The State Board for Community Colleges convened at 9:00 a.m. on September 20, 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  
Mr. Darren Conner  
Mr. James Cuthbertson  
Ms. LaVonne P. Ellis  
Ms. Idalia P. Fernandez  
RADM. Robert R. Fountain  
Mr. Stephen Gannon  
Dr. Sasha Gong  
Dr. Mirta M. Martin  
Mr. David A. Nutter  
Mr. Robin Sullenberger  
Mr. Michael Thomas  
Ms. Benita Thompson-Byas  
Mr. Michel Zajur

Members Absent:

Staff Present:  Mr. Blake Bailkowski  
Mr. Alex Caine  
Mr. Tom Cantone  
Ms. Katherine Coates  
Dr. Ellen Davenport  
Dr. Glenn DuBois  
Dr. Catherine Finnegan  
Dr. Jennifer Gentry  
Dr. Joy Hatch  
Ms. Susan Hayden  
Dr. Craig Herndon  
Mr. Will Johnson  
Mr. Robert Jones  
Mr. Jeff Kraus
Dr. Christopher Lee
Ms. Grace Mooney
Ms. Marlene Mondziel
Ms. Karen Petersen
Dr. Chris Pfautz
Ms. Tiffany Pugh
Ms. Greer Saunders
Dr. Richard Sebastian
Ms. Crystal Twitty
Ms. Helen Vanderland
Ms. Donna Van Cleave
Dr. Van Wilson
Dr. Susan Wood

Others Present:  Ms. Betsey Fountain
Ms. Connie Meyer
Mr. Andrew Williams, former PVCC student
Dr. Edward Raspiller, President, JTCC
Dr. Bruce Scism, President, DECC
Mr. Everett Jordan, TNCC Local Board Member

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 to determine that a quorum was present.

C. Introduction of New Board Members

At this time, the Chair welcomed and introduced the newly appointed Board members. He informed the new members that The State Board for Community Colleges is an active and working board and has a massive impact on the Commonwealth.

1. Darren Conner of Callands
   President of Southeast for Dewberry

2. James Cuthbertson of Glen Allen
   Retired Health Executive
3. Idalia Fernandez of Centreville (Reappointed)  
   Director at Community Wealth Partners &  
   President of Yaya Speaks, LLC

4. Benita Thompson Byas of Potomac Falls  
   Senior Vice President of Joint Ventures and  
   Vice Chair for Thompson Hospitality

D. Minutes – Meeting No. 326, March 21, 2013 – Approval of Corrected Minutes

A motion was made by Mr. Nutter and seconded by Ms. Fernandez that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE MARCH 2013 MEETING AS CORRECTED.”

The motion carried.

E. Minutes – Meeting No. 328, July 18, 2013

A motion was made by Mr. Thomas and seconded by Ms. Ellis that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE MINUTES OF THE JULY 2013 MEETING AS SUBMITTED.”

The motion carried.

F. Public Comment

There was no public comment.

G. Reports from Campus Liaison

There were no campus liaison reports. The new liaison assignments were distributed, and Chairman Meyer asked for volunteers for the November 2013 Liaison Report.

H. Education: Six-Year Plan – Ms. Donna Van Cleave, Vice Chancellor for Administrative Services, Dr. Susan Wood, Vice Chancellor for Academic Services and Research, and Dr. Craig Herndon, Vice Chancellor for Workforce Development Services

Ms. Van Cleave, Dr. Wood and Dr. Herndon presented an overview of the VCCS Six-Year plan, an academic and financial plan that must be approved by the governing board of each public institution of higher education. The requirements
for the plan are outlined in The Virginia Higher Education Opportunity Act. The final version of the VCCS Six-Year Plan was being presented to the State Board for approval. The plan includes Achieve 2015 and Reengineering Goals and is the beginning of the budgeting process.

Dr. Susan Wood reviewed the goals, growth and basis for the Six-Year plan. The plan is focused on three state needs: getting more students into college; helping more students graduate; and equipping students with credentials leading to jobs.

Dr. Herndon discussed the industry credential attainment aspects of the plan. He noted that a report from Georgetown University’s Tony Carnevale identified the need for approximately 17 million workers over a ten year period to fill middle skill jobs in areas such as construction manufacturing, technology, communications, health care, energy, engineering, and transportation. The VCCS is working with Virginia business and industry to provide licensure and certifications endorsed by industry and increasing the number of skilled workers obtaining credentials for high-demand, non-degree jobs. Dr. Herndon reported on past success in leveraging state dollars to increase the number of employers served and detailed proposal for a $1,000 pay-for-performance premium for the successful completion of an industry recognized credential in a high demand area.

Ms. Van Cleave stated that the VCCS has a goal to increase the ratio of courses taught by full-time faculty to 50 percent from the current 45 percent. In addition, increasing the salaries of faculty and staff is also a top priority. The Capital Outlay Plan is a major component of Virginia’s Community Colleges’ need for facilities. These capital projects are across the state.

Mr. Thomas reported that this version of the Six-Year Plan was reported out of the Budget and Finance Committee and Ms. Ellis reported that this item was also reviewed in Academic and Student Affairs Committee and moved for the Board to make a motion on approval of this plan. (Appendix I)

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

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE VCCS SIX-YEAR PLAN AS PRESENTED.”

The motion carried.

II. CHANCELLOR’S REPORT

A. Introduction of Dr. Bruce Scism, President, Danville Community College
The Chancellor introduced Dr. Bruce Scism, the newly appointed President of Danville Community College. Dr. Scism comes to Danville Community College from Volunteer State Community College in Gallatin, Tennessee where he served as Vice President of Academic Affairs.

B. Introduction of Dr. Edward “Ted” Raspiller, President, John Tyler Community College

The Chancellor introduced Dr. Ted Raspiller, the newly appointed President of John Tyler Community College. Dr. Raspiller comes to the VCCS from Bryan, Texas where he served as President of the Brazos County Campus at Blinn College. Dr. Raspiller previously directed the Community College Leadership Doctoral Program at Old Dominion University.

C. Enrollment Updates (Summer 2013)

The Chancellor presented the Board with enrollment updates that reflect the Summer 2013 headcount and FTE by college. He noted a decrease in enrollment from last year, which is natural after a period of large growth.

D. Chancellor’s Report of Goals Aligned with Achieve 2015

The Chancellor presented the Report on Goals Aligned with Achieve 2015 that were approved at the July 2013 Board meeting. The goals are reported in both detail and in a broad overview format.

E. Update VCCS Reengineering Taskforce

The Chancellor presented the update on the VCCS Reengineering Taskforce. For the benefit of the new members he explained that the Reengineering Taskforce was created to rethink everything that the VCCS does. An updated report is presented at each State Board meeting. Chancellor DuBois spoke about the ten big ideas the Reengineering Taskforce put forth and the process that has taken place with the implementation of the new Faculty Evaluation Plan.

F. Strategic Planning Town Hall Meetings

The VCCS is now beginning to turn its attention toward the next VCCS Strategic Plan. In order to give the external stakeholders an opportunity to articulate their wants and needs, Chancellor DuBois will be conducting a listening tour. The tour will begin on September 20th at Tidewater Community College and will extend into November and December with a total of seven town hall meetings.
A taskforce, charged with drafting a plan, will begin working in 2014. Chancellor DuBois was pleased to announce that Dr. John Downey, President of Blue Ridge Community College, will chair the task force. Dr. Edna Baehre-Kolovani, President of Tidewater Community College, will serve as co-chair. The State Board will be asked to approve the goals for the next Strategic Plan sometime in 2015.

G. “Faculty and Administrators Leadership Academy, September 23-26, 2013
The Founders Inn, 5641 Indian River Road, Virginia Beach, VA - Dr. Susan S. Wood, Vice Chancellor for Academic Services and Research

This is an information item. No action is required.

H. Student Leadership Conference, October 25-27, 2013, Holiday Inn Virginia Beach – Norfolk Hotel and Conference Center, 5655 Greenwich Rd, Virginia Beach, VA, 23462- Dr. Susan S. Wood, Vice Chancellor for Academic Services and Research.

This is an information item. The Chair encouraged Board members to attend.

I. 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

This is an information item. Board members are encouraged to attend.

J. 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

This is an information and calendar item for all Board members.

K. 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

This is an information item, The Chair and Chancellor encouraged members to attend, if at all possible.

III. COMMITTEE REPORTS

A. Academic, Student Affairs and Workforce Development Committee – LaVonne Ellis, Chair
1. Minutes – Meeting of July 17, 2013

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

2. Action Item

a. Approval of the VCCS Six-Year Plan

   This item was previously approved in the Education Report. (Appendix I)

3. Information Items

a. Update on Workforce Enterprise System (WES)

   Dr. Craig Herndon, Vice Chancellor for Workforce Development presented an update on the Workforce Enterprise System (WES). The goal of the WES project is to allow all VCCS colleges to offer their non-credit students and businesses an attractive, intuitive, web-based registration and payment system. Depending on system development, the first colleges may “go live” as early as late spring or early summer of 2014, with systems operational at all colleges and the System Office several months later.

b. Tracking the Contributions of High School Career Coaches

   Dr. Herndon reported that the High School Case Management System (CMS) is a new Virginia Education Wizard-based data management system that will be used by high school career coaches beginning in the 2013-14 Academic Year. The shift to the use of the Case Management System (CMS) will allow coaches, colleges, and the VCCS to focus more on the depth and diversity of services provided to more effectively analyze the correlations between those services and student outcomes over time.

c. Program Approval

   (1) Paul D. Camp Community College
       Certificate
       Practical Nursing
Ms. Ellis noted that the Chancellor had approved the request from Paul D. Camp Community College to establish a certificate in Practical Nursing.
d. **Program Discontinuance**

(1) Blue Ridge Community College
Certificate
Fine Arts

Ms. Ellis noted that the Chancellor had approved the program discontinuance in the Fine Arts certificate at Blue Ridge Community College.

e. **SAILS (Early Alert) Update**

Dr. Wood reported that the enterprise early alert (SAILS) system is being implemented at Virginia’s community colleges in support of the *Achieve 2015* and the student success goal. Implementation of the VCCS SAILS (Student Assistance and Intervention for Learning Success) system will allow faculty and staff to identify and provide interceptive guidance to students demonstrating behaviors, performance, and characteristics that correlate with risk of not succeeding academically, thereby improving students success as defined by *Achieve 2015*. What is typically a manual, labor-intensive process, the automated early alert system will seamlessly work to provide a holistic view of students in need of assistance and provide accurate and real-time records of student interventions.

The pilot program will open for developmental education courses on September 30, 2013 with the full launch for all credit courses occurring in advance of spring 2014.

f. **Student Leadership Conference**

Each fall, with monetary assistance from the colleges, the VCCS sponsors the annual Student Leadership Conference. This year’s conference, “Surge into Leadership,” will be held at the Holiday Inn, Virginia Beach- Norfolk Hotel and Conference Center from October 25-27. More than 450 VCCS students, staff, and faculty members representing all 23 of our colleges, are anticipated to attend. A highlight of this year’s conference will be a focus on community service projects from all 23 colleges.

g. **3PL Program Update**

Since October 2011, the VCCS has partnered with the Virginia Department of Health on the 3PL Program – Support for Pregnant
and Parenting College Students, with the goal of strengthening the academic achievement of pregnant and parenting students at six VCCS colleges. Although the grant funding for this program has been discontinued, Dr. Wood reported on the key findings from the program:

- Many VCCS students are parents
- VCCS student-parents are a diverse group
- VCCS student-parents face many challenges and competing demands
- VCCS student-parents are interested in assistance to achieve their goals.

h. Student Success Snapshot #27

Dr. Wood presented the Student Success Snapshot #27. As part of Achieve 2015, the VCCS continually tracks the number of students graduating, transferring, or completing a workforce credential as measures of student success. The Snapshot is an analysis of VCCS associates graduates’ outcomes at 4-year institutions based on National Student Clearinghouse Data.

B. Audit Committee – Mirta M. Martin, Chair

1. Minutes - Meeting of July 17, 2013

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

2. Action Items

   Item 3(b) below was moved to an action item by the committee.

3 Information Items


   Dr. Martin reported that the Auditor of Public Accounts for the Commonwealth of Virginia performs an audit on the financial statements of the VCCS each year. Representatives from the Auditor of Public Accounts (APA) presented their report and discussed the results of the audit for the fiscal year ending June 30, 2012. The VCCS received a good report on its financial statements for the year ending June 30, 2012.
b. Paul D. Camp Community College – Update on Business Office Review

As requested by the State Board, Dr. Paul Conco, President of Paul D. Camp Community College, addressed the Committee to outline steps being taken to correct the significant weaknesses in PDCCC’s business office.

Thomas Nelson Community College (TNCC) will provide staff assistance to the PDCCC business office through shared services. Ms. Vanderland noted that this type of shared services model in a college business office would be the first of a kind for the VCCS.

This item was moved to an action item. The Committee recommended approval. (Appendix II)

A resolution by the committee stated that:

“BE IT RESOLVED THAT UPDATES WILL BE PROVIDED TO THE AUDIT COMMITTEE AT THE NOVEMBER 2013 AND JANUARY 2014 STATE BOARD MEETINGS BY THE PRESIDENT OF PAUL D. CAMP COMMUNITY COLLEGE ON THE STATUS OF THE SHARED SERVICES MODEL BEING IMPLEMENTED BETWEEN PAUL D. CAMP COMMUNITY COLLEGE (PDCCC) AND THOMAS NELSON COMMUNITY COLLEGE (TNCC) FOR THE TRANSFER OF PDCCC BUSINESS OFFICE FUNCTIONS TO TNCC.”

The Resolution was unanimously adopted.

c. Human Resources Management System Audit Report

The Human Resources Management System (HRMS) Audit Report, dated August 16, 2013, was previously emailed to Audit Committee members. The report shows the results of the audit which was performed to ensure the colleges are properly utilizing HRMS; the VCCS is using features in HRMS that can improve the efficiency of operations and the accuracy of data; the interfaces to the statewide human resource systems are operating as intended; the System Office Human Resource Services Department (Department) manages and implements new features in HRMS using the VCCS Project Management Standard; and communication between the colleges and the Department is sufficient. The period under review was from January 1, 2013 through May 31, 2013.
As a result of this audit, several opportunities to improve the effectiveness of HRMS and the efficiency of operations were identified. Management’s action plan was discussed in detail by the Committee.

d. Litigation

Dr. Mirta Martin reported that Ms. Greer Saunders presented the Committee with the current VCCS Litigation Report.

C. Facilities Committee – Robert Fountain, Chair

1. Minutes July 17, 2013 and Revised Minutes from March 20, 2013

   It was reported that the Committee approved the minutes of its July 2013 meeting and the revised minutes from the March 20, 2013, meeting.

2. Action Items

   a. Revisions to State Board Policy Manual
      Section 10: Facilities

      As the VCCS continues to fully implement the requirements of Level II delegated authority, the requirements of Section 10 of the VCCS Policy Manual have been reviewed. There are items within Section 10 that required modification to conform to the requirements of our Level II authority, current practice and to clarify the intent of policy.

      The Facilities Committee recommended approval. (Appendix III)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED MODIFICATIONS TO SECTION 10 OF THE VCCS POLICY MANUAL AS PRESENTED.”

The motion carried.

b. Germanna Community College
   Fredericksburg Campus
   Master Plan Update
   Project Code: NP297-005
RADM. Fountain reported that Germanna Community College requested approval to update the master plan for the Fredericksburg area campus due to rapid growth in population and employment in the Fredericksburg region. The Committee recommended approval. (See Appendix III)

A motion was made by the Committee that:

“IN ACCORDANCE WITH THE VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL, § 10.0.0.4 e, THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE UPDATE TO THE MASTER SITE PLAN FOR THE FREDERICKSBURG AREA CAMPUS OF GERMANNA COMMUNITY COLLEGE.”

The motion carried.

c. Northern Virginia Community College
Alexandria Campus
Tyler Replacement Building
Partial Vacation of Existing East Campus Lane
Project Code: 260-17720

RADM. Fountain reported that Northern Virginia Community College (NVCC) requested Board approval to initiate regulatory procedures for vacating a section of a public access easement within the existing East Campus Lane at the Alexandria Campus. Vacation of a section of this public access easement is required to facilitate the construction of the new Tyler Replacement Building and related site improvements. The Committee recommended approval. (Appendix V)

A motion was made by the Committee that:

“IN ACCORDANCE WITH THE VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL, § 10.0.0.4 L, THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE EXECUTION OF THIS EASEMENT VACATION FOR A SECTION OF A PUBLIC ACCESS EASEMENT WITHIN THE EAST CAMPUS LANE AT THE ALEXANDRIA CAMPUS OF NORTHERN VIRGINIA COMMUNITY COLLEGE CONTINGENT UPON SATISFACTION OF ALL APPLICABLE REQUIREMENTS OF THE COMMONWEALTH AND VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY.”

The motion carried.
d. Northern Virginia Community College  
Woodbridge Campus  
Workforce Development Center  
Schematic Plan Review  
Project Code: 260-17802

RADM. Fountain reported that Northern Virginia Community College requests State Board approval of the schematic drawings for a Workforce Development Center at the Woodbridge Campus of Northern Virginia Community College. The Committee recommended approval. (Appendix VI)

A motion was made by the Committee that:

“IN ACCORDANCE WITH THE VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL, § 10.0.0.4 i, THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE SCHEMATIC DRAWINGS FOR THE NORTHERN VIRGINIA COMMUNITY COLLEGE WOODBRIDGE CAMPUS, WORKFORCE DEVELOPMENT CENTER AS SUBMITTED.”

The motion carried.

e. Patrick Henry Community College  
Timber Sale

RADM. Fountain reported that Patrick Henry Community College requests approval to harvest an additional 10 to 12 acres of timber to be either “thinned” or “clear-cut,” as appropriate. The harvesting of timber was recommended by the Virginia Department of Forestry. (Appendix VII)

A motion was made by the Committee that:

“IN ACCORDANCE WITH THE VIRGINIA COMMUNITY COLLEGE SYSTEM POLICY MANUAL, § 10.0.0.4 i, THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE HARVESTING OR ‘THINNING’ OF APPROXIMATELY 10 TO 12 ADDITIONAL ACRES OF LOBLOLLY AND VIRGINIA PINES ON THE PATRICK HENRY COMMUNITY COLLEGE CAMPUS.”

The motion carried.
3. Information Items

a. Virginia Community College System
   Single Bid Reporting
   Rappahannock Community College
   Facilities Building Vinyl Siding Replacement
   VCCS Project Code: NP278-005

   In accordance with delegated authority by the State Board for
   Community Colleges and on the basis of limited scope of the work
   and the urgent nature of the project, this project was approved by
   the Associate Vice Chancellor for Facilities Management Services
   and awarded to a sole bidder.

b. Germanna Community College
   Stafford Center Feasibility Center

   Dr. David Sam, President of Germanna Community College
   (GCC) reported on the details and analysis related to the feasibility
   study to expand GCC’s presence in Stafford. Dr. Sam requested
   the State Board review of this feasibility study that has been
   developed by the college for a potential center in Stafford.
   Enrollment projections were given along with center site plan
   options.

c. Virginia Community College System
   SWaM Expenditure Report

   Mr. Jones presented the SWaM report for June and July 2013.

d. Virginia Community College System
   College Construction Project Report

   Mr. Jones presented the report on college construction projects and
   the status of each.

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

   Mr. Jones presented the Board with a list of all active Capital
   Outlay Projects and the status of each.
f. Virginia Community College System
System Office Potential Move

Mr. Jones reported that staff has been evaluating moving the System Office to privately leased space. An RFP was issued and three responses received. All three sites are located in the area near J. Sargeant Reynolds Community College, Parham Road Campus area. The responses are currently being evaluated and a determination will be made related to cost savings.

The Chancellor added that the motivations for the move include cost savings, increasing the ease of access for visitors and to eliminate the cost of monthly parking. He noted that all three sites are on single level, which would be helpful for more cohesion among departments.

A move by summer 2014 is anticipated if it is determined that this would create cost savings for the VCCS.

D. Budget and Finance Committee – Mike Thomas, Chair

1. Minutes - Meeting of July 17, 2013

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

2. Action Items

a. Approve VCCS Six-Year Financial Plan

This item was previously approved in the Education Report. (Appendix I)

b. Approve Submission of 2014-16 Budget Requests to the Governor

Ms. Donna VanCleave, Vice Chancellor for Administrative Services, and Mr. Will Johnson, Assistant Vice Chancellor for Budget and Planning, discussed the timeline and requirements for submitting budget requests to the Governor. The Six-Year Plan Budget Initiatives, Technical Amendments, and Language Only Amendments were presented to the State Board for their approval. The Committee recommended approval. (Appendix VIII)

A motion was made by the Committee that:
“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED BUDGET AMENDMENTS TO THE GOVERNOR, IN SUPPORT OF ANTICIPATED VIRGINIA COMMUNITY COLLEGE SYSTEM INITIATIVES AND OPERATIONS.”

The motion carried.

c. Resolution on Level II Procurement

Ms. Van Cleave presented a proposed resolution conveying the sense of the State Board to gain authority at Level II in the area of procurement for VCCS. An absolute two-thirds or more of the institution’s governing body must have voted in the affirmative for a resolution expressing that the VCCS is qualified to be and should be considered for an additional delegated operational authority for procurement. (Appendix IX)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES ADOPTS THE RESOLUTION THAT CONVEYS THAT THE VIRGINIA COMMUNITY COLLEGE SYSTEM IS QUALIFIED TO BE AND SHOULD BE CONSIDERED FOR AN ADDITIONAL DELEGATED OPERATIONAL AUTHORITY AT LEVEL II FOR PROCUREMENT. THIS RESOLUTION WAS ADOPTED BY ROLL CALL OF ALL 15 MEMBERS OF THE STATE BOARD FOR COMMUNITY COLLEGES.”

The vote to adopt the resolution was unanimous.

3. Information Item

a. Analysis of Fiscal Year 2013 Spending

This item was moved to the November 2013 State Board meeting.

E. Personnel Committee – Stephen Gannon, Chair

1. Minutes—Meeting of May 17, 2013

It was reported that the Committee approved the minutes of its May 2013 meeting. No Personnel Committee meeting was held in July 2013.
2. Action Items

a. Revision of Several Administrative Policies

Dr. Lee reported that the VCCS Human Resources Department is undergoing a comprehensive review and update of policies in the VCCS Policy Manual. The following seven items are proposed for revision:

i. Categories of Employment, Policy #3.0

ii. Academic Rank, Special Positions, Administrative Titles, Policy #3.1:

iii. Faculty Qualifications for Rank, Policy #3.2

iv. Faculty Sanctions, #3.12

v. Child Abuse Notification, (New) Policy #3.14.7:

vi. Lactation, (New) Policy #3.14.8:

vii. Presidential Salaries, Policy #3.15.0.1

Changes are necessary for a variety of reasons to include the introduction of the Associate Instructor position, revisions to the faculty evaluation system, implementation of the Affordable Care Act, needed clarification of language and regulatory or legal updates. (Appendix X)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE POLICY REVISIONS TO POLICY 3.0 CATEGORIES OF EMPLOYMENT; POLICY 3.1 ACADEMIC RANK, SPECIAL POSITIONS, ADMINISTRATIVE TITLES; POLICY 3.2 FACULTY QUALIFICATIONS FOR RANK; POLICY 3.12 FACULTY SANCTIONS, POLICY 3.14.7 CHILD ABUSE NOTIFICATION; POLICY 3.14.8 LACTATION, AND POLICY 3.15.0.1 PRESIDENTIAL SALARIES.”

The motion carried.
b. Degree Equivalency, Policy # 3.2.3 (Continued from July 2013)

Dr. Lee reported that adjustments to the Degree Equivalency Policy were made in support of changes made to the VCCS-29 at the May 2013 State Board meeting. (Appendix XI)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REVISIONS TO THE DEGREE EQUIVALENCY POLICY, 3.2.3.”

The motion carried.

3. Information Item

a. Executive Succession Planning (Continued Item)

Dr. Lee reported that to ensure the continuity of executive leadership and to plan for the development of the next generation of leaders, the Chancellor and his staff are in the process of developing succession plans. Input from the Board will be invaluable in this process.

IV. EXECUTIVE COMMITTEE/CHAIR’S REPORT

There was no executive committee meeting.

Mr. Bruce Meyer, Chairman, reported that in November he would like to reactivate the Godwin Society, the alumni organization for former Board members, in a more active role. He stated that the Godwin Society can be a great asset for support in legislative work and fundraising.

V. OTHER BUSINESS

Mr. Meyer announced that after meeting with Dr. Joy Hatch, Vice Chancellor for Information Technology Services, they found it would be cost effective to look into moving Board documents to an all-electronic format to enable State Board members to work with tablets during the meetings. He asked any members who may be interested in the pilot of this program to notify Ms. Marlene Mondziel. Research is still being conducted to select the right tablet and software that has the functionality needed.

VI. ADJOURNMENT

A motion was made by Dr. Martin and seconded by RADM. Fountain that:
“THE STATE BOARD FOR COMMUNITY COLLEGES ADJOURN.”

The motion carried.

There being no further business to come before the Board, the meeting adjourned at 12:15 p.m.

Bruce Meyer, Chair

Glenn DuBois, Secretary
APPENDIX I

TITLE: APPROVE THE VCCS SIX-YEAR PLAN (Academic, Student Affairs, and Workforce Development Committee, Information Item A.III.2.a.)

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 was reviewed and endorsed by 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 was held on August 1 to discuss the Plan. That group, known as the “Operation Six Group”, was to provide comments to the institutions on their plans by September 1, but that time has been extended to September 6. By October 4, each institution must submit a final Plan incorporating any changes made in response to the comments from the Group.

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

RECOMMENDATION:

State Board approval of the revised Six-Year Plan is recommended.

RESPONSIBLE STAFF:
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APPENDIX II

TITLE: PAUL D. CAMP COMMUNITY COLLEGE – UPDATE ON BUSINESS OFFICE REVIEW (III.B.3.b.)

BACKGROUND:

Executive management at Paul D. Camp Community College (PDCCC) will attend the Audit Committee meeting to provide details on the timeline of actions being taken to address risks and internal control weaknesses noted in the Internal Audit report, Business Office Review, dated April 24, 2013. Those who will be present include:

a. Dr. Paul Conco, President;
b. Mr. Richard Brooks, PDCCC Board Chair; and
c. Dr. Joe Edenfield, Vice President of Financial and Administrative Services.

Our review of the Business Office at PDCCC, performed for the period July 1, 2011 through December 31, 2012, revealed significant weaknesses in internal controls. The report, which contains 18 recommendations, was presented to the Audit Committee in May 2013. Due to concerns of the members of the Audit Committee, a motion was made and approved that required:

1. The Director of Internal Audit stay in communication with PDCCC regarding actions the college is taking to mitigate risks and correct weaknesses noted in the Internal Audit report and that she talk with the President and Vice President for Finance on a periodic basis. Since June 2013, the Director of Internal Audit has participated in weekly conference calls with the Vice President of Financial and Administrative Services and the Business Office Manager. The President has participated on several occasions.

2. The President and the Vice President of Financial and Administrative Services attend the next meeting of the Audit Committee to present a schedule of the findings and a timeline of actions being taken. While the President was unavailable to attend the next audit committee meeting in July 2013, the President, Vice President of Financial and Administrative Services, and the PDCCC Board Chair will attend the September 18, 2013 meeting.

3. The Chancellor consider assigning a person to PDCCC for the next several months (crossing over year-end) to assist and train college personnel in preparing year-end financial statements and state schedules. The intent is to mitigate exposure for PDCC and the VCCS regarding the APA audit that will be conducted for fiscal year 2012-2013. Thomas Nelson Community College provided staff assistance to the PDCCC Business Office for the fiscal year ending June 30, 2013. PDCCC also contracted with McGladrey Consulting to review and provide advice on policies and procedures developed by PDCCC as a result of the Business Office Review.
The Chancellor met with the President of the College and requested all issues be resolved within six months.

RECOMMENDATION:

None.

RESOURCE PERSON:

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

Audit Committee Resolution
September 18, 2013
Related to PDCC Business Office

A motion was made by Mr. Sullenberger and seconded by Mr. Gannon:

BE IT RESOLVED THAT UPDATES WILL BE PROVIDED TO THE AUDIT COMMITTEE AT THE NOVEMBER 2013 AND JANUARY 2014 STATE BOARD MEETINGS BY THE PRESIDENT OF PAUL D. CAMP COMMUNITY COLLEGE ON THE STATUS OF THE SHARED SERVICES MODEL BEING IMPLEMENTED BETWEEN PAUL D. CAMP COMMUNITY COLLEGE (PDCCC) AND THOMAS NELSON COMMUNITY COLLEGE (TNCC) FOR THE TRANSFER OF PDCCC BUSINESS OFFICE FUNCTIONS TO TNCC.
APPENDIX III

TITLE: REVISIONS TO STATE BOARD POLICY MANUAL
SECTION 10: FACILITIES
(III.C.2.a)

BACKGROUND:

As the VCCS continues to fully implement the requirements of Level II delegated authority, the requirements of Section 10 have been reviewed. There are items within Section 10 that required modification to conform to the requirements of our level II authority, current practice and to clarify the intent of policy.

The overall scope of the review and edits have accomplished several objectives. Definitions have been added and clarified. Requirements that appear in multiple locations have been consolidated into the most appropriate location. Sections detailing requirements that occur in other Manuals or in State law have been deleted from policy as they are already mandated requirements. Changes have been made to conform to current practice of State Board and staff.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the proposed modifications to Section 10 of the VCCS Policy Manual.

RESOURCE PERSONS:

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Associate Vice Chancellor for
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APPENDIX IV

TITLE: GERMANNA COMMUNITY COLLEGE
FREDERICKSBURG AREA CAMPUS
MASTER SITE PLAN UPDATE
PROJECT CODE: NP29-005
(III.C.2.b)

BACKGROUND:

Germanna Community College requests approval of a proposed update to the master plan for the Fredericksburg Area Campus. An update to the Campus Master Plan for the Fredericksburg Area Campus (FAC) in Massaponax was needed due to rapid growth in population and employment in the Fredericksburg Region. The FAC also experienced significant changes in recent years, mainly the recovery efforts from the 2011 earthquake and opening the new Science and Engineering Building and Information Commons (SEBIC). This Master Plan was prepared in conjunction with a Feasibility Study to expand the GCC Stafford Center, and provides the College with updated data to support future growth based on recent changes to the campus and to the region as a whole.

Although a conceptual FAC Master Plan was adopted in 2006, site changes and proposed program adjustments warranted a new vision for campus growth, based on the addition of SEBIC and its associated parking garage. For example, the parking garage was built several feet to the west of where it was originally proposed, creating several challenges in completing the proposed loop road. Also, the desired program for future buildings now considers a more significant student services component, which increases spatial demand while decreasing eventual parking demand. The full build-out for the FAC yields 118,000 additional gross square feet of academic, student services, office and support space; 470 additional parking spaces; and 9.1 acres of additional developed area. Finally, this Master Plan takes a more detailed look at site topography to determine an appropriate development plan that does not significantly impact slopes and wooded areas. Design guidelines are also included to help communicate existing campus character and provide recommendations to enhance character with future development. These guidelines are intended to provide a level of consistency that supports the identity of the Fredericksburg Area Campus. Suggested sustainability initiatives are also included, based in part on previously adopted GCC policies.

The Fredericksburg Area Campus serves as GCC’s flagship campus, hosting 55 percent of total student credit hours and two-thirds of all on-campus credit hours. Because future prospects for enrollment at the Fredericksburg Area Campus depend on whether or not the new Stafford Center is developed, analysis of enrollment projections were based on two scenarios – one with and one without the Stafford Center. With the development of a new center, the “Projected Enrollment Area” (PEA) for the Fredericksburg Area Campus is likely to contract to focus primarily on residents of the City of Fredericksburg and Caroline and Spotsylvania counties.

The Fredericksburg Area Campus PEA had 327,773 residents in 2010, 92 percent higher than the 1990 level and 36 percent above the 2000 count. Growth was somewhat slower in Fredericksburg and Spotsylvania and Caroline counties from 2000 to 2010 than in the five-jurisdiction PEA, with a 33-percent growth in population and a 31-percent increase in households. PEA population with no new Stafford Center is projected to increase to 429,500 residents by 2020, a 31-percent increase over the 2010
level, and then increase by another 70 percent to 731,200 residents by 2040. With development of the new Stafford Center and a smaller PEA, growth would be somewhat slower – 28 percent to 2020 and 63 percent from 2020 to 2040 – reaching a total population of 224,300 in 2020 and 364,800 in 2040. A space utilization study documented current utilization issues after the recent, significant changes on the FAC. A previous study was conducted in Fall semester 2011, during which time the Earl Dickinson Building was taken off line due to earthquake damage. That study focused on utilization before the earthquake and found that classrooms and class labs were over-utilized compared to SCHEV standards. This past year, SEBIC opened, bringing several new lab spaces online, and the Dickinson Building reopened. The updated Master Plan and associated analysis show how space utilization has been influenced by these events.

Several condition assessments were also conducted on the FAC property to determine potential development and land use constraints. The Natural Resource Assessment confirmed the previously identified wetlands areas along Massaponax Creek in the northern area of the property. Development in this area is restricted, and as a result of the wetland presence, development on the remainder of the site is subject to strict erosion and sediment control practices. The study also found potential habitats for two federally threatened plant species. Further analysis concluded that these species do not have an actual physical presence on the property, though re-examination may be required depending on the timing of future development on the campus. The study also found multiple historic resources near the property that may lead the Department of Historic Resources to require additional review for alterations in the property that could have adverse impacts beyond the property line.

The eventual build-out of the Fredericksburg Area Campus property will provide approximately 118,000 additional gross square feet of academic, student services, office and support space; 470 additional parking spaces in combination of surface and structured parking; and 9.1 acres of additional developed area. It will serve a maximum 4,780 on-campus regular session FTE’s.

LOCAL BOARD RECOMMENDATION FOR APPROVAL:

The Germanna Community College Local Advisory Board has reviewed and recommended approval of the master plan update for the Fredericksburg Area Campus at its June 24, 2013, meeting.

RECOMMENDATION:

In accordance with Virginia Community College Policy Manual, §10.0.0.4e, it is recommended that the State Board for Community Colleges approve the update to the master site plan for the Fredericksburg Area Campus of Germanna Community College as presented.

RESOURCE PERSONS:

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APPENDIX V

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
ALEXANDRIA CAMPUS
TYLER REPLACEMENT BUILDING
PARTIAL VACATION OF EXISTING EAST CAMPUS LANE
PROJECT CODE: 260-17720
(III.C.2.c)

BACKGROUND:
Northern Virginia Community College requests approval to initiate regulatory procedures for vacating a section of a public access easement within the existing East Campus Lane at the Alexandria Campus. Vacation of a section of this public access easement is required to facilitate the construction of the new Tyler Replacement Building and related site improvements (i.e. construction slated to commence in October 2013). As designed, the Tyler Replacement Building and related site improvements will encroach on a portion of this public access easement. It is also important to note that the site improvements associated with this project will include the construction of a public plaza, which will connect to the remaining public “right-of-way”, via existing paths and sidewalks.

The easement to be vacated was reissued to the City of Alexandria on August 2, 2000 for the purpose of ingress and egress by members of the public as well as the City’s police, emergency, and maintenance vehicles.

Staff from Northern Virginia Community College will present the application for a 430 feet long partial vacation of the existing easement at public hearings in front of the City of Alexandria Planning Commission and City Council in October 2013. The defense of the proposed change is based on the City of Alexandria Fire and Rescue Department’s recent approval of the new circulation patterns. The continued accessibility and integration with adjoining access points, provided by paths and Public Plazas, will also be emphasized as an invitation to the public to enter and participate in college events and activities.

LOCAL BOARD RECOMMENDATION FOR APPROVAL:
The Local College Advisory Board will review this “easement vacation” at their next regularly scheduled meeting on September 9, 2013. The State Board will be apprised of any concerns raised by the Local College Board.

RECOMMENDATION:
In accordance with Virginia Community College System Policy Manual, §10.0.0.4 1, it is recommended that the State Board for Community Colleges approve execution of this Easement Vacation contingent upon satisfaction of all applicable requirements of the Commonwealth and Virginia Community College System policy.

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APPENDIX VI

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
WOODBRIDGE CAMPUS
WORKFORCE DEVELOPMENT CENTER
SCHEMATIC PLAN REVIEW
PROJECT CODE: 260-17802
(III.C.2.d)

BACKGROUND:

During the 2009 Session of the General Assembly, $250,000 in General Funds (GF/0100) was authorized to begin the initial programming for the design and construction of a Workforce Development Center on the Woodbridge Campus of Northern Virginia Community. Grimm & Parker, an A/E firm located in McLean, Virginia, was retained to complete the programming and to develop the design documents and provide construction administration for this project. Full funding for this project was subsequently authorized at $23,298,823. This amount (i.e. $23,298,823) includes $19,949,730 in VCBA Funds (0817) and $3,349,093 in Local Funds (TA/0700).

As currently designed, this project provides construction of a 2-story, approximately 55,000 g. s. f. Workforce Development Center. Exterior materials will include aluminum composite panels, high density concrete masonry units, cast stone trim, aluminum storefront systems and glazed aluminum curtain-wall systems. This facility will house a large multi-purpose hall, conference rooms, general classrooms, computer labs, bio-tech labs, a tele-work center, administrative offices, and associated support spaces.

The heart of the existing Woodbridge Campus and future proposed academic expansion is set deep into the campus site and is focused around a lake, and therefore has very little visible presence within the community. The intent of the design of the Workforce Development Center is to provide a visible presence along Nebasco Mills Road with a signature building that will connect to the community. This is achieved by the siting and geometry of the building. Its transparency, and the building and roof forms warm-toned masonry units, metal panels and glazed curtain-wall will be used to relate back to the palette of materials used on the Phase III Academic Building (currently under construction), the future academic buildings, and the upcoming renovation of the main campus building (i.e. Seefeldt Building).

It is the intent of the Agency that this project achieves a LEED Silver Certification. This project will implement many design related LEED strategies, which include building orientation, solar control and day-lighting.

The overall budget for this project, including construction, A/E fees, project inspection, furnishings & equipment, contingency and miscellaneous other costs is $23,298,823. The current construction budget is set at $18,433,555.

This project was approved by the Art and Architectural Review Board at its October 2012 meeting. The AARB was very complimentary of the overall design, with particular emphasis on the siting of the building and the well thought out Landscape Plan.
LOCAL BOARD RECOMMENDATION FOR APPROVAL:
The Local College Board will review the schematic design for the Woodbridge Campus, Workforce Development Center at their September 9, 2013 meeting. The State Board will be apprised of any concerns raised by the Local College Board.

RECOMMENDATION:

In accordance with the Virginia Community College Policy Manual, § 10.0.0.4 i, it is recommended that the State Board for Community Colleges approve the Northern Virginia Community College Woodbridge Campus, Workforce Development Center schematic drawings, as submitted.

RESOURCE PERSONS:

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APPENDIX VII

TITLE: PATRICK HENRY COMMUNITY COLLEGE TIMBER SALE (III.C.2.e)

BACKGROUND:

At its March 2013 meeting, the State Board for Community Colleges approved a plan to allow Patrick Henry Community College to harvest approximately 10 to 15 acres of mature Loblolly Pine and Virginia Pines located at or near the NW “Property Line” of the campus, in the general vicinity of College Drive (i.e. County Road 714). Harvesting of this timber was recommended by the Virginia Department of Forestry.

Since this initial authorization was granted, the Virginia Department of Forestry expanded their survey to include the remaining stands of trees on the Patrick Henry Community College campus. As a result of this latest survey, they have recommended that an additional 10 to 12 acres of timber be either “thinned” or “clear-cut”, as appropriate (see attached letter, dated August 13, 2013, summarizing the findings of the Virginia Department of Forestry).

The timber located on the PHCC campus contains some areas of mature planted Loblolly Pine and some overly mature Virginia Pine. When Virginia Pine reaches the age of the trees on the PHCC Campus, they become very susceptible to the Southern Pine Beetles and to damage from wind and ice storms. Once the trees are attacked by the Southern Pine Beetles or blown over by weather events, they quickly become worthless. The Virginia Department of Forestry has indicated that it would be prudent to harvest these overly mature trees at this time.

If authorization is granted by the State Board to harvest these trees, the Virginia Department of Forestry will oversee the sale of this timber. Based on current timber prices, it is anticipated that the “clear-cut” acreage will bring approximately $1,000 per acre. The buyer is typically given a 1 to 2 year window to remove the timber. The proposed contract will stipulate that the Logging Company smooth out, water bar and reseed any temporary roads or damaged areas of the campus resulting from the harvesting of this timber. Once the timber harvesting is complete, the cutover or “clear-cut” areas will be reforested in Loblolly Pine the following spring. The “thinned” areas will be reforested with Shortleaf Pine. A portion of the proceeds from the sale of this timber will be placed in a special account to cover costs associated with planting and managing the new Loblolly Pine and Shortleaf Pine Seedlings. These costs include:

- Purchase and Plant Loblolly Pine and Shortleaf Pine Seedlings
- Herbicide Spray (i.e. applied following year to control hardwood competition)

LOCAL BOARD RECOMMENDATION FOR APPROVAL:

The Local College Advisory Board will review the revised Virginia Forest Management Plan at their August 26, 2013 Meeting. The State Board will be apprised of any concerns raised by the Local College Advisory Board.
RECOMMENDATION:

In accordance with Virginia Community College System Policy Manual, §10.0.0.4 1, it is recommended that the State Board approve the harvesting or “thinning” of approximately 10 to 12 additional acres of Loblolly and Virginia Pines on the Patrick Henry Community College Campus.

RESOURCE PERSONS:
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Virginia Community College System
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November 27, 2013

Dear Patrick Henry Community College:

Please find within your Virginia Forest Management Plan for your property located *, in Henry County. It is a pleasure to know that you have a true interest in the good forest management of your property.

In this plan you will find your personalized management plan based upon your objectives for managing the property. All of the recommendations within this plan are for your consideration. You may do as much or as little as you desire.

After my evaluation of your forestland, I have delineated the stands of timber into 7 different parcels. However, only two main stand types are prevalent and when grouped together by stand type, the prescription for those parcels is essentially the same.

Parcels A1, A2, and A3 are all existing stands of planted loblolly that have never been thinned. They have passed the optimal thinning ages and cannot be thinned to the desired basal areas for maximum growth. Though, this may be true, the growth, vigor, and health of these stands will be improved by employing a fourth row thinning operation.

Parcels B1 and B2 are both predominately Virginia Pine stands, with some variation. These stands have already begun to deteriorate and many trees have died and fallen. I recommend a clearcut of the areas of Virginia pine while leaving pockets of good hardwood stands untouched. Leaving the hardwoods would add diversity to your forest and have an increased aesthetic and wildlife value. I do recommend leaving a 100 foot buffer on the areas exposed to the most public view, as this will help to alleviate any eye sores due to the harvest. Upon completion of the harvest I recommend that the clearcut areas be reforested with shortleaf pine at a rate of 435 trees per acre in parcel B1 and 360 trees per acre in parcel B2. This variation in planting densities between the two stands will create valuable diversity throughout your forest.
Shortleaf pine is a native species and is one of the four most important commercial species of conifers in the southeastern United States. Even though shortleaf pine is a very important native species, it is also a declining species in which multiple factors have led to its reduced numbers since the 1940’s. Shortleaf pine has excellent wood properties, is long lived, drought tolerant, and has an added wildlife and aesthetic value. These factors included with your objectives make shortleaf pine an excellent choice for reforesting your timberland.

I hope you find this plan to be interesting and informative. If you have any questions or comments please feel free to contact me at any time.

Sincerely,

Neil A. Brooks
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Rocky Mount, VA 24151
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APPENDIX VIII

TITLE:  UPDATE ON STATE BUDGET AND BUDGET DEVELOPMENT FOR THE 2014 LEGISLATIVE SESSION
(Budget and Finance Committee, Action Item III.D.2.b)

YEAR-END RESULTS

On August 19, 2013, Governor McDonnell reported the state’s fiscal condition at the close of fiscal year 2013 (FY 2013) to the General Assembly’s money committees. The Governor reported that the state ended FY 2013 with a $585 million surplus in the general fund. This surplus included revenue collections of $264.3 million more than expected, savings, year-end balances of $195.3 million from state agencies, an additional $125.4 million from public institutions of higher education, and other unexpended non-general funds. Most of the surplus is already obligated in statute or already committed in the budget to meet various needs.

Governor McDonnell reported that total general fund collections rose 5.3% in FY 2013, exceeding the budget forecast of 3.6% for general fund collections. Over the last four years revenue surpluses and budget savings have totaled nearly $2 billion, a positive trend during this difficult economic period.

While the FY 2013 financial results are encouraging, Secretary of Finance, Ric Brown, anticipates continued weak economic growth for FY 2014 and cautions that tightened fiscal policies and slow growth in the Eurozone continue to be threats to the economy. In order to meet the current official estimates in FY 2014, revenue needs to grow at a 2.2 percent rate. It is anticipated that funding for new initiatives will be very limited in the 2014 Legislative Session.

The VCCS ended FY 2013 with a $26 million E&G fund balance, which is 30 percent less than the FY 2012 E&G fund balance. These funds will be reappropriated, in accordance with the provisions of the Restructuring Act of 2005 since the VCCS met required state performance measures.

POTENTIAL BUDGET AMENDMENTS

The process has begun to develop the state budget for the 2014-16 biennium, which begins on July 1, 2014.

The Department of Planning and Budget (DPB) has issued instructions to state agencies for both preparing and submitting amendments to the current year’s (FY 2014) budget and for new funding requests for the 2014-16 biennial budget. The instructions include guidance from the Governor on the types of amendments to be considered for executive branch budget proposals. Proposed budget initiatives are due on September 16, 2013, which is prior to the September meeting of the State Board for Community Colleges.
Typically, institutions will submit requests for issues specific to the college or university. Based on preliminary discussions with DPB, we expect that requests for new funding must be tied directly to the Six-Year Plan in order to be accepted for the Governor’s consideration. The following potential funding items for the VCCS are presented to the State Board for guidance and approval:

Operating Budget

- **Increase faculty salaries.** Funding is requested to support 3 percent faculty salary increases in each year of the biennium. An increase to the base operating budget would support moving colleges towards the 60% faculty salary threshold comparison to peer institutions.

- **Increase funding for student support services to improve student success.** Funding is requested for additional funding to the base operating budget for enhanced delivery of student support services to increase student retention and progression. Additional funding would support student success by strengthening the implementation of an enterprise Early Alert System, providing enhancements to the Virginia Education Wizard, and hiring additional student services staff to provide intensive support for high-risk students.

- **Improve the ratio of full-time to part-time teaching faculty.** The Six-Year financial and academic plan provides for increasing the full time teaching faculty ratio to 52 percent by FY16. In conjunction with a proposed modest tuition increase, funding is requested to increase the base operating budget for the non-general fund portion of costs to improve the teaching faculty ratio.

- **Increase support for workforce development.** Funding is requested for additional Program 534 (Economic Development) funding to implement an incentive program for colleges to increase the number of skilled workers (target of 7,500) obtaining credentials for high demand non-degree jobs. Funding would provide a $1,000 pay for performance premium to colleges for each student who earned a credential.

- **Expand programs that support improving access to higher education for underserved populations.** Funding is requested for additional support for the base operating budget to 1) expand programs that inform groups with lower higher-education participation rates about career opportunities and college entrance processes; and 2) expand Middle College and PluggedInVA programs to increase the number of individuals obtaining general education diplomas and then entering into post-secondary education and training.

- **Expand noncredit Equipment Trust Fund.** Additional funding is requested to expand the 2013 allocation of the Higher Education Equipment Trust Fund (HEETF) for the replacement of non-credit workforce development equipment. In 2013, a historic allocation was made to the HEETF that provided funding to replace outdated advanced
manufacturing equipment at five selected community colleges. This initiative will provide additional workforce equipment replacement to address unmet workforce training needs. Additional state funds would be requested to service anticipated debt issuance.

Capital Outlay Budget

- **Fund Top 25 Capital Outlay Projects.** In June 2013, the VCCS submitted capital outlay requests for the 2014-16 biennium to DPB, which included the top 25 priority projects that address access, student success, and STEM program support. Endorsed by the Advisory Council of Presidents as legislative priorities for the 2014 General Assembly, the “Top 25” list includes:

  ✓ Construct a new science building on the Chesapeake Campus of Tidewater Community College to address enrollment growth, access, and STEM education.
  ✓ Replace the original 1970s-era “prototype” buildings that have exceeded their useful lives at Eastern Shore (currently funded as a renovation project), Germanna, and Thomas Nelson Community Colleges.
  ✓ Construct a dedicated distance learning education support facility at Northern Virginia Community College.
  ✓ Construct an integrated advanced manufacturing design, production, and credentialing center at New River Community College.

- **Allow state funding for site costs.** Revision of language in the Appropriations Act will allow use of appropriated state funds, including tax-supported debt, to fund site improvements outside the five-foot perimeter of new buildings and additions on community college campuses. The use of state funds would not preclude the use of funds provided by the locality in campus development. Additional state funding is not being requested; this amendment would clarify that existing state resources that have been appropriated for capital projects could be utilized to support site development.

**RECOMMENDATION:**

State Board approval to submit proposed budget amendments to the Governor, in support of anticipated Virginia Community College System initiatives and operations is recommended.
RESOURCE PERSONS:

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APPENDIX IX

TITLE: RESOLUTION ON RESTRUCTURING- LEVEL II AUTHORITY IN PROCUREMENT
(Budget and Finance Committee, Action Item III.D.2.c)

BACKGROUND:

Chapter 945 of the 2005 Session of the General Assembly provided for a significant restructuring of operational authority for Virginia’s institutions of higher education (the 2005 Restructuring Act). It also provided to institutions which met the stated objectives and performance indicators certain financial incentives and additional operational authorities.

Chapters 824 and 829 of the 2008 Session of the General Assembly provided for qualifying institutions of higher education to be granted additional operational authority in a minimum of two, but not all three, of the following areas: information technology, procurement, and capital outlay. The VCCS obtained Level II status for information technology and capital outlay management on December 21, 2009.

Subsequently, in Chapter 3, 2012 Special Session I, the General Assembly allowed for institutions of higher education that have already obtained Level II authority in two functional areas to obtain delegated authority in the third area subject to the following language:

§ 4-9.03 LEVEL II AUTHORITY

a. Notwithstanding the provisions of § 5 of Chapter 824 and 829 of the 2008 Acts of Assembly, institutions of higher education that have met the eligibility criteria for additional operational and administrative authority set forth in Chapters 824 and 829 of the 2008 Acts of Assembly shall be allowed to enter into separate negotiations for additional operational authority for a third and separate functional area listed in Chapter 824 and 829 of the 2008 Acts of Assembly, provided they have:

1. successfully completed at least three years of effectiveness and efficiencies operating under such additional authority granted by an original memorandum of understanding;

2. successfully renewed an additional memorandum of understanding for a five year term for each of the original two areas.

The institutions shall meet all criteria and follow policies for negotiating and establishing a memorandum of understanding with the Commonwealth of Virginia as provided in § 2.0 (Information Technology), § 3.0 (Procurement), and § 4.0 (Capital Outlay) of Chapter 824 and 829 of the 2008 Acts of Assembly.

b. As part of the memorandum of understanding, each institution shall be required to adopt at least one new education-related measure for the new area of operational authority. Each education-related measure and its respective target shall be developed in consultation with the Secretary of Finance, Secretary of Education, the appropriate Cabinet Secretary, and the State Council of Higher Education for Virginia. Each education-related measure and its
respective target must be approved by the State Council of Higher Education for Virginia and shall become part of the certification required by § 23-9.6:1.01.

The third area functional area available to the VCCS is procurement. There would be many benefits under Level II authority for this functional area. A few of the benefits include allowing the community colleges to better collaborate with each other and with the universities in Virginia to leverage buying power and to implement efficiencies in procurement processes that better meet the needs of institutions of higher education.

The VCCS met the first two requirements specified in the Act by effectively and efficiently operating under Level II authority in the functional areas of information technology and capital outlay management for more than three years and successfully renewing in March 2012 additional memoranda of understanding for a five year term for each of the original two areas.

To obtain the additional authority for procurement, the VCCS would have to meet specified criteria including that the System Office must take an interim step of receiving decentralized procurement authority from the Department of General Services (DGS). VCCS System Office has held initial discussion with the DGS, Division of Purchasing and Supply to obtain decentralized procurement authority. In addition, the purchasing office is acquiring a centralized contract management system that will streamline and improve the System’s ability to track, manage and administer the large volume of contracts, agreements, leases, grants handled by the various business units within the System Office and the colleges.

The VCCS also would be required to adopt at least one new education-related performance which has to be approved by SCHEV. The VCCS would be required to negotiate and enter into a Memorandum of Understanding with the appropriate Cabinet Secretary or Secretaries, as designated by the Governor.

The legislation authorizing Level II status specifically requires that the authority to be granted to the VCCS would have to be to the State Board for Community Colleges, based on qualifications and performance of System Office staff. System Office procurement staff are certified by the DGS, Division of Purchasing and Supply as either Virginia Contracting Officers (VCO) or Virginia Contracting Associates (VCA). In addition, an employee development track for all VCCS procurement officers has been added to the bi-annual meetings of the vice presidents for finance and administration’s Administrative Services Conference.

The State Board for Community Colleges would be responsible for approving any subsequent delegation of authority to community college presidents as long as the college meets the eligibility and performance criteria established by the State Board and included in the memorandum of understanding approved by the appropriate Cabinet Secretaries.

The Level II enabling legislation requires that “an absolute two-thirds or more of the institution’s governing body must have voted in the affirmative for a resolution expressing the sense of the body that the institution is qualified to be, and should be, governed by memorandum of understanding as provided in this chapter.” A proposed resolution conveying the sense of the State Board that the Virginia Community College System is qualified to be, and should be considered for an additional delegated operational authority for procurement is attached.
RECOMMENDATION:

Approval of the resolution is requested.

RESPONSIBLE STAFF:

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Keith S. Gagnon  
Procurement Director  
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Resolution of the
State Board for Community Colleges

Whereas, Chapter 945 of the 2005 Acts of Assembly of Virginia provided for a significant restructuring of operational authority for Virginia’s institutions of higher education; and

Whereas, Chapters 824 and 829 of the 2008 Acts of Assembly of Virginia permitted eligible institutions to enter into Level II Memoranda of Understanding ("MOUs") with specified Governor’s Cabinet Secretaries for additional operational authority in a minimum of two, but not all three, of the following areas: information technology, procurement, and capital outlay; and

Whereas, in December 2009, the VCCS entered into MOUs with appropriate Governor’s Cabinet Secretaries for additional operational authority in information technology and capital outlay; and Whereas, Chapter 3 of the 2012 Acts of Assembly of Virginia, Special Session I, now permits eligible institutions to enter into a third and separate functional area of operational authority as authorized by Chapter 824 and 829 above; and

Whereas, eligibility for additional authority is not automatic and for each area of additional operational authority selected an institution must meet specified criteria and is required to adopt at least one new education-related performance measure and target for each area; and

Whereas, the institution is required to negotiate and enter into a Memorandum of Understanding with the appropriate Cabinet Secretary or Secretaries, as designated by the Governor, in each area for which such operational authority is requested; and

Whereas, the additional operational authority would allow the VCCS to provide procurement, in addition to information technology and capital outlay services to the colleges and students more efficiently and directly; and

Whereas, time is of the essence in negotiating the MOUs with current administration officials; now

Be it Therefore Resolved, that it is the sense of the State Board for Community Colleges that the Virginia Community College System is qualified to be, and should be, governed by memoranda of understanding as provided in Section 23.38.90 of the Code of Virginia, in the areas of procurement, capital outlay and information technology.

Be it Further Resolved, the State Board adopts § 3.0 of the second enactment clause of Chapters 824 and 829 in the functional area of procurement in addition to the previously adopted § 2.0 of the same clause in the functional area of information technology, and § 4.0 of the same clause in the functional area of capital outlay.

Be it Further Resolved, that the Chancellor is authorized to work with members of the Governor’s staff to develop the necessary memoranda of understanding in the additional area of procurement.

__________________________
Dr. Glenn DuBois, Chancellor
Date

Secretary to State Board for Community Colleges
Virginia Community College System
APPENDIX X

TITLE: REVISION OF SEVERAL ADMINISTRATIVE POLICIES
(Personnel Committee, III.E.2.a)

BACKGROUND

The VCCS Human Resources Department is undergoing a comprehensive review and update of policies in the VCCS Policy Manual. Changes are necessary for a variety of reasons to include the introduction of the Associate Instructor position, revisions to the faculty evaluation system, implementation of the Affordable Care Act, needed clarification of language, and regulatory or legal updates. Input for the review of these policies was solicited from members of the Academic and Student Affairs Council (ASAC) as well as chief human resource officers from each college.

The policies that are proposed for revision include the following with highlights provided.

Categories of Employment, Policy #3.0: Updates include the inclusion of the Associate Instructor, Ten-Month Teaching Faculty, and Regular Part-time Nine-Month Teaching Faculty positions, as well as codifying the workload limits for adjunct faculty and wage positions.

Academic Rank, Special Positions, Administrative Titles, Policy #3.1: The rank and position parameters of the Associate Instructor position are formally documented and clarification regarding rank and restricted positions are made in this policy revision. Language is added allowing the emeritus status for various positions.

Faculty Qualifications for Rank, Policy #3.2: Language regarding rank and the VCCS-29 is clarified and the separation of rank and compensation for administrative and professional faculty members is properly noted.

Faculty Sanctions, #3.12: The noteworthy policy change here is the delegation of authority to take action to vice presidents, executive vice presidents, and provosts allowing presidents to automatically hear appeals. Updates are made to non-reappointment dates to comport with the new faculty evaluation policy, and procedures for non-reappointment and dismissal are streamlined.

Child Abuse Notification, new Policy #3.14.7: This new policy is a state requirement to inform and train employees on their responsibilities for reporting child abuse.

Lactation, new Policy #3.14.8: This new policy is a federal requirement that organizations allow time and a location for nursing mothers to express milk after the birth of a child.

Presidential Salaries, Policy #3.15.0.1: The two changes proposed include updating the listing of college categories (i.e. including college category VII), which is used for determining presidential salaries, and documenting the executive compensation plan.
Additional policy review and updates to update the Faculty Policy Manual will be presented to the Board in a future meeting.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the attached policies as provided.

RESOURCE PERSON:

Dr. Christopher D. Lee  
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APPENDIX XI

TITLE: DEGREE EQUIVALENCY (Continued from July 2013)  
(Personnel Committee, III.E.2.b)

BACKGROUND:

The State Board for Community Colleges approved changes to the VCCS-29 at its May 2013 meeting. Adjustments to the Degree Equivalency policy were made in support of changes to the VCCS-29. The enclosed changes were reviewed, recommended, and approved by the Academic and Student Affairs Council. The proposed changes clarify language regarding degree equivalencies and the acceptance of particular degree types.

RATIONALE:

The enclosed revisions are proposed in support of changes to the VCCS-29.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the enclosed revisions to the Degree Equivalency Policy, 3.2.3.

RESOURCE PERSON:

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