cycle where fewer students are graduating from the high schools. He added that the concentration is about the quality of work being completed and not about bringing in as many students as possible.

The Chancellor moved for the Board to adopt the changes to Achieve 2015

**A motion was made that:**

“THE STATE BOARD FOR COMMUNITY COLLEGES UNANIMOUSLY APPROVED THE ACHIEVE 2015 REVISED GOALS.”

The motion carried.

II. CHANCELLOR’S REPORT

A. Introduction of Dr. Van Wilson, Assistant Vice Chancellor for Academic and Student Services

The Chair welcomed Dr. Van Wilson. Dr. Wilson comes to the VCCS from the North Carolina Community College System and received his doctorate from Appalachian State University.

B. Introduction of Anne Holton, Program Director for Great Expectations

The Chair welcomed and introduced Ms. Anne Holton. Ms. Holton was previously a judge for the Juvenile and Domestic Relations District Court for the City of Richmond and a former First Lady of Virginia. The Chancellor noted that he and Ms. Holton have crossed paths previously at a number of events geared towards foster youth and the staff is delighted to have her on the team.

The Chair thanked Ms. Holton for all of her excellent work and stated that the work she has done continues provides the American dream for so many foster youth.
C. Farewell to Nan Ottenritter, Director, Professional Development

The Chancellor announced that Ms. Nan Ottenritter will be retiring from the VCCS. He noted that she has done an excellent job with faculty professional development and the VCCS staff wishes her well.

D. Chancellor’s Report on 2012-13 Goals Aligned with Achieve 2015

The Chancellor stated that the update on the 2012-13 Goals is provided in both summary and a separate, more detailed version.

E. Update VCCS Reengineering Taskforce

The Chancellor reported that an update on the VCCS Reengineering Taskforce is provided.

F. Enrollment Report from Fall Semester 2012

Dr. Catherine Finnegan presented the Enrollment Report from the Fall 2012 semester. She reported that there has been a slight decline in Dual Enrollment and Headcount Enrollment for Fall 2012. She continued on to report that annually, the VCCS headcount enrollment has increased by about 2,000 students and there have been a significant increase in annual FTEs.

Mr. Talley inquired as to why in a pie graph displaying the percentage of Virginia public higher education undergraduate headcounts for Fall 2012, University of Virginia was not present. Dr. Wood responded they aren’t present because University of Virginia’s percentage wasn’t as high as the lowest percent broken out and were therefore grouped with Other Publics.

Mr. Thomas inquired if there was information on the number of Dual Enrollment students who graduated with Associate’s. Dr. Finnegan responded that the information is not in the report, but it will be made official soon.

G. 2013 Chancellor’s Innovation Fund Awards

The Chancellor’s Innovation Fund Awards program provides colleges with an opportunity to receive funding for innovative projects aligned with Achieve 2015. Dr. Wood presented the Board with the list of the awardees and their projects.

H. 2013 Legislative Reception, Wednesday, February 6, 2013 at 5:30 p.m., The Jefferson Hotel, 101 West Franklin Street, Richmond, VA – Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

The Chancellor noted this is a signature VCCS event and an opportunity for Board members to meet with the legislators.
I. New Horizons Conference, April 3-5, 2013, Hotel Roanoke and Conference Center, Roanoke, VA – Dr. Susan Wood, Vice Chancellor for Academic Services and Research

The Chancellor stated that the New Horizons Conference will be held on April 3, 4 and 5 in Roanoke. The conference, centering on technology, brings together faculty from throughout the state and beyond. He urged the State Board members to attend if possible.

J. Potential Legislation

The Chancellor asked the Board for their advice and guidance on House Bill 1940. The proposed legislation that would require the addition of a faculty member to the Board.

RADM. Fountain inquired about what purpose the new change in membership is setting out to accomplish.

The Chancellor stated he wasn’t sure, but suspects it may have to do with University of Virginia.

Mr. Mitchell stated that he is personally opposed to the addition of a faculty member to the Board. He believes the group works well in its current state and that in his seven years serving on the Board he has never felt a faculty member needed to be present. He expressed concern that this is a solution for a non-existent problem.

Mr. Nutter observed that this legislation has different implications for the State Board of Community Colleges because they represent an entire system and not just a single campus. He expressed concern that it would be difficult to pinpoint a faculty member who could be representative of the whole system.

Mr. Meyer agreed with Mr. Nutter and Mr. Mitchell. He added that as a group they are appointed by the Governor and for the faculty member to be brought on, the faculty member would have to be appointed by the Governor as well. He inquired if any faculty serves on any of the local boards.

The Chancellor responded that faculty members do not serve on the local boards. He thanked the Board for their comments and asked them to meet with legislators and relay their consensus about the legislation to them.

III. COMMITTEE REPORTS
A. Academic, Student Affairs and Workforce Development Committee – Idalia P. Fernandez, Chair

1. Minutes – Meeting of November 14, 2012

It was reported that the Committee approved the minutes of its November 2012 meeting.

2. Action Items

a. Program Approvals

(1) Mountain Empire Community College
   Associate of Applied Science Degree
   Health Information Management

   Mr. Nutter stated he would be abstaining from the motion.

   Ms. Fernandez reported that Mountain Empire Community College requested approval to establish an Associate of Applied Science in Health Information Management. This program will prepare individuals for employment as medical record technicians and health information technicians.
   (See Appendix I)

   A motion was made by the Committee that:

   “THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST OF MOUNTAIN EMPIRE COMMUNITY COLLEGE TO ESTABLISH AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN HEALTH INFORMATION MANAGEMENT.”

   The motion carried.

(2) Piedmont Virginia Community College
   Associate of Applied Science Degree
   Culinary Arts

   Ms. Fernandez reported that Piedmont Virginia Community College (PVCC) requested approval to establish an Associate of Applied Science Degree in Culinary Arts. In the PVCC service region there are more than 10,000 local jobs in food preparation and serving, a number that is expected to increase 9% over the next 5 years. (See Appendix II)

   A motion was made by the Committee that:

   “THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST OF PIEDMONT VIRGINIA COMMUNITY COLLEGE TO ESTABLISH AN ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS.”
The motion carried.

3. Information Items

a. Progress Report for Workforce Development, FY 2012

Dr. Craig Herndon, Vice Chancellor for Workforce Development presented the Board with the report on Workforce Development for FY 2012. In FY 2012 colleges provided non-credit workforce related instruction to more than 76,000 students, served over 11,000 employers and provided over 55,000 students with specialized services.

b. A Report Card on Virginia’s Workforce System

Dr. Herndon presented the Board with the Report Card on Virginia’s Workforce System. The report card contains both state and regional level data for metrics designed to measure the state’s annual progress. Dr. Herndon stated that the results of the report are very encouraging.

He then shared with the Board a short video released by The Governor’s Career Pathways System Work Group to highlight Virginia’s Career Pathway’s System. The video can be found at http://youtu.be/w4KFgBaEluE

c. TAACCCT Update

Dr. Herndon reported that TAACCCT is a $24 million federal grant that is currently being used to support 7 strategies; Workforce Enterprise System (WES), adult career coaches, decision support system, eWise and automated college and career planning through the Virginia Wizard. He provided the Board with detailed updates on each of the projects.

d. Program Discontinuance

(1) Patrick Henry Community College

Emergency Medical Technology—Intermediate

Patrick Henry Community College and its Local College Board have approved the discontinuance of the Certificate in Emergency Medical Technology. The program is being replaced with three career studies certificates.

e. Nursing Transfer Agreement Update
Dr. Susan Wood asked Ms. Lori Dwyer to present the Board with an update on pathways for baccalaureate degrees in nursing the VCCS has been working on. Ms. Dwyer reported that the demand for nursing degrees is being pushed by hospitals seeking Magnet Recognition, which requires them to demonstrate progress toward having 80% of registered nurses obtain a degree by 2020.

She reported that the VCCS has created a guaranteed admission agreement in nursing with the George Washington University. Students who complete the GWU B.S.N with a 3.0 or higher may enter GWU’s M.S.N program with only 21 credits to complete.

She reported that additional agreements are in development and the VCCS is still looking for more partnership opportunities.

RADM Fountain inquired if there are any partnerships beyond nursing in development.

The Chancellor responded that nursing seems to be at the top of the priority currently, but partnerships for other career pathways are not out of the question.

Ms. Helfant-Browning shared her experience at a retreat of hearing a discussion of community college that offered 12 bachelors in an attempt to meet needs, only to discover students did not want to get their bachelor’s from a community college and it was an eventual evolution from community college to state college.

The Chancellor noted it is an arm’s race and pressure continues to mount for 4-year degrees. He stated that he wouldn’t be surprised to see legislation asking for 4-year degrees in the future and the VCCS have to cross that that hurdle when we get to it.

f. Update on Actions by the Southern Association of Colleges and Schools

Dr. Finnegan reported on the December 2012 updated actions of the Southern Association of Colleges and Schools. She reported that Virginia Highlands Community College received approval of offsite Dual Enrollment.

Dabney S. Lancaster Community College was removed from warning

SACS continued the accreditation of two colleges; Southwest Virginia Community College and Virginia Western Community, but the colleges were given warning for missing the required 2.8 in faculty education. The colleges will be formulating a response plan.

RADM Fountain inquired about the warning given to SWVCC and VWCC. He asked if the colleges were unprepared for the accreditation or if they were taken by surprise.

Dr. Finnegan responded that this is a new area of the accreditation and many colleges have had similar issues with it.

g. Developmental Education Redesign Update
Dr. Wood presented the Developmental Education Redesign Update. She reported that the new English development courses have been implemented and that the VCCS is applying for a Bellwether Award for their work with the developmental education redesign.

h. Student Success Snapshot #23

Dr. Catherine Finnegan provided the Board with a snapshot focused on technology and student success the snapshot shows that VCCS students valued technology as critical to their academic success.

i. Student Success Snapshot #24

Dr. Susan Wood provided the Board with a snapshot of the first time developmental math testing and placement students. The snapshot examines the students’ proficiency based on test scores and enrollment behavior.

B. Audit Committee – Mirta M. Martin, Chair

In Dr. Martin’s absence, Ms. Fernandez gave the report in her place.

1. Minutes - Meeting of November 14, 2012

2. Action Items

   None

3. Information Items

   a. Dual Enrollment Audit Report

   Ms. Mary Barnett, Investigations and Special Projects Auditor, shared the Dual Enrollment Audit Report with the Board. The review was designed to evaluate whether colleges were properly documenting student eligibility and approvals to participate in the Dual Enrollment Program.

   The test work revealed control weaknesses in several areas and they believe the VCCS has an opportunity to improve the Dual Enrollment process system wide by providing a central monitoring of administration.

   b. Update: Hotline and State Inspector General

   Ms. Barnett reported that a new position in the state that will take over the VCCS hotline.

   c. Audit Plan Status 2012-2013
Ms. Barnett provided the Board with an update on the status plan, all is progressing as expected.

d. Litigation

Ms. Fernandez reported that the committee met with Ms. Saunders to discuss future legislation.

C. Facilities Committee – Dorcas Helfant-Browning, Chair

1. Minutes – November 14, 2012

It was reported that the Committee approved the minutes of its November 2012 meeting.

2. Action Items

a. Central Virginia Community College
   Authorized Project: Student Center Renovations

   Ms. Helfant-Browning reported that Central Virginia Community College requests State Board approval of a VCCS defined capital project to renovate the Student Center in the Amherst Building. It is the intent of this project to completely renovate the Student Center (approximately 8,400 square feet) to make it more user friendly and to provide an atmosphere that is more conducive to studying, socializing and dining. The committee recommended approval. (Appendix III)

b. Lord Fairfax Community College
   Fauquier Campus
   Master Plan Update

   Ms. Helfant-Browning reported that Lord Fairfax Community College requests approval to update its Fauquier Campus Master Plan to accommodate unanticipated rapid enrollment growth and new programs initiated. The committee recommended approval. (Appendix IV)

c. Northern Virginia Community College
   Woodbridge Campus
   Demolition of Existing Temporary Building (Photo Lab)

   Ms. Helfant-Browning reported that the Woodbridge campus of Northern Virginia Community College requests approval to demolish the existing temporary photography lab. The committee recommended approval. (Appendix V)

d. Northern Virginia Community College
   Annandale Campus
Lower Plaza Renovation-CG Building
Utility Easement

Ms. Helfant-Browning reported that the Annandale Campus of Northern Virginia Community College requests approval to execute an easement to Dominion Virginia Power for a realignment of an underground electric line crossing the Annandale campus. The committee recommended approval. (Appendix VI)

e. Southside Virginia Community College
Daniel Campus
Deed of Easement (260-17705)

Ms. Helfant-Browning reported that the Daniel Campus of Southside Virginia Community College requested approval for a utility easement. The cost associated with this effort will be covered by the utility company and the college’s local funds.

Following approval by the State Board for Community Colleges and prior to execution, the utility easement will be submitted for approval by the Office of the Attorney General of Virginia on behalf of the Governor. The committee recommended approval. (Appendix VII)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES:

THE RENOVATION OF THE AMHERST BUILDING AS A VCCS DEFINED CAPITAL PROJECT AT CENTRAL VIRGINIA COMMUNITY COLLEGE;

THE UPDATED MASTER PLAN FOR THE FAUQUIER CAMPUS OF LORD FAIRFAX COMMUNITY COLLEGE;

THE DEMOLITION OF THE EXISTING TEMPORARY PHOTOGRAPHY BUILDING AT THE WOODBRIDGE CAMPUS OF NORTHERN VIRGINIA COMMUNITY COLLEGE;

THE EXECUTION OF AN EASEMENT TO THE DOMINION VIRGINIA POWER FOR A REALIGNMENT OF AN UNDERGROUND ELECTRIC LINE AT THE ANNADALE CAMPUS OF NORTHERN VIRGINIA COMMUNITY COLLEGE;

THE CONVEYANCE OF A UTILITY EASEMENT AT THE DANIEL CAMPUS OF SOUTHSIDE VIRGINIA COMMUNITY COLLEGE.”

The motion carried.

3. Information Items
a. Virginia Community College System 
SWaM Expenditure Report

Mr. Robert Jones, Associate Vice Chancellor for Facilities Management Services, presented the Board with an itemization of SWaM participation.

Ms. Fernandez asked if the numbers presented were duplicative.

Mr. Jones responded that they are not, a business can only register as small, minority or women-owned.

b. Virginia Community College System
College Construction Project Report

Mr. Jones provided the Board with a list of all active Community College Construction Projects and their status. He reported there was no significant activity to report.

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

Mr. Jones displayed slides of current capital outlay projects

D. Budget and Finance Committee – Mike Thomas, Chair

1. Minutes - Meeting of November 14, 2012

It was reported that the Committee approved the minutes of its November 2012 meeting.

2. Action Items

None

3. Information Item

a. Update on Governor’s Budget Recommendations

Mr. William Johnson, Assistant Vice Chancellor for Budget and Planning presented the update to the Governor’s Amendments to the 2012-14 budgets. He reported that higher education funding is put into funding buckets and the VCCS will receive 22 percent of new funding.

Mr. Johnson reported that the Higher Education Equipment Trust Fund is specific to the VCCS and will provide an additional $2 million to support Workforce Development equipment needs.
Additionally, there is new funding to support Top Jobs legislation. The VCCS has been allocated $2.1 million for degree incentives and $1.7 million for enrollment growth.

E. Personnel Committee – Stephen Gannon, Chair

1. Minutes—Meeting of November 14, 2012

It was reported that the Committee approved the minutes of its November 2012 meeting.

2. Action Item

a. Faculty Development and Evaluation Policy Language

Dr. Christopher Lee reported that the Board approved the previously approved Faculty Development and Evaluation System Proposal. This update codifies the proposal into policy. The committee recommended approval. (Appendix VIII)

A motion was made by the Committee that:

“THE STATE BOARD OF COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE LANGUAGE OF THE FACULTY EVALUATIONS POLICY TO REFLECT THE NEWLY APPROVED FACULTY DEVELOPMENT AND EVALUATION SYSTEM.”

The motion carried.

b. Regulation on Workplace Safety

Dr. Christopher Lee presented the Board with the proposal that will elevate the campus safety policy to a regulation. Dr. Lee then turned to Ms. Greer Saunders, System Counsel to explain the impact of the regulation.

Ms. Saunders stated to the Board that a regulation, unlike a policy has the force of law, which will give the officers the authority to arrest. The regulation is lawful and upheld by the U.S. Supreme Court in District of Columbia v. Heller and restricts gun possession in "sensitive places" such as schools and government buildings.

Ms. Saunders continued on to say that the proposed is a less restrictive and will afford colleges some flexibility. She explained that in drafting the regulation they took into account that some campus activities, such as shooting courses or reenactments, may require weapons.

Mr. Robin Sullenberger inquired if the change from policy to regulation would mean that those who violate the regulation would be prosecuted.
Ms. Saunders stated they could be prosecuted. She added that for campus security, the first step would be to confiscate the weapon. The second step would be for possible arrest, but it would rely on campus discretion.

Mr. Gannon stated he believes the matters outlined in the regulation are both reasonable and constitutional. He informed the Board that all members showed sensitivity to the matter and they all realize that while this measure won’t make all of the campuses automatically safe, it is a step in the right direction.

Mr. Gannon then turned to Mr. Michael Thomas, who had a proposed amendment to the regulation.

Mr. Thomas stated that his proposed amendment to strike point (ii) when stored securely inside the vehicle of properly permitted students and employees; and move it earlier so, that students who may keep weapons in their vehicles around hunting season are not made to check in with a staff member for possession. (See APPENDIX IX)

Mr. Gannon stated he is in favor of the additional burden of having students who keep weapon in their vehicle check in with campus police or head of security. He stated that there are so many diverse campus situations and this will allow local administration to measure discretion against benefit. He opened the subject to the Board for discussion.

Ms. Helfant-Browning commented that she most often visits urban campuses and is not comfortable leaving any possessions in her vehicle, let alone a weapon. Urban campuses have a different set of rules and allowing students to leave weapons in their cars without administrative discretion may be potentially problematic.

Mr. Bruce Meyer stated he was in favor of the amendment. He expressed concern for potential of inconsistency since every campus does not have a police force. Additionally he added that the other issue at work is mental health and that he is more concerned about the types of people who may be visiting campus than the students.

Mr. Mitchell expressed concern with putting a staff member in position to exercise discretion over whether a student can possess a weapon in their vehicle. He also put forth the suggestion of changing shall to may,

Ms. Fernandez stated this is a difficult issue and she wrestles with the fact that the Board is putting a burden on staff as well. However, she stated that she feels confident that the person placed in charge could take on that duty. She continued to say she feels more comfortable with the regulation without the amendment.

Mr. Gannon noted the college presidents agreed to the regulation without the amendment and liked the extra restriction. He reminded the Board that adding the extra burden would be lawful under Heller because a college campus is different. It is a place for study and concentration, not for weapons and this regulation would facilitate that.
Dr. Gong added that the focus may be too narrowly focused on weapon rules and regulations. She stated that criminals who intend to do harm will break the law no matter what. We may be focusing too much on what to ban and what not to ban and in the end it may not do a lot.

RADM Fountain spoke for the amendment. He stated that he is not a strong gun advocate, but is concerned on consistency of the enforcement of the extra burden added without the amendment.

Mr. Gannon moved for the Board to vote on the amendment.

“THE STATE BOARD FOR COMMUNITY COLLEGE APPROVES THE AMENDMENT TO THE PROPOSED POLICY ON WORKPLACE SAFETY AND APPROVES THE POLICY INTO A REGULATION AS AMENDED.”

AYES: Mr. Chao, Mr. Mitchell, Mr. Meyer, Mr. Thomas, Admiral Fountain, Mr. Sullenberger Ms. Ellis Ms. Gong, Mr. Nutter, Mr. Zajur

NAYS: Mr. Talley, Ms. Helfant-Browning, Ms. Fernandez, Mr. Gannon

The motion carried.

c. Achieve 2015 Revised Goals – Recognition and Recommitment Program

The Achieve 2015 Revised Goals – Recognition and Recommitment Program adopted under the Education Program.

3. Information Items
   None

IV. EXECUTIVE COMMITTEE/CHAIR’S REPORT

V. OTHER BUSINESS

The Chair informed the State Board members that the next meeting will be held in Alexandria. An interesting, informative and enjoyable meeting is being planned.

VI. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12:02 p.m.

Hank W. Chao, Chair

Glenn DuBois, Secretary
APPENDIX I

TITLE: PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION MANAGEMENT (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.a.1)

BACKGROUND:

Mountain Empire Community College (MECC) proposes the establishment of an Associate of Applied Science in Health Information Management. This is a four-semester, 67-credit curriculum. The Associate of Applied Science degree in Health Information Management prepares individuals for employment as medical records technicians and health information technicians in hospitals, doctors’ offices, clinics, and other health care and contracted medical billing organizations.

ACTION RECOMMENDED:

It is recommended that the State Board of Community Colleges approve that Mountain Empire Community College be allowed to offer the Associate of Applied Science degree in Health Information Management.

PREVIOUSLY REVIEWED BY:

- MECC Curriculum Committee and College Board
- VCCS Academic Services and Research staff

RATIONALE:

As healthcare policies evolve and technology advances, there is a growing demand for training to upgrade the technical knowledge and skill sets of the healthcare sector workforce. According to the U.S. Department of Labor’s Bureau of Labor Statistics, the employment of medical records technicians and health information technicians is expected to increase nationwide by 21 percent from 2010 to 2020.

RESOURCE PERSONS:

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

Dr. Dan Lewis, VCCS, Director of Educational Programs, dlewis@vccs.edu, 804-819-4936
Mountain Empire Community College Program Proposal
Associate of Applied Science in Health Information Management

Mountain Empire Community College (MECC) is seeking approval to offer the Associate of Applied Science degree in Health Information Management, CIP code 51.0707. The Associate of Applied Science degree in Health Information Management prepares individuals for employment as medical records technicians and health information technicians in hospitals, doctors’ offices, clinics, and other health care and contracted medical billing organizations.

Number of Credit Hours
The proposed Health Information Management AAS degree is a career technical education degree program that requires a total of 67 credits for graduation. The curriculum exceeds the minimum general education credit hour requirements specified in Table 5-1B; including courses in communication, humanities, mathematics or natural science, personal wellness, and social sciences.

Learning Outcomes
MECC seeks to provide graduates with a strong background in general education through formal education experiences (courses). The required courses as well as specialized courses in the major field support the development of the following MECC General Learning Outcomes:
- Communication,
- Critical Thinking,
- Cultural and Social Understanding,
- Information Literacy,
- Personal Development,
- Quantitative Reasoning,
- Scientific Reasoning

Graduates of the AAS in Health Information Management will be able to
- Interpret and explain health data structure, content, and standards.
- Distinguish and differentiate between healthcare information requirements and standards.
- Apply the clinical classification systems.
- Apply health statistics, biomedical research and quality management.
- Analyze and compare quality management and performance improvement activities.
- Apply procedures related to the U.S. healthcare delivery system.
- Interpret and apply principals as they relate to healthcare privacy, confidentiality, legal and ethical issues
- Identify and design information and communication technologies and apply policies and procedures as they relate to data, information and file structures in healthcare systems.
- Compare and utilize data storage and retrieval techniques.
- Differentiate between human, financial and physical resources.

Program Assessment
MECC has identified expected outcomes for its degree and certificate programs and assesses the extent to which these outcomes are achieved through annual planning and evaluation processes. These processes include measures of knowledge and skills, general education competencies, enrollment, retention, completion, employment and/or transfer program outcomes. MECC’s Health Information Management program will implement program reviews and will be included in the strategic and annual planning processes at the college.
Benchmarks for the Program
The Health Information Management program will be deemed successful if:
- Eighty percent of program graduates report satisfaction with their experiences in the program.
- Eighty percent of employers who hire program graduates report satisfaction with the performance of program graduates.
- The program meets projections for headcount, FTES, and number of graduates.

Estimated Headcount and FTES

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HDCT – fall headcount enrollment
FTES – annual full-time equivalent student enrollment
GRADS – annual number of graduates of the proposed program

Student Demand
There have been robust enrollments in three certificate programs at the college in the area of health information management including: (1) Medical Records Career Studies Certificate; (2) Medical Transcription Career Studies Certificate; (3) Medical Office Coding Certificate.

Employer Demand
1) Letters from health care providers provide ample support that employers in the college’s service area support the proposed program.
2) In Virginia, the Virginia Workforce Connection predicts that there will be a total of 798 new jobs as medical records technicians and health information technicians by 2018.

Program Duplication
NVCC and TCC are the only community colleges in the Virginia Community College System that currently offer the AAS in Health Information Management. MECC’s proposed program will not compete with these two colleges for students.

Program Resource Needs
The college will incorporate the funds needed to hire a full-time Health Information Management Program Director into its strategic planning and budgeting processes.

Curriculum Detailing Credit Hours by Course

1st Semester (Assumes a fall semester start):
SDV 101 Orientation to Health Related Occupations 1
BIO 145 Human Anatomy and Physiology for the Health Sciences 4
ENG 111 English Composition I 3
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HIM 101 Health Information Technology I      4  
HIM 130 Healthcare Information Systems     3  
HIM 113 Medical Terminology & Disease Processes I   3  

**Total Credits: 18**  

2nd Semester:  
EMS 205 Advanced Pathophysiology     4  
HIM 150 Health Records Management      3  
HIM 231 Health Records Applications I   3  
HIM 253 Health Records Coding         4  
HLT 105 Cardiopulmonary Resuscitation  1  
PSY 230 Developmental Psychology      3  

**Total Credits: 18**  

3rd Semester:  
MTH 126 Mathematics for Allied Health    2  
HIM 226 Legal Aspects of Health Record Documentation   2  
HIM 229 Performance Improvement in Healthcare Settings  2  
HIM 254 Advanced Coding and Reimbursement    4  
HIM 251 Clinical Practice I              3  
Humanities Elective                   3  

**Total Credits: 16**  

4th Semester:  
HIM 220 Health Statistics               3  
HIM 233 Electronic Health Records Management 3  
HIM 249 Supervision and Management Practices for Health Information Technology 3  
HIM 260 Pharmacology for HIM           2  
HIM 252 Clinical Practice II            3  
HIM 280 HIM Capstone                   1  

**Total Credits: 15**  

Total credits for the AAS Degree in Health Information Management = 67
APPENDIX II

TITLE: PROGRAM APPROVAL – ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.a.2)

BACKGROUND:

Piedmont Virginia Community College (PVCC) proposes the establishment of an Associate of Applied Science in Culinary Arts. This is a five-semester, 67-credit curriculum. The Associate of Applied Science degree in Culinary Arts prepares individuals for employment as professional cooks in hotels, resorts, restaurants, catering operations and a variety of retail businesses in the foodservice industry.

ACTION RECOMMENDED:

It is recommended that the State Board of Community Colleges approve that Piedmont Virginia Community College be allowed to offer the Associate of Applied Science degree in Culinary Arts.

PREVIOUSLY REVIEWED BY:

- PVCC Curriculum Committee and College Board
- VCCS Academic Services and Research staff

RATIONALE:

There are currently 418 food service establishments in PVCC’s service region and more than 10,000 local jobs in food preparation and serving, a number that is expected to increase 9% over the next five years. The local demand for chefs and head cooks for this period is projected to increase by 10%.

RESOURCE PERSONS:

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

Dr. Dan Lewis, VCCS, Director of Educational Programs, dlewis@vccs.edu, 804-819-4936
Piedmont Virginia Community College Program Proposal  
Associate of Applied Science in Culinary Arts

Piedmont Virginia Community College (PVCC) is seeking approval to offer the Associate of Applied Science degree in Culinary Arts, CIP code 12.0500. The Associate of Applied Science degree in Culinary Arts prepares individuals for employment as professional cooks in hotels, resorts, restaurants, catering operations and a variety of retail businesses in the foodservice industry.

Number of Credit Hours  
The proposed Culinary Arts AAS degree is a career technical education degree program that requires a total of 67 credits for graduation. The curriculum exceeds the minimum general education credit hour requirements specified in Table 5-1B; including courses in communication, humanities, mathematics or natural science, personal wellness, and social sciences.

Learning Outcomes  
PVCC seeks to provide graduates with a strong background in general education through formal education experiences (courses). The required courses as well as specialized courses in the major field support the development of the following PVCC General Learning Outcomes:

- Communication,
- Critical Thinking,
- Cultural and Social Understanding,
- Information Literacy,
- Personal Development,
- Quantitative Reasoning,
- Scientific Reasoning

Graduates of the AAS in Culinary Arts will be able to

- Demonstrate knowledge and skills in basic and quantity food preparation and presentation.
- Operate and maintain kitchen equipment in a safe manner.
- Plan and create recipes and menus incorporating costs, purchasing and inventory controls.
- Demonstrate knowledge and skills in baking and pastry arts.
- Create dishes using professional cooking and baking techniques.
- Identify the cultural and historical influences on different regional cuisines.
- Address contemporary business and financial issues within the culinary arts industry.
- Demonstrate industry-standard knowledge and skills required for sanitation, food safety, and nutrition.
- Describe and apply techniques to ensure the safe handling and storage of food.
- Identify the theories of food and beverage costs, cost control, and purchasing and receiving.

Program Assessment  
Student learning will be assessed on a regular basis to ensure that identified outcomes are being achieved. PVCC employs a comprehensive approach to assessing its general education outcomes through the use of a variety of assessment techniques. The Culinary Arts program will be subject to regular program review as are all academic programs at PVCC. Data emerging out of such reviews will be used by faculty and administrators to evaluate the effectiveness of the program and drive improvement strategies.

Benchmarks for the Program
The Culinary Arts program will be deemed successful if:

- At least 90% of graduates find employment in the culinary arts or related fields.
- At least 90% of employers hiring PVCC culinary arts graduates report satisfaction with their performance in the workplace.
- At least 90% of students enrolled in the program report satisfaction with the program each year.
- The program meets projections for headcount, FTES, and number of graduates.

**Estimated Headcount and FTES**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Target Year</th>
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<tr>
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<td></td>
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<td>40</td>
<td>32</td>
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</tbody>
</table>

HDCT – fall headcount enrollment  
FTES – annual full-time equivalent student enrollment  
GRADS – annual number of graduates of the proposed program

**Student Demand**

There is a strong student demand for the proposed Culinary Arts program. Division deans at PVCC have received email and letters from students who would enroll in the program if it was offered by the college.

**Employer Demand**


4) According to the Virginia Employment Commission (VEC), food preparation and serving related occupations in Virginia are projected to increase 13% from 2008 to 2018.

**Program Duplication**

There are 5 colleges in the Virginia Community College System that currently offer the AAS degree in Culinary Arts: CVCC, DSLCC, JSRCC, TCC and VWCC. The closest program to PVCC is JSRCC’s program. PVCC does not anticipate that its proposed program would compete with JSRCC for students.

**Program Resource Needs**

The college will incorporate the funds needed to hire a full-time coordinator into its strategic planning and budgeting processes. A private funder has made a donation to the college to cover the costs to outfit the teaching kitchen and the culinary arts classroom space.
1st Semester (Assumes a fall semester start):
HRI 106 Principles of Culinary Arts I 3
HRI 158 Sanitation and Safety 3
HRI 219 Stock, Soup, and Sauce Preparation 3
ENG 111 College Composition I 3
MTH 120 Introduction to Mathematics 3
SDV 100 College Success Skills 1
Total Credits: 16

2nd Semester:
HRI 119 Applied Nutrition for Food Service 3
HRI 128 Principles of Baking 3
HRI 134 Food and Beverage Service Management 3
HRI 159 Introduction to Hospitality Industry Computer Systems 4
HRI 218 Fruit, Vegetable, and Starch Preparation 3
Total Credits: 16

3rd Semester:
HRI 190 Coordinated Internship 3
HRI 215 Food Purchasing 3
Total Credits: 6

4th Semester:
HRI 145 Garde Manger 3
HRI 220 Meat, Seafood, and Poultry Preparation 3
HRI 224 Recipe and Menu Management 3
HRI 251 Food and Beverage Cost Control I 3
ENG 112 College Composition II 3
HLT 100 First Aid and Cardiopulmonary Resuscitation 2
Total Credits: 17

5th Semester:
HRI 206 International Cuisine 3
HRI 207 American Regional Cuisine 3
Humanities Elective 3
Social Science Elective 3
Total Credits: 12

Total credits for the AAS Degree in Culinary Arts = 67
APPENDIX III

TITLE: CENTRAL VIRGINIA COMMUNITY COLLEGE
AUTHORIZE “STUDENT CENTER RENOVATIONS” CAPITAL PROJECT
(III.C.2.a)

BACKGROUND:
Central Virginia Community College requests State Board approval of a VCCS defined capital project to renovate the Student Center in the Amherst Building. The Student Center has not had any major improvements since 1995. It is the intent of this project to completely renovate the Student Center (approximately 8,400 square feet) to make it more user friendly and to provide an atmosphere that is more conducive to studying, socializing and dining. The goal is to make the Student Center a “destination” on campus, a place where students, faculty and staff enjoy spending time.

Virginia A&E, an architectural firm located in Forest, Virginia, has completed a Preliminary Study for this project and is currently under contract to prepare the Plans and to administer the Construction Phase. It is hoped that construction can begin in spring of 2013. Based on the findings of the Preliminary Study, the overall anticipated budget for this project, including construction, AE fees, furnishings & equipment and miscellaneous related costs, may reach $750,000. This project will be funded from Local College Funds.

Since the estimated total project budget meets the definition of a VCCS designated capital project, in accordance with §10.0.0.4 Central Virginia Community College requests State Board approval of the “Student Center Renovations Project” as a capital project.

LOCAL COLLEGE BOARD:
The Local College Board at Central Virginia Community College approved the “Student Center Renovations” project at their meeting on April 25, 2012.

RECOMMENDATION:
In accordance with §10.0.0.4 of VCCS Policy, it is recommended that the State Board for Community Colleges approve the “Student Center Renovation Project” as a VCCS defined capital project.

RESOURCE PERSONS:

Dr. John Capps, President
Central Virginia Community College
(434) 832-7601
cappsj@cvcc.vccs.edu

Mr. Robert B, Jones, RA, CBO, VCCO
Associate Vice Chancellor for Facilities Management Services
Virginia’s Community Colleges
(804) 819-4920
bjones@vccs.edu
APPENDIX IV

TITLE: LORD FAIRFAX COMMUNITY COLLEGE
MASTER PLAN UPDATE
(III.C.2.b)

BACKGROUND:

The existing master plans were developed based on programs and enrollment data from 2008, and needed to be updated to accommodate unanticipated rapid enrollment growth and new programs initiated since then. The existing master plans also constrained new construction to a small portion of each site.

The goals of the master plans include:

- Maintain the rural character of the campuses along the roads, take advantage of the natural features, and improve the arrival sequence for users and visitors.
- Locate buildings to define legible networks of pathways and open spaces to establish a memorable sense of place.
- Provide adequate parking and vehicular circulation, including building service areas, while prioritizing pedestrian circulation to minimize pedestrian and vehicular conflicts.

VCCS Policy 10.0.0.4.e. requires State Board approval for Master Site Plans.

The proposed master plans were presented to the State Board at its November 14, 2012 meeting, but the plan for the Fauquier Campus was tabled until the January meeting because of questions regarding the Wellness Center.

The proposed Fauquier campus Wellness Center is desired to provide recreational opportunities for LFCC students, program opportunities in LFCC's physical education program, and a possible revenue source for the campus. This building is a primary destination and does not need to be in close proximity to other academic buildings. Construction is not anticipated for another decade or more, and it is possible that a second entrance can be obtained by that time.

LOCAL COLLEGE BOARD:

The Local College Board approved these Master Plans at its October 11, 2012 meeting.

RECOMMENDATION:

It is recommended that the State Board approve the updated Lord Fairfax Community College Master Plans for the Middletown and Fauquier campuses.

RESOURCE PERSONS:

Dr. Cheryl Thompson-Stacy
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Lord Fairfax Community College
(540) 868-7101
cthompson-stacy@lfcc.edu

Mr. Robert B. Jones, RA, CBO, VCCO
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Virginia Community College System
(804) 819-4917
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APPENDIX V

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
WOODBRIDGE CAMPUS
DEMOLITION OF EXISTING TEMPORARY BUILDING
(PHOTOGRAPHY LAB - FACCS #DT06)
(III.C.2.c)

BACKGROUND:

The Northern Virginia Community College, Woodbridge Campus, Phase III Academic Building, currently under construction, is scheduled to be completed in April 2013. The “footprint” for this approximately 84,000 gross square foot, three story building and related site improvements, encompasses an area where an existing temporary pre-fabricated Photography Lab is located. This 1,815 gross square foot Photography Lab is in poor condition and is slated to be razed as part of the Phase III project. Although this Photography Lab will remain “on line” through the Fall Semester, with the Phase III Building approximately 65% complete, work has commenced on the associated site improvements.

All applicable code required approvals and permits will be obtained, prior to razing this structure.

LOCAL BOARD APPROVAL:

The Local College Board has indicated that it intends to review and approve the demolition of this structure at its meeting on January, 21, 2013.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the demolition of the existing temporary Photography Lab.

RESOURCE PERSONS:

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

Mr. Robert B. Jones, RA, CBO, VCCO
Associate Vice Chancellor for Facilities Management Services
Virginia’s Community Colleges
(804) 819-4920
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APPENDIX VI

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
ANNANDALE CAMPUS
LOWER PLAZA RENOVATION – CG BUILDING
UTILITY EASEMENT
(III.C.2.d)

BACKGROUND:
Northern Virginia Community College requests approval to execute an easement to Dominion Virginia Power for a realignment of an underground electric line crossing the Annandale campus.

The State Board for Community Colleges approved the schematic design for the plaza improvements on November 16, 2011. The planned park includes new drainage structures and exterior light fixtures that caused a partial displacement of the existing utilities. Revised development cost for the project is approximately $500,000, not including the planned furniture installations and miscellaneous site features. The project will be paid with college local funds. Construction is scheduled to begin in January 2013.

A standard easement agreement is needed for the relocated electric service line. The 15’ wide by approximately 250’ in length easement will cover a total area of approximately 3750 s.f., as shown on the attached plat.

LOCAL BOARD APPROVAL:
The Community College Local Advisory Board has not acted on this easement as they did not have a quorum at the November meeting.

RECOMMENDATION:
It is recommended that the State Board for Community Colleges approve execution of this Easement contingent upon satisfaction of all applicable requirements of the Commonwealth and Virginia Community College System Policy.

RESOURCES PERSONS:

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

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Associate Vice Chancellor for
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APPENDIX VII

TITLE: SOUTHSIDE VIRGINA COMMUNITY COLLEGE
      DANIEL CAMPUS
      DEED OF EASEMENT (260-17705)
      (III.C.2.e)

BACKGROUND:

During the 2008 and 2011 General Assembly, $11,073,258 in Virginia College Bond Authority (VCBA) funds, and $445,000 in local funds were appropriated to complete the design and construction of a 36,700 square foot Student Learning Resource Building on the John H. Daniel Campus at Southside Virginia Community College. Architectural/Engineering design by Thompson & Litton, Inc. is complete. Six competitive bids were received in July, 2012. A construction contract has been awarded with the infusion of an additional $414,100 in VCBA Funds and $295,681 in local funds. The construction contractor, Kenbridge Construction Company, Inc. has begun construction.

To allow the electrical service to be provided to the new building, Southside Virginia Community College requests the State Board approval for a utility easement as shown. The cost associated with this effort will be covered by the utility company and the college’s local funds.

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

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve and recommend to the Governor to grant the easement as requested.

LOCAL BOARD APPROVAL:

Local Advisory Board will review this item at their next meeting scheduled for January 9th, 2013 and its approval is anticipated.

RESOURCE PERSONS:

Dr. John J. Cavan, President
Southside Virginia Community College

Mr. Robert Jones, RA, CBO, VCCO
Associate Vice Chancellor
Facilities Management Services
Virginia Community College System
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Southside Virginia Community College-Daniel Campus
Construct Learning Resource Building
APPENDIX VIII

TITLE: PROPOSED FACULTY DEVELOPMENT AND EVALUATION SYSTEM POLICY LANGUAGE

BACKGROUND:

At its November meeting, the State Board for Community Colleges approved the Faculty Development and Evaluation System proposal. The enclosed policy language codifies the Faculty Development and Evaluation proposal into policy. There are fundamental changes to the original policy. The current policy language and the proposed policy language are attached. A few changes to the proposal approved by the State Board were recommended by the Advisory Council of Presidents and the Faculty Evaluations Work Group. These minor changes were made primarily for the sake of clarity or for administrative and operational purposes. However, the presidents voted to soften the language and requirement for reward and recognition by adding the following caveat:

*Reward and Recognition* Rewards and recognition are based on educational excellence in the four performance domain areas: teaching, service, institutional responsibility, and scholarly and creative engagement. It is expected that approximately 10 – 25% of teaching faculty would receive a monetary award each year as a part of the Reward and Recognition component of the Faculty Development and Evaluation System, assuming availability of resources. Recognition activities would be in addition to rewards and is expected to be given in greater number than rewards.

The spirit, intent, and the substance of the policy have not changed otherwise. The actual policy language is submitted to ensure transparency in the adoption and implementation of this important policy and to follow our normal protocol of having all policy manual changes approved by the State Board.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the enclosed revisions to the language of the Faculty Evaluations policy to reflect the newly approved Faculty Development and Evaluation System.

RATIONALE:

Changes are necessary to codify the approved Faculty Development and Evaluation System into our policy manual.

RESOURCE PERSON:

Christopher D. Lee, Ph.D., SPHR
Associate Vice Chancellor
Human Resource Services
804-819-4685
clee@vccs.edu
APPENDIX IX

TITLE: AMENDMENT TO REGULATION ON WORKPLACE SAFETY

8VAC125-10-30. Exceptions to prohibition.

This prohibition shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees. Furthermore, the chief of the college police department or head of security department, or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) when stored securely inside the vehicle of properly permitted students and employees; or (iii) for any college-approved training, course, or class.

§§ 23-215 and 23-217(g) of the Code of Virginia