

Minutes of the Vermont State Colleges Board of Trustees meeting held Thursday, August 1, 2013, APPROVED by the Board Thursday, September 18, 2013.

A meeting of the Vermont State Colleges Board of Trustees was held on Thursday, August 1, 2013 at the Office of the Chancellor, Montpelier, Vermont.

The following were present:

Trustees: Jerry Diamond, Lynn Dickinson, Michelle Fairbrother, Kraig Hannum, Tim Jerman, Bill Lippert, Karen Luneau, Chris Macfarlane, Jim Masland, Linda Milne, Gary Moore, Martha O'Connor, Heidi Pelletier, Colin Santee

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:

Joe Candido, Fifth Element Associates
Tess Conant, VSC UP President
Claudia Eisinger, Fifth Element Associates
Glenn Ravdin, Fifth Element Associates
Steven Shepard, Fifth Element Associates

Chair Moore called the meeting to order at 10:03 a.m.

A. ITEMS FOR DISCUSSION AND ACTION

1. Approval of the Minutes of the May 23, 2013 Board of Trustees Meeting

Chair Moore moved for the approval of the minutes of the May 23, 2013 Board of Trustees meeting. Trustee O'Connor seconded. The motion passed unanimously. The approved minutes are attached and made an official part of the minutes of this meeting.

2. Approval of 2013-2014 Schedule of VSC Board of Trustees Meetings

Trustee O'Connor moved and Trustee Macfarlane seconded the resolution to approve the 2013-2014 Schedule of VSC Board of Trustee Meetings. Chancellor Donovan stated that the schedule assumes separate committee meetings and adds a summer meeting; however, all these dates can be adjusted. The resolution passed unanimously. The approved resolution is attached and made an official part of the minutes of this meeting.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Strategic Inquiry Update by Fifth Element Associates

Trustee Jerman and Trustee O'Connor introduced the representatives of Fifth Element Associates, who presented their findings from the research stage of the strategic inquiry.

2. Enrollment Updates

Chancellor Donovan explained three measures of enrollment. Headcount is the number of individual students. Full-time equivalent (FTE) is the equivalent of students enrolled in at least twelve credits per semester; for example, one full-time student or two half-time students equal one FTE. At CCV, a course placement is the equivalent of one person in one three-credit class.

Vermont Technical College President Phil Conroy reported that enrollment is on track, and they expect between 1,450-1,520 FTE in the fall. They are currently at 87% of enrollment. There has been an increase in the number of students in business-located programs across the state. VTC expects 30 international students in the fall. Nursing enrollment is soft, but this parallels the industry in general at this time.

Community College of Vermont President Joyce Judy stated that summer enrollment is strong and fall is on target. Enrollment is tracked daily, and they expect to be level with last year, at around 7,100. Trustee Jerman asked President Judy if there were any anomalies in the current enrollment, and President Judy replied that the current summer enrollment is CCV's highest ever.

Johnson State College President Barbara Murphy stated that the enrollment trend is down, currently projecting 25 fewer students than budgeted. EDP enrollment

looks good. Vermont enrollments are up and out of state enrollments are down, so the student mix is off.

Lyndon State College President Joe Bertolino noted that there is an increase in enrollment of male students and a decrease in female students. Deposits are up and there is a possibility of topping 500 new students in the fall. The number of Vermonters has increased by 2% overall, and there has been a 9% decrease in out-of-state students, while NEBHE students have increased 2%. The number of returning students has decreased by 3% but the number of part time students has grown 14%. President Bertolino predicted that overall the FTE and headcount numbers will remain flat, at approximately 1,450 students.

Trustee Lippert inquired whether recent LSC advertisements were in an effort to increase enrollment. President Bertolino replied that their purpose was to make Vermonters aware that, due to increased state funding, there are currently more funds available for Vermonters to go to college.

Trustee Macfarlane asked if the trend of decreasing out of state student enrollment is temporary, and how the colleges plan to offset the trend. Chancellor Donovan replied that neighboring states are investing in keeping their students close to home, and due to higher state funding they don't have the same offset the VSC schools have. With their higher state subsidies neighboring colleges are also making enormous investments in capital and technology infrastructure, which for the VSC would result in pressure on tuition. Chancellor Donovan also stated that each president interprets and offsets changes in out of state enrollment differently.

Castleton State College President Dave Wolk shared that enrollment has increased 1.5%, with the highest number of Vermonters ever, 1,320. Out of state enrollment remains even with last year. Over the last decade Castleton enrollment has increased 35%. They must maintain or increase this growth going forward.

President Wolk stated that given the limitations of current facilities and difficulties in hiring nursing faculty, there is a waiting list for the nursing program. He is looking off campus for sites and facilities to accommodate educating those students. While Hoff Hall is Castleton's newest dormitory, it is already full to capacity and dorms in general are crowded again. A contributing factor is more upperclassmen returning to live on campus rather than in off campus apartments.

Trustee Jerman asked the presidents if they have seen any fallout from Congress' recent inactivity regarding the doubling of interest on student loans. None have, though President Murphy stated she has seen the negative impact the general economic downturn has had on students; for example, some students are having difficulty finding cosigners for their loans, among other adverse effects.

Trustee Macfarlane questioned why Castleton and VTC were not working together more since Castleton has nursing students on a waiting list and VTC has openings. President Conroy responded that the programs are very different, but VTC is starting the process of rethinking its nursing program based on the needs of the nursing profession.

Trustee Jerman asked the colleges to report their information regarding increases in Vermont student enrollment to inform the legislature.

Trustee Dickinson inquired whether recent hospital layoffs or healthcare reform in general are affecting nursing jobs. President Wolk stated that many of his students are finding jobs at nursing homes, and that Castleton is currently developing a Master's program in nursing and some online courses, as well as looking for new sites. President Conroy stated that the LPN credential VTC offers is the most sought after credential by nursing homes.

3. Chancellor Donovan reminded the trustees of the new procedure for trustee reimbursement and stipends, with Chancellor's Office staff providing the documentation for their approval.
4. Date and Place of Next Meeting

Board of Trustees Annual Retreat
Tuesday & Wednesday, September 17 & 18, 2013
Lake Morey Resort, Fairlee, VT

Trustee Pelletier moved that the Board enter into Executive Session under 1 V.S.A. §313(a)(1) for the purpose of discussing the negotiation of labor relations agreements with employees where premature general public knowledge would clearly place the Board at a substantial disadvantage. Attendance in the executive session was limited to the Board members, the Chancellor, and the General Counsel. Trustee Diamond seconded the motion and the Board entered Executive Session at 4:12 p.m.

The Board exited Executive Session at 5:32 p.m. and took no action.

Chair Moore adjourned the meeting at 5:32 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Elaine Sopchak". The ink is dark and the signature is fluid, with the first and last names being more prominent than the middle name.

Elaine Sopchak, Recording Secretary

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Schedule of VSC Board and Board Committee Meetings for FY2013

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 designate certain times and places for its regular meetings for FY2014 and for the 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 meetings in FY2014:

Thursday, October 31, 2013, 3:00 p.m. at Community College of Vermont – Upper Valley site

Thursday, December 12, 2013, 3:00 p.m. at Lyndon State College

Thursday, February 20, 2014, 3:00 p.m. at Johnson State College

Thursday, April 3, 2014, 3:00 p.m. at Vermont Technical College – Randolph Campus

Thursday, May 22, 2014, 3:00 p.m. at Castleton State College

Thursday, July 31, 2014, 10:00 a.m. at the Chancellor's Office in Montpelier

September 23 & 24, 2014, Board Retreat with specific date, time and location to be determined by future Board resolution; and be it further

RESOLVED, That the Education, Personnel and Student Life Committee of the Vermont State Colleges Board of Trustees shall hold the following regular meetings in FY2014 at the Chancellor's Office in Montpelier:

Wednesday, October 23, 2013, 5:00 – 7:00 p.m.

Wednesday, December 4, 2013, 3:00 – 5:00 p.m.

Wednesday, February 12, 2014, 5:00 – 7:00 p.m.

Wednesday, March 26, 2014, 3:00 – 5:00 p.m.

Wednesday, May 14, 2013, 5:00 – 7:00 p.m.; and be it further

RESOLVED, That the Finance and Facilities Committee of the Vermont State Colleges Board of Trustees shall hold the following regular meetings in FY2014 at the Chancellor's Office in Montpelier:

Wednesday, October 23, 2013, 3:00 – 5:00 p.m.

Wednesday, December 4, 2013, 5:00 – 7:00 p.m.

Wednesday, February 12, 2014, 3:00 – 5:00 p.m.

Wednesday, March 26, 2014, 5:00 – 7:00 p.m.

Wednesday, May 14, 2014, 3:00 – 5:00 p.m.; and be it further

RESOLVED, That the Audit Committee of the Vermont State Colleges Board of Trustees shall hold the following regular meetings in FY2014 at the Chancellor's Office in Montpelier:

Wednesday, October 23, 2013, 1:00-3:00 p.m.

Wednesday, February 12, 2014, 1:00-3:00 p.m.

Wednesday, May 14, 2014, 1:00-3:00 p.m.

August 1, 2013