

Minutes of the Vermont State Colleges Board of Trustees meeting held Thursday, April 4, 2013, APPROVED by the Board Thursday, May 23, 2013.

A meeting of the Vermont State Colleges Board of Trustees was held on Thursday, April 4, 2013 at Community College of Vermont in Montpelier.

The following were present:

Trustees: Jerry Diamond, Lynn Dickinson, Michelle Fairbrother, Kraig Hannum, Tim Jerman, Bill Lippert, Jim Masland, Linda Milne, Gary Moore, Martha O'Connor, Heidi Pelletier, Nick Russo

Absent: Karen Luneau, Chris Macfarlane

Presidents: Joe Bertolino, Phil Conroy, Joyce Judy, Barbara Murphy, Dave Wolk

Office of the Chancellor: Tim Donovan, Chancellor; Tom Robbins, Vice President and Chief Financial Officer; Bill Reedy, Vice President and General Counsel; Annie Howell, Director of Academic Research and Planning; Dan Smith, Director of Community Relations and Public Policy; Elaine Sopchak, Executive Assistant to the Chancellor

Members of the public:

Tapp Barnhill
David Bergh
Shane Bouthillette
Penne Ciaraldi
Pam Chisholm
Jo Ann Edwards
Linda Gabrielson
Lucas Griggs
Susan Henry
Elmer Kimball
Barbara Martin
Tim O'Connor
Eric Sakai
Colin Santee
Dee Steffan
Chara Vincelette-Perocchi
Heather Weinstein

Peter Wright
Lisa Yaeger

A. PRESENTATION

CCV Veterans Services

Heather Weinstein, CCV Director of Student Support Services, and Chara Vincelette-Perocchi, Veterans Outreach Coordinator, presented on Community College of Vermont's Veterans Services. All military connected students at CCV have the opportunity to work with a veterans advisor. CCV also has three regional certifying officials who ensure that veterans receive their benefits. Chara Vincelette-Perocchi provides veterans outreach and serves as the veterans' first contact with CCV. Military connected students include not just veterans but also the dependents of veterans who also can use certain veterans' benefits. CCV currently has over 350 military connected students, a large increase from 2009. There has also been an approximately 8% increase in retention and graduation rates among military connected students at CCV. There is an emphasis on working with other Vermont State Colleges because students can then complete four-year degrees. Unfortunately, some federal tuition assistance has been cut; CCV works with students to make the best of the funds they have.

CCV offers a one-credit course for military connected students called Combat to Classroom (CTC) in different locations throughout the state. The American Council on Education has stated that veterans who are able to take a transition course like CTC are 38% more likely to complete their studies. Since CTC began a year ago, about 68% of students who took the course have stayed in school.

CCV Winooski will be holding a community seminar for potential veteran students, where they will receive a benefits screening and financial aid and veterans advising. In the fall CCV will institute a veteran-to-veteran peer mentoring program. CCV staff and faculty will receive training on having veterans in the classroom.

Trustee Dickinson asked whether CCV gives veteran students credit for military experience. Ms. Vincelette-Perocchi responded that CCV uses the Assessment of Prior Learning program with veteran students to give them credit for experience, and in addition veteran students can receive elective credits for training on their military transcripts.

Trustee Jerman inquired about the one-third of CTC students who do not continue their studies. Ms. Vincelette-Perocchi explained that some of them transfer to different

schools; some students get jobs; some plan to return at a later time; and a small number of students are not ready to continue.

Chancellor Donovan asked how many sections of CTC are offered. This semester there is one section being offered in Montpelier, with plans for two sections in the fall. The class meets once a month for 2.5 hours. There will also be a summer section for the first time, in Winooski.

Ms. Vincelette-Perocchi informed the group that funding for veterans services comes from the Vermont Community Foundation and the McClure and Dreisegacker families.

Chair Moore asked for information about how CCV works with other VSC colleges to serve veterans. Ms. Vincelette-Perocchi stated that she works closely with Thom Anderson of Lyndon State College and Dave Bergh of Johnson State College and has a relationship with Castleton State College. Castleton has a vet center that welcomes CCV veteran students as well. The goal is to have veteran students complete their educations and stay in Vermont. Ms. Weinstein pointed out that Ms. Vincelette-Perocchi serves as a resource for the TRIO program, which supports first generation, low-income students and considers veterans a priority population.

Chair Moore thanked CCV and all the Vermont State Colleges for their efforts on behalf of veterans. He pointed out that Vermont Technical College has just started a program to help veterans start small businesses.

Trustee Jerman asked what portion of CCV veteran students were in active service versus National Guard. Ms. Vincelette-Perocchi replied that about 65% of students are active duty veterans from the five services. There are very few who are on current active duty; currently there are six in the online program.

Chancellor Donovan told the group that the Council of Presidents has had conversations about tuition policies regarding veterans. They hope to bring a policy recommendation to the Board in May on in-state tuition for veterans. Currently if a veteran is stationed in Vermont, the VSC offers instate tuition rates, but the Presidents would like to broaden that to make the system even more supportive of veterans.

Presentation to Former Trustee Peter Wright

Chair Moore welcomed former Trustee Peter Wright. Trustee Wright's term ended in February 2013 and the Board wished to thank him and present him with an engraved chair in honor of his service.

Trustee O'Connor described how as Finance & Facilities Committee Chair she experienced opposing opinions of Trustee Wright and Trustee Winters and that she appreciated the great discussions that resulted. She also appreciated that Trustee Wright came to meetings extremely prepared.

Trustee Masland thanked Trustee Wright for his service and congratulated him on his new position. Trustee Wright explained that he is now the President and CEO of Valley Regional Health Care in Claremont, NH.

Trustee Milne told the group she valued Trustee Wright's experience in healthcare management and analysis and his ideas around performance measurement.

Trustee Jerman said he will miss Trustee Wright's passion as an alumnus and his continual efforts to make our schools even better.

Trustee Fairbrother said though they often disagreed she will not forget his service and great passion for our schools.

Trustee Pelletier said she would miss Trustee Wright's thoughtful analyses and ability to be flexible. She remembered a number of times when he argued for a particular issue but was able to work with the group to find suitable solutions.

Chancellor Donovan shared the number of perspectives Trustee Wright brought to the Board that were very valuable: that he was an alumnus, that he had a "big organization" perspective, and that he provided great advice on analysis and how to communicate it with the Board. He thanked Trustee Wright personally and on behalf of the entire VSC for his service.

Trustee Hannum told Trustee Wright he was grateful for the example he set as Nominating Committee Chair.

Chair Moore thanked Trustee Wright for his six years of service and his strong support of the VSC.

Trustee Wright thanked the Board and said that of the many things he has done in his life so far, serving on the VSC Board of Trustees was one of the most rewarding experiences he's had. He always tried to come to the table thinking about the big picture and has a great appreciation for the operations of the VSC as well. He always wanted the VSC to be a place he would be proud to send his children, and he is more than proud now. The

Board has grown greatly over time, and under Chair Moore and Chancellor Donovan's leadership has made sure that everyone has a voice, that they did not accept the status quo, and that they pushed the envelope, moving the system in a direction it may not have otherwise gone. Trustee Wright asked the Board to continue to drive the system in that direction and not make the same kind of mistakes the healthcare industry has made. He also told the Board to call him if he is needed because although he is no longer on the Board he is still willing to serve.

B. ITEMS FOR DISCUSSION AND ACTION

1. Approve the Minutes of the February 21, 2013 Board Meeting

Trustee O'Connor moved and Trustee Pelletier seconded the motion to Approve the Minutes of the February 21, 2013 Board Meeting.

Several trustees pointed out the location of the meeting must be changed to Castleton State College. Trustee Lippert asked to include his name among the trustees who were absent.

The motion to approve the minutes with the above-mentioned changes passed unanimously. The approved minutes are attached and made an official part of this meeting's minutes.

2. Approve the Minutes of the March 18, 2013 Board Retreat

Trustee Pelletier moved and Trustee Fairbrother seconded the motion to Approve the Minutes of the March 18, 2013 Board Retreat.

The motion to approve the minutes passed unanimously. The approved minutes are attached and made an official part of this meeting's minutes.

3. CSC Final Program Approval: Master of Arts in Theater

Trustee Pelletier moved and Trustee Lippert seconded the resolution Castleton State College Master of Arts Degree in Theater.

Trustee Dickinson apologized for not being at the EPSL meeting when this degree was discussed due to work at the legislature. She stated concern that the degree could draw theater students away from Johnson State College. Another concern for her is the need for the colleges to be responsive to the needs of the state's business community. She echoed Trustee Luneau's concerns from the last Board meeting about employment opportunities for graduates.

Johnson State College President Murphy responded that JSC does not have a master's degree in theater, so the hope is that undergraduate students from JSC's theater program would go on to receive the master's. Castleton State College President Wolk explained that the degree is a 4+1 program for Castleton students. He believes in competition and that if the other VSC schools have similar programs in different geographic areas, that is a good thing. Trustee Dickinson explained that her legislative committee is attuned to the needs of the workforce and that in the future she hoped the Board could discuss how the VSC can meet those needs.

The resolution passed unanimously. The resolution is attached and made an official part of this meeting's minutes.

4. CSC Final Program Approval: Master of Music Education

Trustee Pelletier moved and Trustee Lippert seconded the resolution Castleton State College: Master of Music Education Degree.

The resolution passed unanimously. The resolution is attached and made an official part of this meeting's minutes.

5. Revision of VSC Bylaws

Trustee Jerman moved and Trustee Milne seconded the resolution Revision of Bylaws: Article II, Section I, Definition of Annual Meeting of the Board.

Chair Moore explained that the VSC Bylaws state that the Board's annual meeting will occur in June, but this year's annual meeting is scheduled for May 23rd. The purpose of this resolution is to make the Bylaws slightly less specific by allowing the annual meeting to be held as the last meeting of the fiscal year.

Chancellor Donovan added that at its retreat the Board expressed interest in having a summer meeting. He also stated that he and General Counsel Reedy will look at the Bylaws to see if any other adjustments are needed to bring them up to date. As an example he referred to an article in the Bylaws that allows use of telegram for warning meetings. The resolution before the Board at this time just refers to schedule changes in Article II, Section I of the Bylaws.

The resolution passed unanimously. The resolution is attached and made an official part of this meeting's minutes.

6. Hand Carried Resolution Revision of Schedule of VSC Board and Committee Meetings for FY2013-14

Trustee Jerman moved and Trustee Milne seconded the hand carried resolution Revision of Schedule of VSC Board and Committee Meetings for FY2013-14.

Chair Moore explained that this resolution arose from two requests from the Board: to hold a meeting in the summer and to try an all-day meeting format. The Board agreed to have the May 23rd meeting be an all-day meeting. This requires some changes to the Board's regular meeting schedule. The Board will reschedule the May 15th committee meetings to occur on May 23rd, the same day as the Board meeting. This resolution also includes an August 1st meeting of the Board.

Chancellor Donovan thanked the Board for providing their availability for the summer meeting. He also stated that based on responses of Board members the best days of the week overall to hold meetings are Tuesday through Thursday. Committee meetings have not been warned for August 1st so that the Board can try an all-day without committees format, after having tried an all-day with committees format in May at JSC.

Chair Moore explained that there are may be concerns about either format and that the Board will have to make a decision on August 1st about how they want to move forward the rest of the year.

Chancellor Donovan reviewed the scheduling changes outlined in the resolution. Trustee Fairbrother expressed concern with the meeting schedule for those trustees traveling from the south. The distance and the length of the meetings will require a very long day for those trustees. Chair Moore reminded the group that the majority of the Board opted to try the new formats. He also expressed concern about the loss of the week between committee and Board meetings and the time that schedule offered to review materials.

Trustee Dickinson pointed out that the all-day format eliminates the second day of travel trustees experience with the current schedule. Trustee Jerman asked how the student trustee is affected by this schedule change. Trustee Russo stated that he did not vote because the new student trustee would be affected by this change and that person had not been elected yet at the time of the vote.

Trustee O'Connor moved the approval of the resolution with correction to the dates for the Audit and Finance & Facilities Committee meetings from Wednesday to Thursday. Trustee Masland seconded the motion. Trustees Diamond, Dickinson, Hannum, Jerman, Masland, Milne, Moore, O'Connor, Pelletier and Russo voted in approval. Trustee

Fairbrother voted in opposition to the resolution. The resolution passed and is attached and made an official part of this meeting's minutes.

7. Revision to Board Approval of CCV/VTC Brattleboro Lease

Trustee O'Connor moved and Trustee Masland seconded the resolution Revision to Board Approval of CCV/VTC Brattleboro Lease.

Trustee O'Connor explained that this resolution is basically the same as the one the Board passed previously except for a change in the term of the lease from 10 years with two five-year options to permitting an initial lease term of up to 15 years. The closing is expected in late April or early May. No money has been spent on this yet; money has been drawn down from the state but will not be spent until the closing occurs.

Chancellor Donovan emphasized that there has not been an agreement to a 15-year lease but that this change will give the VSC more latitude in negotiating the lease. Financial terms have not changed and may become more favorable as a result of moving to a longer initial term.

Trustee O'Connor shared that Adult Basic Education is in negotiations to occupy 4,000 square feet in the Brooks House, which would be a good fit with CCV and VTC.

Trustee Hannum asked about the new lease length. Chancellor Donovan stated that a 15-year lease is a very long lease, and that the VSC does not have any leases of that length currently. A long lease is very restrictive and builds no equity. The default long-term lease in the VSC is a 10-year lease because less than that is not feasible from a developer's standpoint.

The resolution passed unanimously. The resolution is attached and made an official part of this meeting's minutes.

8. Endorsement of Grant Proposal

Trustee O'Connor moved the resolution Endorsement of Grant Proposal. The resolution was corrected for clarity based on comments made during the Finance & Facilities meeting. Trustee Milne seconded the resolution.

Trustee Lippert asked why it is Board policy to approve grant applications as opposed to grant acceptances. Chancellor Donovan stated that functionally the approval becomes the acceptance of the grant because the Board cycle does not clearly line up with application cycles. This may be a policy update to consider. Trustee Milne stated that some grant applications may require Board approval though this is not always the case. Chancellor

Donovan stated that the VSC does not want to be in the position of receiving a grant that it cannot accept. He also noted that the \$150,000 approval level has not been assessed in at least ten years and it may be time to review that as well.

The resolution passed unanimously. The resolution is attached and made an official part of this meeting's minutes.

C. ITEMS FOR INFORMATION AND DISCUSSION

1. Report of the March 27, 2013 Meeting of the Education, Personnel & Student Life Committee

Trustee Pelletier shared that the Committee reviewed CCV's proposed Associate of Science in STEM Studies program and Castleton's proposed Master of Arts in Math Education. The Committee discussed performance indicators briefly and agreed to implement new indicators over time rather than issuing them all at once. Dean Eric Sakai presented about the VSC's many online education offerings.

Chancellor Donovan told the Board that Dean Sakai's presentation will be added to the meeting materials for the Board's future reference. He stated that it is sometimes forgotten how much the VSC actually does in online education. The VSC offers over 1,000 online courses a year and have been offering online education since 1996. Online education is a very big part of the VSC's portfolio. The VSC is the largest purveyor of online education in Vermont.

Chancellor Donovan stated that the annual performance indicators report is in the committees' materials. Components of that report come out throughout the year. During the EPSL Committee meeting Trustee Russo asked if this information could be shared in real time. Going forward we will start adding that data to committee meetings as they are generated and on a regular basis, in addition to providing the cumulative performance indicators report every May.

Trustee Milne asked about CCV's presentation of their performance indicators, stating that several are presented in a much more visual format. Chancellor Donovan added that Trustee Wright was interested in more visual representation of financial data as well. He asked the Board to think about what things we measure that lend themselves to that kind of presentation.

Chancellor Donovan reminded the group that last year former Interim Chief Academic Officer Joe Mark and the Academic Deans discussed ideas about improving performance indicators, and that CCV in particular continues to do a lot of work on creating a

dashboard of indicators. President Judy shared that NEASC found that CCV was now collecting too much data, and that they now need to figure out which data is most relevant. CCV hired Laura Massell to rethink their collection of data and she would be glad to present to the Board about that.

Chair Moore stated that the Board needs to decide what measures they want, and help the colleges avoid developing measures no one will use. President Judy concurred.

2. Report of the March 27, 2013 Meeting of the Finance & Facilities Committee

Trustee O'Connor stated the Committee went over the 2013 budget to see where each college was at this point, which was extremely useful, and they will continue doing this. The committee discussed 2014 and its challenges but did not discuss the performance indicators at this time. They will be on the May agenda. The format of the capital projects report has been updated and will appear in the new format going forward. Trustee O'Connor thanked the presidents for bringing forth realistic representations of the challenges facing each of the colleges. Chair Moore agreed that the materials the presidents provided to the Committee were extremely helpful.

3. Report of the Chancellor

Chancellor Donovan reminded the Board that in the May cycle there will be the approval of budgets for fiscal year 2014. He has been meeting with each of the colleges as they prepare their budgets.

Graduation season is approaching and trustees are encouraged to attend the colleges' commencements. Chair Moore will ask all trustees to let Elaine Sopchak know which commencements they plan to attend.

Chancellor Donovan will be in Boston next week attending a Nellie Mae sponsored program called Education 2030, which fits in well with the strategic inquiry the VSC is undertaking. He, John Fischer from the Agency of Education and Jeff Francis from the Vermont Superintendents Association will represent Vermont at the meeting.

The Academic Retreat is on May 22nd at Vermont Tech. The theme is aligned to the VSC strategic inquiry. There will be a great keynote speaker; the Board will receive invitations. A student panel will also be featured that will present the variety of types of students the VSC serves.

A group of representatives from Vermont Tech, CCV and Lyndon State are working together to research funding sources for advanced manufacturing and how the VSC can support the manufacturing sector, particularly in the Northeast Kingdom.

Trustee Diamond asked if the Board will receive any preliminary admissions figures prior to the May meeting. Chancellor Donovan stated that each college collects this information differently but in general they bring conservative estimates. President Judy stated that she will have summer admissions figures by then, but that fall admissions data won't be available since registration for the fall semester does not start until August. Presidents Wolk and Bertolino both felt they would have reasonable estimates by May, though it can be fluid over the summer. President Murphy said the same is true for Johnson State but that several hundred adult students may follow the same registration calendar as CCV. But she felt she could definitely provide a snapshot of data at that point in time and what trends are showing up. President Conroy agreed that he could share some trends but VTC registration starts after May 1st. Chancellor Donovan said that what will be clear in the materials the Board sees are the assumptions used for budgeting purposes, and that the presidents would be able to provide background information and thoughts on how that might change.

4. Reports of the College Presidents

VTC President Conroy reported that the Groundworks Series, the inaugural event of the Institute for Applied Agriculture and Food Systems, was completed in March. Next will be an eight-month project called the Food System Higher Ed Council, which is a group of colleges and universities in Vermont interested in agriculture and developing ways to collaborate and make Vermont the national center for the study of agriculture and food systems. The main sponsors are Vermont Tech, UVM and the Vermont Council on Rural Development. The goal is to develop cooperative projects and courses throughout the state in agriculture and food systems so that students from around the country can come to Vermont to study at our institutions.

Senior project season is underway and most majors have capstone projects on display. Some students gave an excellent presentation on HVAC systems to a statewide professional organization. Commencement will be on May 4th at Norwich University.

Student Alex Day will study abroad in Germany as one of 75 students from the United States who will participate in an exchange program, working for Mercedes Benz on an apprenticeship. This is the third year in a row a VTC student is participating in the program.

JSC President Barbara Murphy announced it is also student presentation time at Johnson, culminating with Extended Classroom Experience Day when the entire gym is turned over to student presentations. There are a five faculty who have received some competitive funding in the sciences and social sciences who will be working on campus

this summer with student research assistants. Several students went to the eastern region meeting of the American Psychological Association who are now planning to attend the national meeting in Washington. President Murphy and the Student Government Association assisted with funding their trip. The college has chosen “Detroit: An American Autopsy” as the common book for next Fall’s entering class. Students are required to read the book over the summer. There will be book discussions at orientation weekend followed by programming around the book’s theme throughout the fall, culminating with an author visit.

Chair Moore complimented President Murphy on the recently released issue of Johnson State’s annual magazine.

LSC President Joe Bertolino announced a wide series of events scheduled for inauguration week. Most of the events were already planned and were grouped into the inauguration week. Some events are free, and some have a fee attached. Among them are the Business and Education Summit on April 18th featuring Alan Gilmore, former CFO of Ford Motor Company and outgoing president of Wayne State University. The college is very grateful to several generous donors and sponsors who have contributed to the week’s programming.

Pages 103-105 of LSC’s president’s report summarize what the college is doing now and planning for the future. These pages are used to communicate with a variety of audiences within LSC and the larger community. LSC held a very successful Veterans Summit last month as well as a children’s program called Kingdom Kids College Fair, which was put on by the college’s VSC Leadership Series participants.

LSC has contracted with SAS Architects of Burlington for developing a campus master plan and has closed on the purchase of 17 acres adjacent to the college. Recently President Bertolino signed two memoranda of understanding with Perm State University in Russia and Shen Zhen University in China, which will be sending ten exchange students to LSC next year.

Dean of Administration Wayne Hamilton is retiring and a search for a new CFO will begin soon. Next week the new Provost/Academic Dean will be announced to replace retired Academic Dean Donna Dalton. Kathryn Maieli, formerly of Vermont Law School, has been hired to be the new registrar. And LSC now has 7,000+ likes on Facebook.

Chancellor Donovan reminded the presidents that their reports to the Board should be used to communicate with as many audiences as possible. Employees at each institution

can see lots of communication from each of the colleges by reading these reports. They are also posted on the VSC website (www.vsc.edu).

CSC President Dave Wolk also complimented President Murphy on both the excellent content and graphic appearance of JSC's annual magazine. He announced that this year Castleton's commencement speaker is alumnus Darren Perrin, who is a Vermonter and a news anchor for Channel 3.

President Wolk described how Spartan Arena recently was showcased at an Efficiency Vermont conference for its efficient ice rink practices. He highlighted the significant savings in energy and money brought about by new H2OVortex technology, which is one of only two such systems in the country right now, and is able to form ice much more efficiently than standard ice arena systems. Chancellor Donovan pointed out that this system is one of the first investments made from the VSC Green Revolving Fund, and the return on investment was almost immediate.

President Wolk also reported that Castleton has engaged with Green Mountain Power to install cylindrical wind turbines on top of Hoff Hall alongside existing solar panels. They will connect to the system and could make Hoff Hall energy neutral. Castleton is splitting the cost of the installation with Green Mountain Power. There will be four or five turbines each five feet tall on Hoff Hall. If the experiment works, Castleton is considering doing the same to most of its buildings on campus. There is only one other college in the country doing this right now.

CCV President Judy announced that they have received verification that CCV is the first community college in the country to get national certification for their medical assisting program. She also described a wonderful experience telling a work-study student she was nominated by the entire CCV community to be CCV's graduation speaker. This student is in her early 20s, came to CCV straight out of foster care, was recently homeless and has struggled with poverty. She became a work-study student, now has her own apartment, and has purchased her first car. She says it is the first time in her life she has ever felt valued. President Judy felt she is a great example of the importance of the work our colleges do—it is transformative.

President Judy stated she is honored to work at CCV and with such an excellent staff. She introduced CCV staff in attendance:

Elmer Kimball, Administrative Executive Director in Winooski, St. Albans and Middlebury

Linda Gabrielson, Academic Dean

Eric Sakai, Dean of Academic Technology

Pam Chisholm, Associate Dean of Enrollment Services and Director of Financial Aid

Lisa Yaeger, Director of Human Resources

Barbara Martin, Dean of Administration

Tony Harris, Assistant Chief Technology Officer

Penne Ciaraldi, Executive Director in Morrisville and on assignment with VSC Workforce Development

Tapp Barnhill, Executive Director in Brattleboro, Upper Valley and Rutland

Debbie Stewart, Dean of Students, Executive Director in Bennington

Susan Henry, Executive Dean

Dee Steffan, Academic Executive Director in Winooski, St. Albans and Middlebury

Chancellor Donovan complimented the article on veterans in CCV's President's report and asked President Judy what CCV Now is. President Judy stated that CCV Now is an online collection of media coverage about CCV that is regularly updated and always available (<http://now.ccv.edu>).

5. Report of the VSCSA

Trustee Russo announced that the VSCSA has elected Colin Santee of Johnson State College as the new Student Trustee. There were three candidates, two from JSC and one from CCV. Colin is a native Vermonter from Fairfax double majoring in biology and political science. He will be a senior next year. Trustee Russo also introduced Shane Bouthillette, SGA President at JSC who is also an active duty member of the Vermont National Guard, and Luke Griggs, a CCV representative to the VSCSA.

The 2013 Student Rally in support of higher education will be at the State House on April 18th at 1:30 p.m. This year the VSCSA has reacquainted itself with its bylaws, and Chancellor Donovan has graciously offered to provide funding for their budget. Today the VSCSA approved its budget and line items.

6. Other Business

Trustee Diamond noted that the reason Karen Luneau was absent from today's meeting is because of the passing of her uncle, Lawrence Handy, who was a prominent Vermonter (a link to his obituary is [here](#)). Chancellor Donovan noted that Governor Shumlin had planned to join today's meeting, but he also is attending Mr. Handy's funeral.

7. Comments from the Public

There were no comments from the public.

8. Date and Place of Next Meeting
Thursday, May 23, 2013, 3:00 p.m.
Johnson State College, Johnson, VT

Trustee Pelletier inquired whether all Board members are expected to attend all committee meetings on May 23rd. Chair Moore answered no.

Chair Moore stated that the programs reported on today, including the veterans programs and the things the presidents reported, help a lot of people for a relatively small amount of money, and the Board should be very proud of what the dedicated people of the VSC accomplish on behalf of the system and the state.

Trustee Pelletier moved and Trustee Jerman seconded the motion to adjourn the meeting. Chair Moore adjourned the meeting at 5:08 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Elaine Sopchak".

Elaine Sopchak, Recording Secretary

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Castleton State College
Master of Arts Degree in Theater

- WHEREAS, Castleton State College proposed a Master of Arts Degree in Theater; and
- WHEREAS, The M.A. in Theater is designed to be an extension of the undergraduate program in theater; and
- WHEREAS, The degree will provide students the opportunity for further detailed study in theatre; and
- WHEREAS, The degree will help prepare students for careers as theatre artists as well as for the possibility for further academic study in theatre; and
- WHEREAS, Castleton State College has developed a budget to deliver the program based on conservative enrollment projections; and
- WHEREAS, The Board Education, Personnel, Student Life Committee reviewed this proposal in accordance with Policy 102 and recommends it to the full Board for approval; therefore, be it
- RESOLVED, That the VSC Board of Trustees authorizes Castleton State College to offer a Master of Arts Degree in Theater as of this date, April 4, 2013.

April 4, 2013

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Castleton State College
Master of Music Education Degree

- WHEREAS, Castleton State College proposed a Master of Music Education (M.M.E.); and
- WHEREAS, The M.M.E. degree serves as a complement to, and an extension of, the undergraduate music program; and
- WHEREAS, The addition of this degree will strengthen Castleton's undergraduate program and attract new students with an interest in obtaining a master's degree prior to teaching; and
- WHEREAS, No college or university in Vermont currently offers a M.M.E. degree; and
- WHEREAS, Castleton State College has developed a budget to deliver the program based on conservative enrollment projections; and
- WHEREAS, The Board Education, Personnel, Student Life Committee reviewed this proposal in accordance with Policy 102 and recommends it to the full Board for approval; therefore, be it
- RESOLVED, That the VSC Board of Trustees authorizes Castleton State College to offer a Master of Music Education as of this date, April 4, 2013.

April 4, 2013

VERMONT STATE COLLEGES
BOARD OF TRUSTEES
RESOLUTION

Revision of By-Laws: Article II, Section 1
Definition of Annual Meeting of the Board

- WHEREAS, Article II, Section 1 of the By-Laws of the Vermont State Colleges provides that “the annual meeting of the Board shall be the June meeting;” and
- WHEREAS, Article II, Section 1 further provides that the “Chair of the Board shall cause to be published in July the planned schedule of meetings for the fiscal year;” and
- WHEREAS, The experience of the Board has been that the final regular meeting of a fiscal year may be in a month other than June; and
- WHEREAS, The Board may chose to have the first regular meeting of a fiscal year as early as July; and
- WHEREAS, The Board and the Colleges would benefit from somewhat longer notice of future meetings; therefore, be it
- RESOLVED, That Article II, Section 1 is amended to read as follows:

ARTICLE II – MEETINGS

Section 1. Meetings - The Board of Trustees shall hold a minimum of six regularly scheduled meetings during the course of each fiscal year. The annual meeting of the Board shall be the last regular meeting of the fiscal year. Following each annual meeting, the Chair of the Board shall propose a planned schedule of regular meetings for the next fiscal year and the first two meetings of the following fiscal year. At its first regular meeting of the new fiscal year, the Board shall adopt a schedule of its regular meetings for the remainder of the fiscal year and for the first two regular meetings in the following fiscal year. Changes in the scheduled meetings of the Board may be made and special meetings of the Board may be called for other times by the Chair or by any four members of the Board.

May 4, 2013

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Revision of Schedule of VSC Board and Board Committee Meetings for FY2013-14

- WHEREAS, A public body in Vermont shall designate the time and place of all its regular meetings by, among other methods, resolution of the public body; and
- WHEREAS, The Vermont State Colleges Board of Trustees wishes to schedule an additional regular meeting in FY2014, and reschedule certain regular meetings of its Finance and Facilities Committee; its Education, Personnel and Student Life Committee; and its Audit Committee; therefore, be it
- RESOLVED, That the Vermont State Colleges Board of Trustees shall hold the following regular meeting in FY2014 in addition to those already scheduled:
Thursday, August 1, 2013, 10:00 a.m. at the Office of the Chancellor, Montpelier; and be it further
- RESOLVED, That the Audit Committee of the Vermont State Colleges Board of Trustees shall reschedule its Thursday, May 15, 2013 regular meeting to:
Thursday, May 23, 2013, 9:00-10:30 a.m. at Johnson State College; and be it further
- RESOLVED, That the Finance and Facilities Committee of the Vermont State Colleges Board of Trustees shall reschedule its Thursday, May 15, 2013 regular meeting to:
Thursday, May 23, 2013, 10:30 a.m. – 12:00 p.m. at Johnson State College; and be it further
- RESOLVED, That the Education, Personnel and Student Life Committee of the Vermont State Colleges Board of Trustees shall reschedule its Wednesday, May 15, 2013 meeting to:
Thursday, May 23, 2013, 1:00 – 2:30 p.m. at Johnson State College.

April 4, 2013

VERMONT STATE COLLEGES
BOARD OF TRUSTEES
RESOLUTION

CCV/VTC Brattleboro Lease

- WHEREAS, CCV/VTC currently lease separate properties in Brattleboro for a combined cost of ~\$260,000 annually; and
- WHEREAS, Although each college is strategically committed to expanding their presence in Southeastern Vermont neither college has the capacity to expand their programming or enrollment in their current leased space; and
- WHEREAS, The State of Vermont has been working with Brattleboro Development Credit Corporation and Mesabi LLC (a local development group) on a Brattleboro revitalization plan that would rebuild the Brooks House to house various businesses; and
- WHEREAS, The Brooks House revitalization is viewed as vital to the recovery of downtown Brattleboro; and
- WHEREAS, The State of Vermont made a special appropriation of \$2,000,000 to the VSC which is intended to contribute to the architectural, engineering and construction costs of a downtown Brattleboro education facility in order to make a combined CCV/VTC location economically feasible for the colleges; and
- WHEREAS, CCV and VTC have explored a number of properties as possible locations in downtown Brattleboro and have determined the property known as the Brooks House best meets their criteria for location and facility; and
- WHEREAS, The developers have offered CCV/VTC 18,000 square feet on the first and second floor of the Brooks House, along with the use of common areas, at a cost that does not exceed the current combined costs for their respective facilities; and
- WHEREAS, First year rent will be a net \$250,000 (\$300,000 increased by 2.5% annually, less New Market Tax Credits of \$50,000) resulting in an all-inclusive first year lease rate of \$13.90 per square foot; and
- WHEREAS, The initial lease term will be for up to 15 years; and
- WHEREAS, The Final Lease should include appropriate protections for CCV/VTC should fit up costs overrun the state appropriation, the project not meet agreed upon benchmarks, or the project not otherwise advance; and

WHEREAS, The VSC on behalf of CCV and VTC has been negotiating a lease which complies with the terms specified above; therefore be it

RESOLVED, That the Vermont State Colleges Board of Trustees hereby authorizes the VSC, on behalf of CCV and VTC to enter into a lease agreement consistent with these terms at the Brooks House in Brattleboro.

October 25, 2012
Revised April 4, 2013

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Endorsement of Grant Proposal

WHEREAS, VSC Policy 408 requires review and approval of grant proposals by the Finance and Facilities Committee and the Board of Trustees if a proposed grant:

1. Requests \$150,000 or more per fiscal year, or
2. Involves annual matching or cost sharing of \$50,000 or more even though budget changes are not required.

WHEREAS, The VSC Finance & Facilities Committee has appropriately reviewed the current grant proposal for \$150,000 or more and recommends it to the full Board; therefore, be it

RESOLVED, That the Vermont State Colleges Board of Trustees hereby endorses the following grant proposal titled, in the amount, and from the specific granting entity as indicated:

VTC: E-Commerce for EDA/VCRD

This grant is a \$330,000 sub-award through the Vermont Council on Rural Development for the purpose of developing resiliency in businesses through e-commerce as an after effect of Tropical Storm Irene.

April 4, 2013