The State Board for Community Colleges convened at 9:00 a.m. on March 21, 2012 in Room 158 of the Donald L. Bisdorf Building, Northern Virginia Community College, 3001 Beauregard Street, Alexandria, Virginia.

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

Members Absent:  
Dr. Sasha Gong

Staff Present:  
Mr. Jerry Armstrong  
Mr. Tom Cantone  
Ms. Katherine Coates  
Ms. Ellen Davenport  
Dr. Glenn DuBois  
Dr. Catherine Finnegan  
Dr. Jennifer Gentry  
Dr. Joy Hatch  
Dr. Craig Herndon  
Ms. Pat Holmes  
Mr. Will Johnson  
Mr. Robert Jones  
Mr. Jeff Kraus  
Dr. Christopher Lee  
Dr. Dan Lewis  
Ms. Marlene Mondziel  
Ms. Greer Saunders  
Ms. Helen Vanderland  
Ms. Donna VanCleave  
Dr. Susan Wood
I. OPENING

A. Call to Order

Mr. Hank Chao, Chair, called the meeting to order. Mr. Chao had to leave the meeting at 10:30 a.m., at which time Vice Chair Bruce Meyer chaired the remainder of the meeting.

B. Roll Call

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

C. Minutes – Meeting No. 325, January 17, 2013

A motion was made and seconded that:

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

The motion carried.

D. Public Comment

There was no public comment.

E. Reports from Campus Liaisons

The Chair stated that there were no reports from campus liaisons for this meeting. Mr. Steve Gannon will give his report on Germanna Community College at the May State Board meeting, and Ms. LaVonne Ellis will give her Liaison Report at the July State Board meeting.

Admiral Fountain shared with the Board that he visited with Danville Community College for the announcement from Macerata Wheels LLC. The company intends to locate its manufacturing and distribution operations in Danville because of its proximity to the workforce training provided by Danville Community College. The company will bring 100 new jobs to the area. This is a real boost to the Danville area economy.
Ms. LaVonne Ellis informed the Board that she recently visited Rappahannock Community College to discuss needed campus repairs.

F. Education: Northern Virginia Community College – Dr. Robert G. Templin, Jr., President

Dr. Templin welcomed the Board to Northern Virginia Community College and explained his absence at the previous day’s event. His new grandson, and 12th grandchild, Harrison, arrived yesterday afternoon.

Dr. Templin then gave an overview on the significance of Northern Virginia Community College to the region and to the community college system as a whole. President Templin described three specific programs at Northern Virginia Community College that are aimed at student success: Pathway to Baccalaureate, SySTEMic Solutions, and Adult Career Pathways. He then introduced two Northern Virginia Community College graduates who are veterans of these programs to give their stories.

Ms. Glenda Sorto is a graduate of the Pathways Baccalaureate program. The program is designed to improve college readiness, access and completion among underserved populations and is open to Northern Virginia high school graduates who have the desire and capacity to achieve a baccalaureate degree. Ms. Sorto shared with the Board that her family did not understand the process for attending college and explained how the Pathways to Baccalaureate program assigned a counselor to her who provided guidance on how to choose and pay for a college education. With her counselor’s advice, Ms. Sorto attended NVCC and then transferred to George Mason University, where she is currently working on a Master’s Degree in counseling, in order to also help give back to other students.

Ms. Carolina Cadena spoke of her experience with the Adult Career Pathways program. The program takes adults who are currently in low income jobs and provides them with the training and skills they need to get jobs with good wages. Ms. Cadena stated she didn’t having the confidence to continue with her schooling, but with this program she was able to take the classes she needed in English and Math to prepare her for postsecondary education. She attended NVCC and became a phlebotomist. She now works in Family Services Fairfax County Public Schools.

The Chair thanked Ms. Sorto and Ms. Cadena for sharing their NVCC stories with the State Board.

Dr. Templin stated that Hank Chao’s story is NOVA’s story. He also noted that Mirta Martin, Idalia Fernandez, and Sasha Gong all have stories that reflect the community college story. Mr. Chao thanked Dr. Templin for an excellent presentation.
II. CHANCELLOR'S REPORT

A. Introduction of 2013 SCHEV Outstanding Faculty Awardee – Mr. Robert Bausch, Professor of English, Northern Virginia Community College

Dr. Templin introduced the Board to Professor Robert Bausch, the recipient of the 2013 SCHEV Outstanding Faculty Award. Mr. Bausch has been a college professor since 1975. He began his own college education at Northern Virginia Community College as a student on the Annandale Campus in 1970 before transferring to George Mason University. Professor Bausch told the Board that when he attended NVCC he had great teachers who knew his name, unlike the larger universities, and he believes it is his job to help people who think they don’t have a chance in college to succeed, as he did.

B. Bellwether Award

The Chancellor stated that the VCCS was recognized as a finalist for the prestigious Bellwether Award for its work in Developmental Math Redesign. A team from the VCCS, including Chancellor DuBois and Ms. Idalia Fernandez, traveled to Orlando, Florida, to represent the VCCS at the Community Colleges Futures Assembly.


The Chancellor stated that the report on his goals was provided in both summary and in detailed format. He was pleased with the progress that has been made on all of the goals.

D. Update VCCS Reengineering Taskforce

The Chancellor reported that an update on the recommendations of the Reengineering Taskforce was provided. The next meeting of the Reengineering Taskforce will be held in April.

E. New Horizons Conference, April 3-5, 2013, and Third Annual Chancellor’s Developmental Education Symposium, April 2, 2013, Hotel Roanoke and Conference Center, Roanoke, VA – Dr. Susan Wood, Vice Chancellor for Academic Services and Research

The Chancellor noted that the New Horizons Conference will be held in Roanoke on April 3-5. It is the premiere faculty professional development conference with over 900 faculty members attending.
F. The Eighth Annual Chancellor’s Award for Leadership in Philanthropy, April 16, 2013 - Dr. Jennifer Gentry, Vice Chancellor for Institutional Advancement

The Philanthropy Luncheon will be held at the Country Club of Virginia, 6031 St. Andrews Lane in Richmond on Tuesday, April 16, 2013. State Board members are invited to a reception scheduled for 10:30 a.m., to be followed by an awards luncheon at 11:30 a.m. This year’s Keynote Speaker will be Michael J. Quillen. Chancellor DuBois urged every Board member to attend, if at all possible.

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

This year’s Chancellor’s Planning Retreat will again be held at Wyndham Virginia Crossings. More information will be forthcoming on the speakers and sessions that are planned.

III. COMMITTEE REPORTS

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

1. Minutes – Meeting of January 16, 2013

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

2. Action Items

   a. Recommendation for the Conferral of 2013 Honorary Degrees
      (1) Danville Community College
      (2) Germanna Community College
      (3) Northern Virginia Community College
      (4) Southside Virginia Community College

      (See Appendix I)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUESTS FROM DANVILLE, GERMANNA, NORTHERN VIRGINIA AND SOUTHSIDE VIRGINIA COMMUNITY COLLEGES TO AWARD HONORARY DEGREES AS PROPOSED.”

The motion carried.
b. Program Discontinuance

(1) Mountain Empire Community College
    Associate of Applied Science Degree
    Computer Electronics Technology

Ms. Fernandez reported that Mountain Empire Community College (MECC) requested approval to discontinue the Computer Electronics Technology Associate of Applied Science degree due to low enrollment. MECC will continue to offer the Industrial Electronics Specialization of the Computerized Manufacturing Technology AAS degree. The Committee recommended approval. (See Appendix II)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUEST OF MOUNTAIN EMPIRE COMMUNITY COLLEGE TO DISCONTINUE THE COMPUTER ELECTRONICS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE.”

The motion carried.

3. Information Items


The Annual Report of Student Success was postponed for a future meeting.

b. 2013 Chancellor’s Developmental Education Institute

In June, the Chancellor will host the third annual summer institute for developmental education faculty and student development services leaders. The focus of the institute is the integration of academic and student services in support of student success in developmental mathematics and English.

c. Release of Version 4.0 of the Virginia Education Wizard

Version 4.0 of the Virginia Education Wizard was released in January. The new version features a Career and Course Planner. This planner allows users to map out their future college and career planning and share it via e-mail with counselors and faculty members.

d. Program Approval (Approved by Chancellor)

(1) Blue Ridge Community College
    Technical Studies Degree
    Mechatronics Plan of Study

The BRCC College Board has approved the establishment of a Mechatronics Plan of Study under their existing Technical Studies Degree.
Mr. Robin Sullenberger noted the necessity and importance of high-skill programs like this for the Blue Ridge area.

e. Program Discontinuances (Approved by Chancellor)

(1) Mountain Empire Community College
Certificate
Word Processing

This program is being discontinued because of low enrollments and few program awards over the past five years. Students will be referred to the college’s Clerical Assistant Certificate.

(2) Northern Virginia Community College
Certificate
Real Estate Brokerage

This program is being discontinued because of low enrollments and few program awards over the past five years. Students will be referred to the college’s Associate of Applied Science in Business Management Degree Program.

f. Developmental Education Redesign Update

Dr. Susan Wood reported that January signaled the launch of the redesigned developmental English courses. The Redesign Implementation Support for Education (RISE) team will gather feedback on the initial developmental English implementation this spring through surveys, focus groups, and college visits.

g. Fueling Veteran-Focused Partnerships

Dr. Craig Herndon reported that an initiative to serve Virginia’s veterans was announced at the November 2012 State Board meeting. A request for proposals (RFP) was subsequently issued by the VCCS through its role as the State Administrator of the Workforce Investment Act, in the interest of facilitating the transition of Virginia’s veterans into high-wage, high-growth occupations. Virginia’s Community Colleges are funding the partnerships with $1.8 million in grants. Of the participating entities, eight community colleges are collaborating in partnerships.

h. Governor’s Legislative Workforce Agenda

Dr. Herndon reported that there were three major positive outcomes from the Governor’s legislative workforce agenda: expanding the Higher Education Trust Fund to include $2 million for workforce; funding to support Thomas Nelson Community College in the creation of an advanced manufacturing center; and Danville Community College secured 3.7 million for their precision machining center.
i. Industry Credentials Offered by Virginia’s Community Colleges

Dr. Herndon distributed a 34-page document that reflects the training credentials provided by VCCS colleges that are validated nationally and internationally. Currently, the colleges offer training to prepare individuals for over 400 industry-recognized certifications and state licensures.

j. Workforce Enterprise System (WES) Update

Funded by the TAACCCT Grant, WES will provide a web-based, customer friendly experience that places VCCS’ noncredit offerings in the public’s view. The WES project team will work with each college’s College Implementation Team to coordinate implementation specifics.

k. Process for Six-Year Plan to SCHEV

Dr. Wood reported that as part of the new six-year planning process for higher education institutions, the development of the revised Six-Year Plan document is currently underway. The Board will have an opportunity to review, revise and approve the plan at its May meeting.

B. Audit Committee – Mirta M. Martin, Chair

1. Minutes - Meetings on November 14, 2012 and January 16, 2013

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

2. Action Items

None

3. Information Items

a. Leave Liability Review

Ms. Helen Vanderland discussed with the Board the results of the leave liability review performed for the fiscal year ending June 30, 2012. Total leave liability for the VCCS is approximately $31 million and is considered material to the financial statements. Internal Audit concluded that the leave liability amount reported as of June 30, 2012, for the 13 colleges and the System Office, who were using the new Absence Management Module of PeopleSoft, was reasonable.

b. Tidewater Community College Military Domicile Review

Ms. Vanderland reported that a review was conducted to determine whether the processes used by Tidewater Community College in awarding in-state tuition to
the military and their families. The review discovered several weaknesses across the four campuses for which college management has developed appropriate corrective action plans.

c. Audit Plan Status 2012-2013

Ms. Vanderland stated that she is required to give an update at each Board meeting. She reported that all audits and reviews are on schedule, and she does not anticipate any problem completing the plan.

d. Litigation

Dr. Martin reported that Ms. Greer Saunders provided the committee with a list of current VCCS litigation.

C. Facilities Committee – Dorcas Helfant-Browning, Chair


It was reported that the Committee approved the minutes of its January 16, 2013 meeting.

2. Action Items

Ms. Helfant-Browning reported that items a. through j. in one motion and following that, item k. would be taken in closed session.

a. Central Virginia Community College
   Proposed Pedestrian/Bicycle Trail
   Deed of Easement and Temporary Construction Easement

Ms. Helfant-Browning reported that Central Virginia Community College requests approval for the conveyance of a Permanent Deed of Easement and related Temporary Construction Easements to the City of Lynchburg for construction of a Pedestrian/Bicycle Trail that will begin at the SE corner of the CVCC Campus. The Committee recommended approval. (See Appendix III)

b. Germanna Community College
   New Entrance Signs
   Locust Grove, Fredericksburg, and Culpeper Campuses
   Schematic Design Review

Ms. Helfant-Browning reported that Germanna Community College requests approval to install new Campus Identification/Information Signs at the entrance to the Locust Grove Campus, Fredericksburg Campus and the Daniel Technology Center in Culpeper. The new signs will allow the college to display multiple electronic messages and strengthen “Brand Recognition” for Germanna Community College by providing a consistent appearance at each location. The Committee recommended approval. (Appendix IV)
c. Patrick Henry Community College
Timber Sale

Ms. Helfant-Browning reported that Patrick Henry Community College requests approval to harvest approximately 10 to 15 acres of mature Virginia Pines located on the campus. The trees are very susceptible to damage from ice storms or Southern Pine Beetles. The Virginia Department of Forestry has indicated that it would be prudent to harvest these overly mature trees at this time. The Committee recommended approval. (Appendix V)

d. Northern Virginia Community College
Alexandria Campus
Tyler Replacement Building
Utility Easement (260-17720)

Ms. Helfant-Browning reported that the Alexandria Campus of Northern Virginia Community College requested approval to execute an easement to Virginia American Water Company for water service to the Tyler Replacement Building. The Committee recommended approval. (Appendix VI)

e. Northern Virginia Community College
Annandale Campus
Brault Building Expansion and Renovation
Utility Easement (260-17711)

Ms. Helfant-Browning reported that the Annandale Campus of Northern Virginia Community College requests approval to execute easements to Fairfax County Water Authority for water service and to the Fairfax County Department of Public Works and Environmental Services for a new sanitary connection to the Brault building. The Committee recommended approval. (Appendix VII)

f. Northern Virginia Community College
Annandale Campus
ATT Cell Tower (260-A3260-009)
Demolition

Ms. Helfant-Browning reported that the Annandale Campus of Northern Virginia Community College requests approval to demolish the existing ATT Cell Tower at the Annandale Campus. ATT is contractually obligated to bear all costs involved with this demolition. The Committee recommended approval. (Appendix VIII)
g. Northern Virginia Community College  
Annandale Campus  
CI Building (260-A3260-010)  
Demolition

Ms. Helfant-Browning reported that the Annandale Campus of Northern Virginia Community College requests approval to demolish the existing CI building to accommodate future parking for Phase-VII of the Annandale Master Plan. The Committee recommended approval. (Appendix IX)

h. Tidewater Community College  
Chesapeake Campus  
Pass Building HVAC Renovation-Phase I (A2660-116)  
Capital Project Approval

Ms. Helfant-Browning reported that the Chesapeake Campus of Tidewater Community College requests approval of a capital project for HVAC improvements to the Pass Building on the Chesapeake Campus. The project is planned in two phases with a total cost estimated at $1.5 million. The Committee recommended approval. (Appendix X)

i. Tidewater Community College  
Virginia Beach Campus  
Joint-Use Library Pedestrian Connector  
Schematic Design Review

Ms. Helfant-Browning reported that the Virginia Beach Campus of Tidewater Community College requests approval of the proposed schematic design of a pedestrian connector between the core of the Virginia Beach Campus and the Joint Use Library that is anticipated to open at the end of the spring 2013 semester. The Committee recommended approval. (Appendix XI)

j. Virginia Western Community College  
Parking Lot #15 (A1260-012)

Ms. Helfant-Browning reported that Virginia Western Community College requests approval to construct a new parking lot along Colonial Avenue behind the Business Science Building and to reconfigure lot #11 to provide a total of 59 new parking spaces. The Committee recommended approval. (Appendix XII)

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE REQUESTS OF CENTRAL VIRGINIA, GERMANNA, PATRICK HENRY, NORTHERN VIRGINIA, TIDEWATER AND VIRGINIA WESTERN COMMUNITY COLLEGES FOR ITEMS A. THROUGH J. AS PROPOSED.”

The motion carried.
A motion was made by Ms. Helfant- Browning and seconded by Mr. Jeffrey Mitchell that:

“IN ACCORDANCE WITH SECTION 2.2-3711(A)(3) OF THE CODE OF VIRGINIA, I MOVE THAT THE STATE BOARD CONVENE IN CLOSED SESSION TO DISCUSS A REAL ESTATE TRANSACTION FOR PATRICK HENRY COMMUNITY COLLEGE UNDER THE REAL ESTATE EXEMPTION TO THE VIRGINIA FREEDOM OF INFORMATION ACT, BECAUSE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE COLLEGE AND THE SYSTEM.”

The motion carried.

Closed Session: 11:39 PM
Open Session: 11:52 PM

A motion was made by Ms. Helfant- Browning and Seconded by Mr. Jeffrey Mitchell that:

“IN ACCORDANCE WITH SECTION 2.2-3711(A)(3) OF THE CODE OF VIRGINIA, I MOVE THAT THE STATE BOARD RECONVENE IN OPEN SESSION.”

The motion carried.

In the absence of the Chair, the Vice Chair stated that:

“THE STATE BOARD HAS CONCLUDED ITS CLOSED SESSION AND IS HEREBY IN OPEN SESSION. WE WILL NOW TAKE A RECORDED VOTE THAT WILL BE INCLUDED IN THE MINUTES CERTIFYING THAT ONLY SUCH PUBLIC BUSINESS IDENTIFIED IN THE MOTION TO CONVENE IN CLOSED SESSION WAS DISCUSSED.”

At this time, the Chancellor read the Certificate of Closed Session to which every member of the State Board for Community Colleges present certified in the affirmative. (Appendix XIII)

A motion was made by the Facilities Committee to approve the real estate acquisition for Patrick Henry Community College. This motion was unanimously approved.

3. Information Items

a. Virginia Community College System
   Update on 2014-2020 Six-Year Capital Plan

   Mr. Will Johnson presented the Board with a draft of the 2014-2020 Six-Year Capital Outlay Plan. The full plan will be presented at the May meeting for final Board review and approval and then to the Governor.
b. Virginia Community College System
   Single Bid Reporting
   Rappahannock Community College
   Roof Replacement at Maintenance Building
   (260-A2260-068 MR10226)

Mr. Robert Jones presented the Board with an itemization of the single bid for the Rappahannock Community College roof replacement. Mr. Jones stated that they originally solicited six contractors and only received one bid. As the repair was an emergency, the amount was awarded, and the project is continuing.

c. Virginia Community College System
   SWaM Expenditure Report

Mr. Jones presented an itemization of SWaM participation for December 2012 and January 2013.

d. Virginia Community College System
   College Construction Project Report

Mr. Jones presented the report on the status of college construction projects. Mr. Gannon inquired about the nature of a $226,000 construction project for the Northern Virginia Community College, Provost Office. Mr. Jones responded he would have to look into it to get more details, but believes that number represents a series of projects and not just one project.

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

Mr. Jones noted that all capital outlay projects are progressing on time.

D. Budget and Finance Committee – Mike Thomas, Chair

1. Minutes - Meeting of January 16, 2013

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

2. Action Item

   a. Suggested Revisions to VCCS Policy Manual Sections 4.2.2 and 2A.X.G5 – Local Community College Funds

      Mr. Thomas reported that Internal Audit recommended changes to VCCS Policy Manual Sections 4.2.2 and 2A.X.G5 – Local Community College Funds, to establish uniform disbursement policies at the colleges for funds held locally. (Appendix XIV)
The Committee made a motion that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED CHANGES TO THE VCCS POLICY MANUAL SECTIONS 4.2.2 AND 2A.X.G5.”

The motion carried.

3. Information Items

a. Update on Budget and Legislative Actions of 2013 General Assembly

Mr. Thomas reported that the committee received an informative update on legislation considered by the General Assembly from Ms. Ellen Davenport, Associate Vice Chancellor for Governmental Relations, and a budget update from Mr. Will Johnson. Mr. Thomas stated that there were quite a number of issues that came up during the session, but the news is very good for the next year as far as funding from the General Assembly. He added that this will give the Board some flexibility when it comes to setting tuition.

b. Preliminary Discussion of 2013-2014 Tuition and Fees

Ms. VanCleave presented the Board with the VCCS financial issues to be considered regarding VCCS FY 2014 tuition rates. Mr. Thomas reported that proposals for tuition and mandatory fees will be presented to the State Board for approval at the May meeting.

E. Personnel Committee – Stephen Gannon, Chair

1. Minutes—Meeting of January 16, 2013

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

2. Action Items

a. Update of Policy 3.14.6 Workplace Violence Prevention and Threat Assessment

Mr. Gannon reported that Dr. Christopher Lee presented the Board with the amendments that were added to the implementation of workplace violence guidelines. He reported that Ms. Greer Saunders and Dr. Lee explained the exact language and nature of this Policy Manual change to the committee.

(Appendix XV)
The Committee recommended that:

“STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE PROPOSED
CHANGES TO SECTION 3.14.6, WORKPLACE VIOLENCE PREVENTION AND
THREAT ASSESSMENT POLICY GUIDELINES.”

The motion carried.

b. Appeal of Employee Disciplinary Action

Mr. Gannon reported that the committee reviewed the grievance appeal of a former employee. Ms. Greer Saunders explained to the Board that the review is a part of the five-level appeal process and that the Board must determine whether the decision of the prior proceeding was contrary to law or process. (Appendix XVI)

The Committee recommended that:

“THE BOARD AFFIRMS THE JANUARY 9, 2013 DECISION OF THE STATE APPEALS PANEL.”

This motion was unanimously approved by the State Board.

3. Information Item

a. Adjunct Faculty, Part-time Staff and the Patient Protection and Affordable Care Act

Dr. Lee reported that the Patient Protection and Affordable Care Act are likely to have a profound impact on how the VCCS does business. The law mandates that employees who work an average of 30 hours per week be granted healthcare coverage. This is an important matter to the VCCS as we employ nearly 4,400 part time wage employees and 9,000 adjunct employees. The complication in this matter stems from the fact that there are no clear guidelines on how to manage adjunct faculty who may work at multiple colleges or universities. Dr. Lee stated the VCCS is continuing to monitor the situation and is preparing for various outcomes. A lengthy discussion followed.

IV. EXECUTIVE COMMITTEE/CHAIR’S REPORT

A. Minutes – May 16, 2012

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

B. Action Items

1. Preliminary Discussion of Chancellor’s Evaluation and Compensation
   (Information Sent Under Separate Cover)
Mr. Chao reported that this item was discussed in a closed committee section. The following modifications were made:

- Add an additional question: “Is Effective in Financial Management of the System.”
- Modify Question No. 20 to read, “Is effective in recruiting and appointing senior leaders in the VCCS, appropriately balancing excellence and diversity.”
- Add a comment field to Question No. 22 and rephrase question to “How is the Chancellor making progress on achieving the goals of the State Board?”

Action Items – Open Session

2. Preliminary Discussions of State Board Self-Evaluation

No changes were made. The Chair encouraged State Board members to go online and complete the evaluation.

3. Appointment of Ad Hoc Committee

An Ad Hoc Nominating Committee consisting of the current State Board Chair and two previous past Chairs will form to review candidates for State Board Officer Positions. Should any of the past chairs be ineligible to serve on the committee, the most senior State Board member would be appointed to the committee. The Ad Hoc Nominating Committee receives the names of any member seeking the position of vice chair.

The Chair announced that, according to policy, he was appointing the previous Chair, Mr. Jeffery Mitchell and the most senior member of the State Board, Mr. William H. Talley, III to serve with him on the Ad Hoc Nominating Committee. This Committee would review candidates for the position of Vice Chair of the State Board for Community Colleges.

A motion was made by the Committee that:

“THE STATE BOARD FOR COMMUNITY COLLEGES APPROVES THE CHANCELLOR’S EVALUATION INSTRUMENT AS MODIFIED; PROCEED WITH THE STATE BOARD SELF-EVALUATION USING THE SAME INSTRUMENT AS WAS USED LAST YEAR FOR THE STATE BOARD SELF-EVALUATION; AND APPROVE THE SELECTION OF THE AD HOC COMMITTEE ACCORDING TO POLICY AS ANNOUNCED BY THE CHAIR.”

The motion carried.

C. Information Items
1. Declaration of Intent to Seek Election as an Officer of the State Board

In accordance with the State Board Handbook, the current Vice Chair would succeed the Chairman as a natural succession. Further, any State Board member seeking the nomination as Vice Chair is encouraged to have served as a committee chair as a prerequisite to the nomination. Any member interested in serving as Vice Chair should declare such intent at the March meeting of the State Board.

V. OTHER BUSINESS

At this time, The Chancellor recognized Mr. Robin Sullenberger for being named one of the 50 most influential Virginians by Virginia Business Magazine.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 12:05 PM

Hank Chao, Chair

Glenn DuBois, Chair

GD/sbb
APPENDIX I

TITLE: REQUESTS TO AWARD HONORARY DEGREES (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.a)

BACKGROUND:

Requests have been received from Danville, Germanna, Northern Virginia and Southside Virginia Community Colleges for approval to award honorary degrees. In accordance with VCCS Policy Manual (Section 5.1.5 Honorary Degrees), the State Board for Community Colleges can authorize Virginia’s Community Colleges to award honorary associate degrees in humane letters to the individuals who have contributed significantly to the individual colleges or to the VCCS.

RECOMMENDATION:

That the State Board for Community Colleges approves the requests from Danville, Germanna, Northern Virginia and Southside Virginia Community Colleges to award honorary degrees as proposed.

RESOURCE PERSONS:

Dr. Susan S. Wood, VCCS, Vice Chancellor for Academic Services and Research, swood@vccs.edu, 804-819-4970

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

Dr. Dan Lewis, VCCS, Director of Educational Programs, dlewis@vccs.edu, 804-819-4936

Dr. B. Carlyle Ramsey, President, Danville Community College, bramsey@dcc.vccs.edu, 434-797-2222

Dr. David A. Sam, President, Germanna Community College, dsam@germanna.edu, 540-423-9087

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

Dr. John J. Cavan, President, Southside Virginia Community College, john.cavan@southside.edu, 434-949-1000
APPENDIX II

TITLE: PROGRAM DISCONTINUANCE (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.b.1)

BACKGROUND:

The Mountain Empire Community College Local Board has approved the discontinuance of the Computer Electronics Technology Associate of Applied Science (AAS) program. This program was designed to prepare individuals for a career in electronics and related industry fields. The Computer Electronics Technology program is being discontinued because of low enrollments over the past five years.

The discontinuance of the AAS degree will not have an adverse effect on students at MECC. The college will continue to offer the Industrial Electronics Specialization of the Computerized Manufacturing Technology AAS degree.

RECOMMENDATION:

It is recommended that the State Board for Community Colleges approve the request of Mountain Empire Community College to discontinue the Computer Electronics Technology AAS program.

RESOURCE PERSONS:

Dr. Susan S. Wood, VCCS, Vice Chancellor for Academic Services and Research, swood@vccs.edu, 804-819-4970

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

Dr. Dan Lewis, VCCS, Director of Educational Programs, dlewis@vccs.edu, 804-819-4936
APPENDIX III

TITLE: CENTRAL VIRGINIA COMMUNITY COLLEGE
PROPOSED PEDESTRIAN / BICYCLE TRAIL
DEED OF EASEMENT & TEMPORARY CONSTRUCTION EASEMENT
CITY OF LYNCHBURG
(III.C.2.a)

BACKGROUND:

This Permanent Deed of Easement will allow for the construction of approximately 914 linear feet of a multi-purpose trail, beginning at the SE corner of the Central Virginia Community College Campus, near the intersection of Wards Road and Harvard Street and extending in a WNW direction, along the southern edge of Harvard Street to Parking Lot 3, located just west of the Main Entrance to the Campus. This 6’ wide, concrete trail will follow the centerline of a 15’ wide Easement and will serve to extend the “Wards Road Pedestrian / Bicycle Trail” from the intersection of Wards Road & Harvard Street, across State Board for Community Colleges property, to a termination point at Parking Lot 3. This Permanent Easement will impact 0.315 of an acre of State Board for Community Colleges property (see attached Plat, dated January 28, 2013, as prepared by Wiley/Wilson of Lynchburg, Virginia). This Easement will not interfere with the future development of the Central Virginia Community College Campus.

The City of Lynchburg is proposing to begin construction of this Pedestrian/Bicycle Trail in June of 2013. Two (2) Temporary Construction Easements, one at the entrance to Harvard Street from Wards Road and the other in the general vicinity where the Pedestrian/Bicycle Trail terminates at Parking Lot 3, impacting 0.155 and 0.035 of an acre of State Board for Community Colleges property respectively, are required (see attached Plat). Construction is estimated to take approximately 45 days to complete. The City of Lynchburg will be responsible for all required maintenance of this trail.

LOCAL BOARD APPROVAL:

The Local College Advisory Board is familiar with the planned construction of this Pedestrian/Bicycle Trail and will review this matter at their next regularly scheduled meeting on April 24, 2013.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.1.1a, it is recommended that the State Board for Community Colleges approve the conveyance of a Permanent Deed of Easement and related Temporary Construction Easements to the City of Lynchburg for construction of this Pedestrian/Bicycle Trail. This authorization is contingent upon satisfaction of all applicable requirements of the Commonwealth, the Office of the Attorney General of Virginia, and Virginia Community College Policy Manual.
RESOURCE PERSONS:

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APPENDIX IV

TITLE: GERMANNA COMMUNITY COLLEGE
NEW ENTRANCE SIGNS
LOCUST GROVE CAMPUS, FREDERICKSBURG CAMPUS & CULPEPER
SCHEMATIC DESIGN REVIEW
(III.C.2.b)

BACKGROUND:

Germanna Community College is proposing to install new Campus Identification/Information Signs at the entrance to the Locust Grove Campus, Fredericksburg Campus and the Daniel Technology Center in Culpeper. The existing Entrance Signs at each of these locations, erected when these facilities were initially constructed, no longer meet the needs of the college, as they do not have “Electronic Messaging” capability.

These new Entrance Signs are generally described as 20’ in height x 10’ wide, double-sided, metal skin signs, mounted on a 2’ - 6” tall brick base. In each instance the brick selected for the base will compliment or match the brick featured at each location. In addition to identifying the name of the college and the particular location, each sign will feature an LED – “Electronic Messaging” Board.

The new signs will allow the college to display multiple electronic messages. In addition to disseminating important information, these new signs will greatly enhance the overall image of the college, while at the same time strengthening “Brand Recognition” for Germanna Community College by providing a consistent appearance at each location.

The estimated construction cost for each sign is approximately $75,000. The projected total cost for each sign, including AE fees, construction and miscellaneous related “soft” costs is $110,000. Total project cost, Locust Grove Campus, Fredericksburg Campus and Culpeper Center, is $330,000. Funding for this project is being provided through Higher Education Operating Funds (HEO 0300).

The design for these signs will be reviewed by the Art & Architectural Review Board at their March 1, 2013 Meeting. The State Board will be apprised of any concerns raised by the AARB.

LOCAL BOARD APPROVAL:

The Local College Board will review this project at their next regularly scheduled meeting on March 21, 2013.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4i, it is recommended that the State Board approve the Schematic Design, as submitted.

RESOURCE PERSONS:

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GERMANN COMMUNITY COLLEGE

CLASSES BEGIN TODAY

LOCUST GROVE CAMPUS

10 FT

Century Gothic Font
letters backlit during nighttime hours
5 FT

5 FT

two sided digital display

painted metal skin-
color coordinates with Germanna logo colorations
10 FT

base brick material coordinated to match brick on campus buildings
brick reveals
2 ft 6 in +/-
APPENDIX V

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

BACKGROUND:

Patrick Henry Community College is seeking State Board approval to harvest approximately 10 to 15 acres of mature Virginia Pines located on the campus. This stand of trees is situated near the NW “Property Line” of the campus, in the general vicinity of College Drive (County Road 714).

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 this 10 to 15 acres of trees sell for approximately $1,000 per acre. Typically the buyer is given a 1-2 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 area will be reforested in Loblolly Pine the following spring. 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 Seedlings. These costs include:

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

LOCAL BOARD APPROVAL:

The Local College Advisory Board reviewed this proposed Timber Sale at their February 25, 2013 Meeting and is recommending approval to the State Board.

RECOMMENDATION:

It is recommended that the State Board approve the harvesting of 10 to 15 acres of Virginia Pines on the Patrick Henry Community College Campus.

RESOURCE PERSONS:

Dr. Angeline Godwin, President  Mr. Robert B. Jones, RA, CBO, VCCO
Patrick Henry Community College  Associate Vice Chancellor for
(276) 656-0201  Facilities Management Services
agodwin@patrickhenry.edu  Virginia Community College System
APPENDIX VI

TITLE:  NORTHERN VIRGINIA COMMUNITY COLLEGE
ALEXANDRIA CAMPUS
TYLER REPLACEMENT BUILDING (260-17720)
UTILITY EASEMENT
(III.C.2.d)

BACKGROUND:
Northern Virginia Community College requests approval to execute an easement to Virginia American Water Company for water service to the new Tyler Replacement Building at the Alexandria campus.

In 2008, the General Assembly appropriated funding for design, and subsequent funding for construction of the 80,400 square foot academic building was appropriated in 2011. The State Board approved the schematic design for the building in July 2009. Construction is scheduled to begin in July 2013.

A standard easement agreement is needed to provide water service associated with the new building. The 10’ wide by approximately 675’ in length easement will cover a total area of approximately 6,750 square foot, as shown on the attached drawing.

LOCAL BOARD APPROVAL:
The Northern Virginia Community College Local Advisory Board will review this Easement at their next regularly scheduled meeting on March 18, 2013.

RECOMMENDATION:
In accordance with Virginia Community Colleges Policy Manual, §10.1.1a, 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.

RESOURCE PERSONS:

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APPENDIX VII

TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
ANNANDALE CAMPUS
BRAULT BUILDING EXPANSION & RENOVATION (260-17711)
UTILITY EASEMENT
(III.C.2.e)

BACKGROUND:
Northern Virginia Community College requests approval to execute easements to Fairfax County
Water Authority for water service, and Fairfax County Department of Public Works and
Environmental Services for a new sanitary connection to the Brault Building at the Annandale
campus.

Original funding was provided in 2008 by the General Assembly through pool funding, and
additional funding for the 49,760 square foot administrative building was approved in 2012. The
State Board approved the schematic design for the building on November 12, 2009. Construction
is scheduled to begin in May 2013.

Standard easement agreements are needed to provide water service and a new sanitary
connection. The 15’ wide water easement is approximately 161 linear feet, with a total area of
2,415 square feet, which will be offset by a 3,225 square feet existing easement that will be
vacated. The 10’ wide sanitary easement is 130 linear feet in length covering a total area of 1,300
square feet which will be offset by an existing 2,100 square feet easement which will be vacated as
shown on the attached drawing.

LOCAL BOARD APPROVAL:
The Northern Virginia Community College Local Advisory Board will review this Easement at their
next regularly scheduled meeting on March 18, 2013.

RECOMMENDATION:
In accordance with Virginia Community Colleges Policy Manual, §10.1.1a, it is recommended that
the State Board for Community Colleges approve execution of these easements contingent upon
satisfaction of all applicable requirements of the Commonwealth and Virginia Community College
System Policy.

RESOURCE PERSONS:
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APPENDIX VIII

TITLE:  NORTHERN VIRGINIA COMMUNITY COLLEGE
ANNANDALE CAMPUS
ATT CELL TOWER (260-A3260-009)
DEMOLITION
(III.C.2.f)

BACKGROUND:

Pursuant to ATT’s decommissioning of the existing Annandale Campus cell tower and relocation of equipment belonging to all carriers, the old cell tower is slated for demolition. Cellular transmission equipment will be located within the proposed and previously approved Verizon Wireless installation to be mounted on the stair tower of the AN CP Parking Structure.

Estimated completion date for all regulatory reviews and approvals for both the decommissioning and the replacement facility is May 31, 2013. No interruption to ATT or Verizon cellular service is anticipated.

ATT is contractually obligated to bear all costs involved with this demolition.

LOCAL BOARD APPROVAL:

The Northern Virginia Community College Local Advisory Board will review this Demolition Request at their regularly scheduled meeting on March 18, 2013.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4k, it is recommended that the State Board for Community Colleges approve the demolition of the existing ATT Cell Tower at Annandale Campus.

RESOURCE PERSONS:

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Mr. Robert B. Jones, RA, CBO, VCCO Associate Vice Chancellor for Facilities Management Services Virginia Community College System (804) 819-4917 bjones@vccs.edu
TITLE: NORTHERN VIRGINIA COMMUNITY COLLEGE
ANNANDALE CAMPUS
CI BUILDING (260-A3260-010)
DEMOLITION
(III.C.2.g)

BACKGROUND:

Pursuant to the Annandale Master Plan of 2010, the old Police Station (CI Building) is scheduled to be demolished to accommodate future parking for Phase-VII. It was vacated in 2011 after the completion of the CA building, which included space for the Police Department. Located on Wakefield Chapel Road, and isolated from the rest of the Annandale campus, the building does not lend itself to adaptive reuse.

The CI Building was constructed in 1976, and is a 960 square foot single-story flat-roof structure, clad in brown brick, and of no particular architectural distinction. A hazardous material survey found trace amounts of asbestos in the floor tile mastic to be abated prior to demolition.

Using recent historical cost-per-square foot data, the estimated cost to demolish the CI Building is 960sf (x) $16/sf = $ 15,360

The cost will be paid from local funds.

LOCAL BOARD APPROVAL:

The Community College Local Advisory Board reviewed this at their regularly scheduled meeting on January 28, 2013.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4k, it is recommended that the State Board for Community Colleges approve the demolition of the existing CI Building.

RESOURCE PERSONS:

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APPENDIX X

TITLE:  TIDEWATER COMMUNITY COLLEGE
CHESAPEAKE CAMPUS
PASS BUILDING HVAC RENOVATION – PHASE I (A2260-116)
CAPITAL PROJECT APPROVAL
(III.C.2.h)

BACKGROUND:

Tidewater Community College requests approval of a capital project for HVAC renovation improvements to the Pass Building on the Chesapeake Campus.

In March, 2011, the State Board approved a revision to the VCCS Policy Manual Section 10.0.0 to clarify the definition of a “Capital Project” to include projects that exceed $500,000 in cost regardless of the funding source. Policy Manual Section 10.0.0b was modified to clarify that both “capital” and “major capital” projects require the approval of the State Board. This action was taken to ensure State Board oversight consistent with established procedures and responsibilities under Level II delegated authority.

The existing HVAC System was installed in 1995 and is at the end of its lifecycle. This project will replace the existing HVAC system with a mechanical system to improve energy efficiency and occupant comfort. The project is planned in two phases with total cost estimated to be $1,500,000 budgeted for payment out of college educational and general fund code 0300 in FY 2013 and FY 2014.

LOCAL COLLEGE BOARD:

Tidewater Community College’s Local Advisory Board will consider this request at its March 12, 2013 meeting.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0b, it is recommended that the State Board for Community Colleges approve expenditures exceeding $500,000 for a college-funded capital project to renovate the Pass Building HVAC System.

RESOURCE PERSONS:

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APPENDIX XI

TITLE: TIDEWATER COMMUNITY COLLEGE
      VIRGINIA BEACH CAMPUS
      JOINT-USE LIBRARY PEDESTRIAN CONNECTOR
      SCHEMATIC DESIGN REVIEW
      (III.C.2.i)

BACKGROUND:

Tidewater Community College requests State Board approval of the proposed schematic design of a pedestrian connector between the core of the Virginia Beach Campus and its Joint-Use Library which is nearing completion and is anticipated to open following the conclusion of spring 2013 semester.

The 2008 Special Session 1 Acts of Assembly appropriated VCBA funds to construct the 120,000 square-foot Virginia Beach Campus Learning Resources Center, Phase 1 building. Being constructed in cooperation with the City of Virginia Beach to serve as both an academic and a community library, the facility has become known as the Joint-Use Library. The City is contributing funding for the project’s site development as well as 17 percent of the construction costs (20,000 square feet) and $1.2 million for equipment. The City also provided approximately 3 acres of property for the project.

At its November meeting, the State Board for Community Colleges approved non-capital project initiation for a connector that will provide a pedestrian-friendly pathway from the core of the campus, through the parking lots, across the major roadway through the campus, to the entrance to the Joint-Use Library. The cost of design and construction is estimated to be approximately $550,000 which is being provided by the City of Virginia Beach.

The project site is located in an existing parking area in the northeastern portion of the Virginia Beach Campus as depicted in the recently approved update of the campus master plan. The site is existing bituminous pavement with grass and tree islands of varying sizes that will be removed; some existing smaller trees will be removed with the islands while larger existing trees will be protected and incorporated into the final design.

A new corridor providing safe pedestrian connection from the core of the campus to the Joint-Use Library will be constructed. An existing vehicular access entrance and portion of a vehicular access drive will be converted to a 12-foot wide pedestrian-only concrete walkway, approximately 600 feet long. Existing islands with trees and landscaping will border the walkway on the north side. Pedestrian scale pole lighting will be installed along the corridor for nighttime use. The parking lot pavement will be bituminous pavement. The portions of the walkway that cross College Crescent and Michael LaBouvé Drive will be concrete pavement raised to the level of the walkway with a gradually sloped “speed table” to slow vehicular traffic.

Existing trees consist of mature willow oaks and crape myrtles. The existing willow oaks immediately north of the pedestrian corridor will be preserved. These are the largest and oldest trees in this area. Six existing crape myrtle trees located at the east entrance of the corridor will be preserved. Understory planting consisting of shrubs and groundcover will be planted in conjunction with these crape myrtles to accentuate the entrance. A similar planting scheme will be installed at the campus terminus of the corridor consisting of five crape myrtles trees, shrubs, and groundcover. Existing turf within the islands that are preserved will be aerated, top-dressed and overseeded with Bermuda seed. New lawn areas will be sodded with Bermuda grass.
RECOMMENDATION:
In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4i, it is recommended that the State Board for Community Colleges approve the schematic design of the Joint-Use Library Pedestrian Connector as submitted.

LOCAL BOARD APPROVAL:
Tidewater Community College’s Local Board will consider this request at its March 12, 2013 meeting.

RESOURCE PERSONS:

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APPENDIX XII

TITLE: VIRGINIA WESTERN COMMUNITY COLLEGE
       PARKING LOT #15 (A1260-012)
       (III.C.2.j)

BACKGROUND:

Virginia Western Community College (VWCC) proposes to construct a new parking lot along Colonial Ave., adjacent to parking lot #11 behind the Business Science Building, and to reconfigure lot #11 to provide a total of 59 new parking spaces. This area was identified in the VWCC Parking Study by Spectrum Design dated January 27, 2009 as Area B.

VWCC and the A/E consulted with the Arboretum on campus, and they selected the plantings that will be along Colonial Ave. to protect the view shed.

This is a local project, so there is no appropriation. This is the first time it has been brought before the State Board.

VCCS Policy 10.0.0.4.k requires SBCC approval for any activity which would substantially affect the appearance of a campus, including … parking lots.

The project is anticipated to go to bid in March 2013, with construction completed by the beginning of the fall 2013 semester.

The estimated construction cost is $627,000, and the total project cost will be approximately $700,000. This project will be funded by student parking fees.

LOCAL COLLEGE BOARD:

The Local College Board approved this parking lot at its January 17, 2013 meeting.

RECOMMENDATION:

In accordance with Virginia Community Colleges Policy Manual, §10.0.0.4.k, it is recommended that the State Board approve construction of this new parking lot with approximately 59 new spaces along Colonial Ave., adjacent to parking lot #11 behind the VWCC Business Science Building.

RESOURCE PERSONS:
APPENDIX XIII

MOTION: Ms. Helfant Browning  RESOLUTION NO.: 70
SECOND: Mr. Mitchell  MEETING DATE: 3/21/13

CERTIFICATION OF CLOSED SESSION

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

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

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

VOTE

AYES: Ms. Helfant-Browning, Mr. Mitchell, Ms. Fernandez, Ms. Ellis, Dr. Martin, Mr. Meyer, Mr. Sullenberger, Mr. Gannon, Mr. Nutter, Mr. Talley, Mr. Zajur, Mr. Thomas and Adm. Fountain.

NAYS:

ABSENT DURING VOTE:

ABSENT DURING CLOSED SESSION: Mr. Chao and Dr. Gong

OTHERS PRESENT DURING CLOSED SESSION: Dr. DuBois, Ms. VanCleave, Mr. Cantone, Mr. Jones and Mr. Johnson/

____________________________
Secretary of State Board for Community Colleges
APPENDIX XIV

TITLE: SUGGESTED REVISIONS TO VCCS POLICY MANUAL SECTIONS 4.2.2 AND 2A.X.G5 - LOCAL COMMUNITY COLLEGE FUNDS (III.D.2.A)

BACKGROUND:

The VCCS Internal Audit department conducted a review of VCCS local funds during calendar year 2012. The review was designed to examine local fund revenue sources and uses, specifically collecting information on contributions to the colleges from local governments. As part of the review, Internal Audit also developed recommendations for improving controls and ensuring compliance based on the data gathered.

Local funds revenue unlike most other college revenue are not deposited with the State Treasurer, but are held in local banks, and consist of a variety of sources including: contributions from local governments, student activity fees, parking fees, bookstore and vending commissions, copy services, student centers, locally run bookstores, and food service. Each college establishes its own bank account to transact the business of local funds and may invest idle local funds using the guidelines issued by the Commonwealth of Virginia Department of the Treasury.

The management of local funds for the colleges is the responsibility of each college’s local board and the college’s administration. Per VCCS Policy, all colleges must present an annual budget of local funds to their local board for approval and present the expenditures to the local board at least annually.

Local fund revenues and expenditures are recorded in the VCCS Administrative Information System (AIS). While these funds are not maintained in the Commonwealth’s treasury, they are included in the VCCS annual financial statements and are subject to audit by the Auditor of Public Accounts. Local funds financial activity for the VCCS represents 10% of total revenues, 2% of total expenditures, and 11% of the assets for the VCCS.

ISSUE:

The internal auditors recommended colleges use caution when spending local funds for some expenses which might not be perceived by the public to be in support of the mission of the college. If there were any questions concerning an expense, the publicity could be damaging to the college and the VCCS.

VCCS guidance on what are proper expenditures from local funds is not currently available. The VCCS does not have a policy that requires the colleges to follow the provisions of the State accounting policies (CAPP Manual). The VCCS does have a policy that requires colleges to follow the Virginia Procurement Act for expenditures from local funds.
APPENDIX XIV (Continued)

To provide the colleges with guidelines and parameters necessary for the consistent and appropriate use of local funds, the internal auditors recommended the VCCS establish a system-wide policy for the administration and use of local funds. They also recommended that consideration should then be given to changing the *VCCS Policy Manual, 4.2.2.a.*, to allow the colleges to transfer more local funds to their foundations to cover expenditures that support the mission of the college, but should not be paid through college funds. The current limit is $500 per year.

PROPOSED REVISIONS:

The System Office working with the colleges developed the following proposed changes (italicized with new wording in bold text) to VCCS Policy Manual sections 4.2.2 and 2A.X.G5 to provide guidance on the use of local funds and address issues identified in the Internal Audit review:

VCCS Policy Manual Section 4.2.2 - Local Community College Funds (SB)

a. Local funds may be established by the colleges and the System Office of the VCCS. These funds shall derive their revenue from enterprise activities, contributions of local political sub-divisions, contributions of educational foundations, *student activity fees*, other direct contributions to the community college or the System Office, and from interest earned on the investment of these funds. *Funds held by the VCCS in a fiduciary capacity (e.g., student clubs) shall be held locally but are classified as agency funds. All activity for local and agency funds shall be accounted within the VCCS’ Administrative Information System (AIS).*

b. Expenditures of local the funds may be made for the benefit of the college's operation, development, and construction of facilities. The State Board may establish for the Chancellor and the College Board may establish for its President a discretionary local funds account to support the activities and obligations of those respective offices. Local funds are public funds and subject to all laws, rules, and policies appropriate to public *funds outlined in the Code of Virginia and the Virginia Public Procurement Act including the requirement that.*

c. *Local* funds of more than $500 $5,000 per year may not be disbursed or transferred to college foundations for any purpose with the following exceptions:

1. Annual college donations to the Virginia Foundation for Community College Education to support the Chancellor’s discretionary fund

2. *Lease payments made to the college’s foundation (colleges shall follow lease policies within Section 10 of the VCCS Policy Manual and the VCCS Operating and Income Lease Policy Manual)*
APPENDIX XIV (Continued)

d. For instance, procurement of goods or services with local funds, including contributions from supporting foundations, must follow State procurement rules shall be made in accordance with the Virginia Public Procurement Act and the rules and regulations applicable to the type of procurement as follows:

Local capital funded projects shall follow DGS’ Construction and Professional Services Manual (as adopted by the VCCS)

IT purchases shall follow the VCCS Guidelines and Procedures for the Purchase of Information Technology Goods and Services.

General goods and services purchases shall follow the Virginia Department of General Services (DGS) Agency Procurement and Surplus Property Manual (APSPM).

Likewise, capital outlay projects funded with local funds are not exempt thereby from the State and State Board approvals.

e. College local fund disbursements associated with revenues received from localities, student fees, self-operated auxiliaries (bookstores, food services, parking, and student centers) shall follow the “Improper Expenditure” and “Advance Payment” disbursement guidelines in Commonwealth Accounting Policies and Procedures (CAPP) manual section 20310. In addition, college disbursements from these local fund sources shall follow the travel reimbursement guidelines outlined in CAPP manual section 20335. The local fund policies in this paragraph do not apply to commission revenues (including bookstore and food services), vending revenues, private gift income, investment income, or agency funds (see definition in paragraph 4.2.2a) including student fees disbursed from agency funds in support of student clubs or student activities.

f. The State Board may establish for the Chancellor and the College Board may establish for its President a discretionary local funds account to support the activities and obligations of those respective offices. The sources of discretionary funds shall be those not subject to the CAPP Manual policies in item e above.

g. Management of the local funds shall be the responsibility of the local board and the college administration in the case of the colleges, and of the State Board and the System Office administration in the case of the System Office. All activities within the local funds, including discretionary funds accounts, shall be within the limits set through budgets prepared by the college administration and approved by the local board, or by the System Office administration and approved by the State Board in the case of the System Office local funds. Contributions by political sub-divisions shall be based on a formula agreed to by the
local college board and the political sub-divisions. Local funds budget expenditures shall be reviewed at least annually by the respective board.

**h.** Full financial reports and other reports as deemed necessary shall be prepared in accordance with the regulations promulgated by the Chancellor, and these reports and other such reports as required from time to time shall be submitted to the VCCS Comptroller's Office as requested. The VCCS Comptroller's Office shall combine these reports and make an annual report to the State Board. Colleges shall provide an annual local funds financial report to their local college board. All activities of the local funds shall be subject to audit by the VCCS Internal Auditor and the Auditor of Public Accounts (State Auditor). The State Board reserves the right to approve or disapprove any local fund activity.

**i.** Fund accounting principles shall be applied to set forth results of operations and ensure contributions and revenues generated are administered in accordance with the conditions in which they were given or generated.

**j.** Local bank accounts shall be established to transact the business of the local funds. These accounts shall be in the name of the college or the VCCS, and not the State Treasurer. Individual funds should be combined into single bank account to the greatest extent allowable given the college's requirements for convenience of deposit and other functions related to banking, with the exception of federal government financial aid and other grant funds which shall be deposited in accordance with federal regulations. Funds deposited in the local bank account(s) shall be in compliance with the requirements of the Virginia Security for Public Deposits Act, Chapter 23 of the Code of Virginia.

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

l. Enterprise fund activities shall be self-supporting. Auxiliary enterprises shall be charged for services rendered by the Educational and General Programs.

m. Student activities supported in whole or in part by local funds or student activity fees must be subject to the same controls as other local fund operations. Campus organizations recognized by the college which are not supported in whole or in part by local funds or student activity fees, but which collect and disburse funds on a continuing basis, shall be required to conduct those transactions within the local agency funds if the college administration deems it in the best interest of the college and/or the individuals of the organization.

VCCS Policy Section 2A.X.G5 - Fiscal Policy and Procedures

In addition, the following language within section 2A.X.G5 of the VCCS Policy Manual must be updated:

With regard to the investment and disbursement of Foundation funds, the following conditions apply:

a. Local funds of a community college of more than $5,000 per year may not be disbursed or transferred to a Foundation for any purpose with the exception of following exceptions:

1. Annual college donations to the Virginia Foundation for Community College Education to support the Chancellor’s discretionary fund

2. Lease payments made to the college’s foundation (colleges shall follow lease policies within Section 10 of the VCCS Policy Manual and the VCCS Operating and Income Lease Policy Manual)

RECOMMENDATION:

It is recommended the State Board for Community Colleges approve the proposed changes to VCCS Policy Manual sections 4.2.2 and 2A.X.G5. The changes were presented to and approved by the Advisory Council of Presidents in February 2013. If approved, the policy changes will be implemented July 1, 2013.

RATIONALE:

These policy changes will address Internal Audit’s recommendations by establishing uniform disbursement policies at the colleges for funds held locally.
APPENDIX XIV (Continued)

RESOURCE PERSONS:

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APPENDIX XV

Proposed Policy Changes February 2013

3.14.6 Workplace Violence Prevention and Threat Assessment Policy Guidelines

Purpose: The purpose of this policy is to establish guidelines for the development of a college/System Office policy for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

3.14.6.0 Coverage: These policy guidelines will apply to all faculty, staff, students, visitors, contractors, and other third parties. Students may be covered under additional provisions of their respective college’s Student Handbook.

3.14.6.1 Policy Components:

A. Definitions:

Workplace: Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual’s home when telecommuting), and travel to and from work assignments.

Workplace Violence: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Third Parties: Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

B. The colleges/system office prohibits threats and acts of violence on college property, within college/system office facilities, at any college/system office-sponsored event; while engaged in college/system office business, educational, or athletic activities; and while traveling in state vehicles.
APPENDIX XV (Continued)

Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, where the student is a law enforcement professional, or when the weapon is secured in the student’s vehicle;
- possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual’s position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional, and except when the weapon is secured in the employee’s vehicle;
- brandishing, using, or possessing a weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and retaliating against any employee or student who, in good faith, reports a violation of this policy.

C. Consequences of Policy Violations:

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.
APPENDIX XV (Continued)

2. Students violating this policy will be subject to disciplinary action as outlined in their respective college’s Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

3. Visitors and third parties violating this policy will be subject to applicable local, state federal laws, and associated regulations, and may be barred from the college/System Office at the college’s/System Office’s discretion for violating this policy.

D. Violence Prevention Committees and Threat Assessment Teams

1. Each college shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia Code § 23-9.2:10. The committee should consult VCCS legal counsel when necessary, through established protocols.

2. Each violence prevention committee shall publish for its college community, a clear statement of its mission and membership, as well as the committee’s leadership role in the area of violence prevention.

3. Each violence prevention committee shall publish periodic guidance to faculty, staff and students regarding the following:

   a. how to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community;
   b. policies and procedures for the assessment of individuals whose behavior may present a threat;
   c. appropriate means of intervention with such individuals;
   d. college/system action to resolve potential threats; and
   e. to whom on the college’s threat assessment team, or through what method, potentially threatening behavior should be reported.
APPENDIX XV (Continued)

4. Each college shall also organize a threat assessment team to be established by the State Board for Community Colleges. Membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, and a mental health representative. The violence prevention committee may also be designated the campus threat assessment team if the counseling services representative is also a mental health professional. The threat assessment team may supplement its membership with others as necessary to assist it with fulfilling its purpose. However, in all cases the membership of the team must comply with the requirements of Virginia Code § 23-9.2:10. The threat assessment team shall implement the assessment, intervention, and action policies of the violence prevention committee. The committee should consult VCCS legal counsel when necessary, through established protocols.

E. Procedures for reporting or responding to threats or incidents of workplace violence:

1. Employee and student responsibilities should include:
   - Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, campus police/security, Threat Assessment Team members, or other designated individuals or offices by stated college policy.
   - Providing Human Resources and the immediate supervisor, or a college’s counseling services office where a student or employee, with a copy of any Protective Orders from a court which lists the College/System Office as protected areas so that appropriate enforcement activities occur.
   - No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

2. Management Responsibilities include:
   - Designate a Workforce Violence Prevention Coordinator.
   - Establish a college violence prevention committee and organize a threat assessment team for the State Board’s establishment to comply with § 23-9.2:10 of the Code of Virginia. Each college’s administration should ensure that its threat assessment team remains able to quickly receive information about, assess, and respond to potential threats that are reported in accordance with its policies, and to determine corrective actions and prepare necessary reports on given situations. In addition, each college’s administration should ensure
APPENDIX XV (Continued)

that its violence prevention committee remains able to publish education and prevention information and recommend ways to, (1) to respond to incidents, (2) investigate all reported incidents of workplace violence, and (3) determine the appropriate response and the actions necessary to address a particular situation.

3. Threat Assessment Team Responsibilities include:

- Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with § 23-9.2:10 of the Code of Virginia, and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.

- Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Virginia Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in § 32.1-127.1:03.

- No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Va. Code § 23-9.2:10(E).

3.14.6.2 Communication and Training

A. The Workplace Violence Prevention Policy will be posted on the College/System Office website.

B. Information on the Workforce Violence Prevention Policy, will be included as part of the employee orientation.

C. Training on recognizing and responding to potentially violent or violent situations in the workplace will be provided to employees periodically by the violence prevention committee.

D. Information regarding this policy will be included as part of student orientation.
APPENDIX XVI

TITLE: APPEAL OF EMPLOYEE DISCIPLINARY ACTION

BACKGROUND

A grievance appeal of a personnel matter has been advanced for the State Board’s action. The Personnel Committee has the responsibility for reviewing such matters on behalf of the Board. A set of confidential materials are being submitted for review under separate cover.

RECOMMENDATION

The Personnel Committee will review said matter and make a recommendation to the full Board for action.

RATIONALE

N/A

RESOURCE PERSONS:

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