

March 27, 2014

**MEMORANDUM**

**TO:** Board of Trustees  
Vermont State Colleges

**FROM:** Gary W. Moore, VSC Board of Trustees  
Timothy J. Donovan, Chancellor



**SUBJECT:** Notice of VSC Board of Trustees Meeting

Attached are the materials for the Committee and Board of Trustees meetings next Thursday, May 22, 2014, starting at 10:00 a.m. in the Campus Center, 1787 Room at Castleton State College in Castleton, VT.

Directions to Castleton State College:

*Points South:*

Take I-91 North to Exit 6 (Rt. 103). Follow Rt. 103 North to Rt. 7 North. Take Rt. 4 West to Exit 5, Castleton. Follow signs to campus.

*Points North:*

From the Burlington area: take Rt. 7 South to Rt. 30 South to Castleton Corners. Turn left onto RT. 4A East. Follow signs to campus.

From the St. Johnsbury area: take I-91 South to I-89 North to Exit 1, Rt. 4 West. Follow approximately 55 miles to Exit 5, Castleton. Follow signs to campus.

Parking is available in the Lynch Lot, and a shuttle bus will be running if needed. A campus map is attached.

We look forward to seeing everyone next Thursday.

cc: Council of Presidents



# The Castleton Campus

## Guide to the Castleton State College Campus, Castleton, Vermont

- |   |   |  |
|---|---|--|
| <b>1. Wright House</b><br>Admissions  | <b>7. Calvin Coolidge Library</b>   | <b>16. Fitness Center</b>  |
| <b>2. Old Chapel</b>  | <b>8. President's Home</b>  | <b>17. Running/Fitness Trail</b>                                   |
| <b>3. Fine Arts Center</b><br>Art, Music, Theater Arts<br>Casella Theater   | <b>9. Stafford Academic Center</b><br>Academic Computing Center<br>Education Department<br>Mathematics Department<br>Nursing Department | <b>18. Athletic Fields</b>   |
| <b>4. Woodruff Hall</b><br>Alumni & Development Office<br>Business Administration<br>Dean's Office, President's Office<br>Student Services<br>Financial Aid<br>Registrar's Office<br>Student Accounts | <b>10. Jeffords Center</b><br>Natural Sciences<br>Psychology  | <b>19. Spartan Stadium</b>   |
| <b>5. Leavenworth Hall</b><br>Languages, Social Sciences<br>Communication and<br>New Television Studio  | <b>11. South Street Parking Lots</b>  | <b>20. New Residence: Hoff Hall</b><br>Conferences & Events Office |
| <b>6. Moriarty House</b><br>Coffee Cottage,<br>Internships, Volunteer and<br>Community Services   | <b>12. Public Safety, Hope House</b>  | <b>21. Outdoor Classroom</b>                                       |
|   | <b>13. Campus Center</b><br>College Store, Fireside Café<br>Mailroom, Soundings<br>Student Life/SGA<br>Wellness Center, WIUV            | <b>22. New Pavilion</b>  |
|   | <b>14. Huden Dining Hall</b>  | <b>23. New Facilities Barn</b>                                     |
|   | <b>15. Spartan Athletic Complex</b><br>Glenbrook Gymnasium<br>Athletic Training Department<br>Physical Education Department             | <b>24. New Tennis Courts</b>                                       |
|   |   | <b>Residence Halls</b>   |
|   |   | <b>25. Castleton Hall</b>  |
|   |   | <b>26. Ellis Hall</b>  |
|   |   | <b>27. Wheeler Hall</b>  |
|   |   | <b>28. Morrill Hall</b>  |
|   |   | <b>29. Haskell Hall</b>  |
|   |   | <b>30. Adams Hall</b>  |
|   |   | <b>31. Babcock Hall</b>  |
|   |   | <b>32. North, Audet,<br/>South Houses</b>                          |



**Directions:** The campus is located in the village of Castleton, 12 miles west of Rutland, one of Vermont's largest cities. Take exit 5 off Route 4 into Castleton and follow signs to the campus main entrance. New York, Boston, Hartford and Montreal are all within easy driving distance. Call our office for more specific directions from anywhere!

**For more information call: 1-800-639-8521**

**Conferences and Events: 802-468-6039**

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# Vermont State Colleges Board of Trustees

May 22, 2014

*Castleton State College  
Castleton, Vermont*

## **BOARD OF TRUSTEES**

**Gary Moore, Chair**  
(2/28/15)

**M. Jerome “Jerry” Diamond**  
(2/28/19)  
**Rep. Eileen “Lynn” Dickinson**  
(2/28/16)  
**Michelle Fairbrother**  
(2/28/15)  
**Kraig Hannum**  
(2/28/17)  
**Rep. Tim Jerman, Vice Chair**  
(2/28/18)  
**Rep. Bill Lippert, Jr.**  
(2/18/16)  
**Karen Luneau, Treasurer**  
(2/28/17)

**Chris Macfarlane**  
(2/28/19)  
**Rep. Jim Masland**  
(2/28/18)  
**Linda Milne**  
(2/28/15)  
**Martha O’Connor**  
(2/28/17)  
**Heidi Pelletier, Secretary**  
(2/28/19)  
**Colin Santee**  
(6/30/14)  
**Governor Peter Shumlin**  
(*ex officio*)

### **Board Committees**

#### **Finance & Facilities**

Martha O’Connor, Chair  
Jerry Diamond  
Michelle Fairbrother  
Tim Jerman  
Chris Macfarlane  
Linda Milne

#### **Education, Personnel & Student Life**

Heidi Pelletier, Chair  
Karen Luneau, Vice-Chair  
Lynn Dickinson  
Kraig Hannum  
Bill Lippert  
Jim Masland  
Colin Santee

#### **Executive**

Gary Moore, Chair  
Jerry Diamond  
Tim Jerman  
Karen Luneau  
Linda Milne  
Martha O’Connor  
Heidi Pelletier

#### **Audit**

Linda Milne, Chair  
Lynn Dickinson  
Tim Jerman  
Karen Luneau  
Chris Macfarlane

### **Board Meeting Dates**

August 1, 2013  
September 17 & 18, 2013  
October 31, 2013  
December 12, 2013  
February 20, 2014  
April 3, 2014  
May 22, 2014  
July 31, 2014  
September 23 & 24, 2014

Chancellor’s Office, Montpelier, VT  
Lake Morey Resort, Fairlee, VT  
Community College of Vermont – Upper Valley  
Lyndon State College  
Johnson State College  
Vermont Technical College - Randolph  
Castleton State College  
Chancellor’s Office, Montpelier, VT  
TBD

### **VSC Chancellor’s Office** **Timothy J. Donovan, Chancellor**

Vice President and Chief Financial Officer  
Vice President and General Counsel  
Executive Assistant to the Chancellor  
Director of Academic Planning and Research  
Chief Information Officer  
Director of Administrative Information Systems  
Director of Facilities  
Director of Human Resources  
Director of Institutional Research  
Director of Payroll and Benefits  
Chief Technology Officer  
Controller

**Thomas Robbins**  
**William Reedy**  
**Elaine Sopchak**  
**Annie Howell**  
**Linda Hilton**  
**Dianne Pollak**  
**Richard Ethier**  
**Nancy Shaw**  
**Hope Baker-Carr**  
**Tracy Sweet**  
**Richard Blood**  
**Deborah Robinson**

**VERMONT STATE COLLEGES  
BOARD OF TRUSTEES MEETING**

**May 22, 2014      2:00 p.m.**

**Castleton State College  
Castleton, Vermont**

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  - c. VIT Budget
  - d. Workforce Development Budget
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5. Report of the Meeting of the Nominating Committee
6. Report of the Vermont State Colleges Student Association
7. Report of the Chancellor
8. Reports of the College Presidents
9. Other Business

10. Comments from the Public

11. Date and Place of Next Meeting

Thursday, July 31, 2014

Office of the Chancellor, Montpelier, VT

## A. PRESENTATIONS

### 1. Presentation of 2013-2014 Faculty Fellowship Award

At its May 23, 2013 meeting, the Board of Trustees awarded Castleton State College Professor Peter Kimmel a Faculty Fellowship. Chair Gary Moore will present an award plaque to Professor Kimmel.

### 2. Presentation of Emeritus Status

At its May 23, 2013 meeting, the Board of Trustees conferred Professor Emeritus Status upon Castleton State College Professor Paul Delaney Albro. Chair Gary Moore will present an award plaque to Professor Albro.

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**Items for Discussion and Action**

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**B. ITEMS FOR DISCUSSION AND ACTION****1. Approval of the Minutes of the April 3, 2014 Meeting**

The Vermont State Colleges Board of Trustees conducted a Board meeting on Thursday, April 3, 2014 at Vermont Technical College in Randolph, Vermont.

*Note: These are unapproved minutes, subject to amendment and/or approval at the subsequent meeting.*

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, Joyce Judy, Barbara Murphy, VTC Acting President Dan Smith, Dave Wolk

Office of the Chancellor:

Tim Donovan, Chancellor  
Annie Howell, Chief Academic Officer  
Bill Reedy, Vice President and General Counsel  
Tom Robbins, Vice President and Chief Financial Officer  
Elaine Sopchak, Executive Assistant to the Chancellor

Members of the Public:

Pam Ankuda, Director of Human Resources, Vermont Tech  
Carol Chase, Executive Assistant to the President, Vermont Tech  
Tess Conant, VSC United Professionals  
Scott Dikeman, Dean of Administration, Castleton State College  
Dick Ethier, VSC Director of Facilities  
Jeff Higgins, Chair of English, Humanities and Social Sciences Department  
Leandre Waldo-Johnson, Director of Marketing, Vermont Tech  
Tim Johnson, Burlington Free Press  
Loren Loomis Hubbell, Dean of Administration, Lyndon State  
Barbara Martin, Dean of Administration, CCV  
Andy Myrick, Chair of Construction Practice and Management  
Martha Trombley Oakes, Director of Development, Vermont Tech  
Joshua O'Gorman, Vermont Press Bureau

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**Items for Discussion and Action**

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Linda Olson, VSC Faculty Federation  
Jay Paterson, Director of Enrollment Management and Student Affairs  
Phil Petty, Academic Dean, Vermont Tech  
Scott Sabol, Professor of Architecture and Building Technologies  
Brent Sargent, Dean of Academic Programs and Regional Campuses  
Sharron Scott, Dean of Administration, Johnson State  
Jim Smith, Director of Information Technology  
Mary Jeanne Taylor, Director of Conference Services, Vermont Tech  
Sandy Van Drasek, Randolph Herald

Chair Moore called the meeting to order at 3:05 p.m.

**A. ITEMS FOR DISCUSSION AND ACTION**

**1. Reports of the College Presidents**

Castleton State College President Dave Wolk shared the most recent issue of Castleton Magazine, emphasizing international studies. He also reminded the Board about Castleton's recent sports successes, and the Polling Institute's recent move to Rutland.

Community College of Vermont President Joyce Judy thanked Chair Moore and Chancellor Donovan for their attendance at the recent student leadership luncheon, held for twelve \$1000 scholarship recipients and their families. President Judy announced the appointment of long-time CCV employee Debby Stewart to the position of Academic Dean, replacing Dean Linda Gabrielson, who has retired.

Trustee Dickinson asked President Judy about CCV's new program with the Boys and Girls Club of Chittenden County, called Club to College. President Judy explained that both CCV and Johnson State are working with the Boys and Girls Club on an early promise program to give low income students a path to education starting with CCV and leading to Johnson State. For many Boys and Girls Club students, CCV is a logical first step to college. CCV is providing incentive scholarships for students as they go through the program; students receive small awards when they complete 15 credits and again when they complete 30 credits. Johnson State College President Barbara Murphy stated that students who go through Club to College and complete a program at CCV are accepted at Johnson State, and Johnson State will hold their tuition at the CCV level.

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**Items for Discussion and Action**

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Lyndon State College President Joe Bertolino shared that Lyndon State will be offering eleven camps this summer for students ages 6-18. The college is also working with schools in the Northeast Kingdom on a program called Kingdom Career Connect, which brings middle schoolers to Lyndon State to experience a day at college; 400 eighth graders attended. The second annual Northeast Kingdom veterans summit was very successful, with 260 participants.

Trustee Luneau inquired about Lyndon's foreign language program for students as described in the President's Report. President Bertolino clarified that this is part of the travel abroad program. Each trip includes a short term crash course in language skills but is not a full class. This summer students will be traveling to China, Italy and Russia.

Johnson State College President Barbara Murphy announced that the college has chosen its common read for the coming year: [A Pearl in the Storm](#) by Tori Murden McClure. A large number of Johnson State students are presenting papers and posters this year, and a record number are doing summer research and internships. Johnson State and CCV are also working together with Vermont Law School; CCV and JSC students will be able to go to Vermont Law School and complete Master's degrees with significant tuition discounts. Commencement speaker Veronika Scott recently won a Diane Von Furstenberg People's Voice Award. A JSC class lead by Professors Ken Leslie and Tyrone Shaw. Chancellor Donovan will be joining the trip.

Vermont Technical College Acting President Dan Smith presented the college's senior management team and thanked them for their commitment to the college:

- Jeff Higgins, Chair of English, Humanities and Social Sciences Department
- Jim Smith, Director of Information Technology
- Scott Sabol, Professor of Architecture and Building Technologies
- Carol Chase, Executive Assistant to the President
- Tom Robbins, CFO
- Pam Ankuda, Director of Human Resources
- Phil Petty, Academic Dean
- Jay Paterson, Director of Enrollment Management and Student Affairs
- Brent Sargent, Dean of Academic Programs and Regional Campuses
- Martha Trombley Oakes, Director of Advancement
- Leandre Waldo-Johnson, Director of Marketing
- Mary Jeanne Taylor, Director of Conference Services

Acting President Smith provided some background about Langevin House, where the meeting was being held. Vermont Tech acquired the Langevin property in 1994. It is

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**Items for Discussion and Action**

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approximately 400 acres; 100 acres make up the Vermont Veterans Cemetery. It also includes half of the college's 1,950 maple taps and a sugar house. The renovation of Langevin House was completed with the construction management department and hosts a variety of events and meetings from groups across the state.

Acting President Smith thanked everyone for their support and patience. He shared his objectives for the immediate future: a smooth transition focusing on financial stability; building a framework that nurtures strategic ideas; and creating an energetic and positive collegial environment. He called attention to the Innovation and Entrepreneurship Working Group—mentioned in the President's Report—which has fostered some important work. Some of the working groups out of this effort will focus on developing program minors; the clinical simulation capacity of nursing; summer camp for young Vermonters interested in being pilots; and the creation of teaching models to foster the accessibility and increased flexibility of Vermont Tech programs. President Smith also described some CEWD projects of interest, including the Commonwealth Dairy project, where Vermont Tech is delivering workforce training at facilities in Brattleboro and Arizona. They have recently completed a Department of Labor green jobs grant that will serve 228 students; the initial target was 180. He encouraged people at the meeting to take Vermont Tech admissions information on display.

Chair Moore thanked the people of Vermont Tech who have stepped up to the plate. Chair Moore also thanked CFO Robbins and Acting President Smith for their work.

2. Approval of the Minutes of the February 20, 2014 Board of Trustees Meeting

Trustee Milne moved and Trustee Masland seconded to approve the minutes of the February 20, 2014 Board of Trustees meeting. Trustee Dickinson pointed out that on page 24 in the vote tally, her vote should have been in favor, and Trustee Santee's vote against. Trustee Santee pointed out that on page 22, Senator Weston should be corrected to Senator Westman. The minutes as corrected were approved unanimously.

3. Election of an At-Large Member to the Executive Committee

Chair Moore opened the floor to nominations. Trustee Fairbrother nominated Trustee Diamond. Trustee Milne seconded the nomination.

Trustee Pelletier nominated Trustee Lippert. Trustee Diamond seconded the nomination.

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Trustee O'Connor inquired whether the newly elected at-large member would step down from the Executive Committee if in June the newly reorganized Board did not have one officer also serving as a committee chair. Chancellor Donovan confirmed this and clarified that new officers would begin their terms effective July 1. Further, Board elections will be at the next meeting; at that time, regardless of who is elected, the current at large member steps down, and if the situation once again arises calling for an at-large member, one will be elected at that time.

Trustee Lippert thanked the Board for the nomination but declined it because he feels he cannot give the position the time it deserves.

Trustee O'Connor moved that nominations be closed and that the Chair cast one ballot for the election of Trustee Diamond. Trustee Luneau seconded. The vote was unanimous, and Trustee Diamond will now serve as an at large member of the Executive Committee until June 30, 2014. The Executive Committee's next meeting is April 28, 2014.

#### 4. Report of the Vermont State Colleges Student Association

Trustee Santee reminded the Board that the VSCSA has been working this year on promoting itself as a system-wide student government. They have created a logo, which he presented to everyone. The VSCSA is currently accepting applications for a new student trustee and for scholarships. The new trustee and the scholarship recipients will be announced in late April.

Trustee Santee said the VSCSA has been discussing reverse transfer of credits—in particular, students who leave a two-year institution before completing an associate's degree and transfer to a four-year institution to complete a bachelor's degree—and referred to a [recent article](#) in the *Chronicle of Higher Education*. He noted that the Board has discussed the seamless acceptance of credits and that the VSCSA has had a lot of discussion on the topic. Trustee Santee shared the story of a fellow student who is working on obtaining a substance abuse certificate at CCV as well as a psychology degree at Johnson State and is dealing with an enormous amount of paperwork, which doesn't promote easy transfer. President Judy asked Trustee Santee to share with her this student's story.



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**Items for Discussion and Action**

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**5. Approval of Degree Programs: Consent Agenda**

Trustee Pelletier moved and Trustee Diamond seconded the resolution Approval of Degree Programs: Consent Agenda. Trustee Masland complimented President Wolk and the writers of the program proposals for the integration of critical thinking and different perspectives into the programs. The resolution passed unanimously.

**6. Endorsement of Grant Proposal**

Trustee O'Connor moved and Trustee Milne seconded the resolution to approve the grant for Vermont Tech's working farm. The resolution passed unanimously.

**7. Revision of Board of Trustees Meeting Schedule**

Trustee Pelletier moved that the Board reconsider the two-day format for the upcoming May meeting in light of the length of the budget discussion, to be followed up at a later date with discussion on how to arrange the calendar of future meetings. Trustee O'Connor seconded the motion. Trustee Luneau agreed that this was a good idea.

CFO Robbins pointed out that the colleges' budgets are scheduled to be submitted to the Chancellor's Office on the May 15<sup>th</sup>; changing the May meeting back to a two-day schedule would move the submission schedule up. Trustee Pelletier asked for clarification on the original dates for a two-day May meeting on the 21<sup>st</sup> and 29<sup>th</sup>. Elaine Sopchak pointed out that the VSC Academic Retreat is scheduled for May 21<sup>st</sup>. Trustee Diamond asked whether the Board could be polled to determine a better date.

Chancellor Donovan emphasized that CFO Robbins' concern about the budget submission schedule is the most important consideration at this time. Trustee Milne suggested keeping the May meeting on May 22<sup>nd</sup>. Trustee Pelletier withdrew her motion.

**8. Approval of Emeritus Status for Mark Fox**

Trustee Pelletier moved and Trustee Masland seconded the resolution Emeritus Status for Professor Mark Fox. The resolution passed unanimously.

At this time Trustee Milne moved for the Board to enter executive session along with the Chancellor and General Counsel Reedy to discuss the appointment of a public officer. Trustee Diamond seconded the motion. The vote was unanimous. The Board entered executive session at 3:55 p.m.

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**Items for Discussion and Action**

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The Board exited executive session at 4:21 p.m. Trustee O'Connor moved that the Board appoint Acting President Daniel P. Smith to the position of Interim President of Vermont Technical College effective immediately through June 30, 2015. Trustee Macfarlane seconded. The motion passed unanimously.

Trustee Diamond moved for the Board to enter executive session along with the Chancellor and General Counsel Reedy to discuss the evaluation of a public officer, and to discuss and consider records or documents excepted from the access to public records provisions of Section 317 of Title 1 of the Vermont Statutes Annotated. Trustee Macfarlane seconded the motion. The motion passed unanimously. The Board entered executive session at 4:23 p.m. The Board exited executive session at 5:05 p.m. and took no action.

**B. ITEMS FOR INFORMATION AND DISCUSSION**

Chair Moore stated that the Board has more business to conduct, so they will move on to Items for Information and Discussion before entering executive session again.

**1. Report of the March 10, 2014 Executive Committee Meeting**

Chair Moore reported that the minutes of the Executive Committee meeting are quite short due to the fact that the majority of the meeting was in executive session.

**2. Report of the April 3, 2014 Education, Personnel and Student Life Committee**

Trustee Pelletier reminded the Board about the VSC Academic Retreat to be held at Vermont Tech on May 21<sup>st</sup> and encouraged trustees to email Elaine Sopchak to register.

**3. Report of the April 3, 2014 Finance and Facilities Committee Meeting**

Trustee O'Connor stated that the committee had nothing further to report after this morning's meeting.

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**Items for Discussion and Action**

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**4. Report of the Chancellor**

Chancellor Donovan reported that the New England Board of Higher Education honored Chair Moore at a dinner in Boston in March. He thanked the trustees who came to the dinner and the legislative trustees who passed a resolution in his honor. Chair Moore will also be Castleton's commencement speaker this year.

Chancellor Donovan told the Board he will be joining a Johnson State College class on their trip to Cuba, and that he is very excited to share the trip with students. He will be unreachable for the duration of the trip and CFO Robbins will be Acting Chancellor in his place.

**5. Other Business**

There was no other business.

**6. Comments from the Public**

There were no comments from the public.

**7. Date and Place of Next Meeting:**

Thursday, May 22, 2014

Castleton State College, Castleton, VT

Trustee Jerman moved for the Board to enter executive session along with the Chancellor and General Counsel Reedy to discuss a civil action where premature general public knowledge would clearly place the public body at a substantial disadvantage; to discuss the evaluation of public officers and employees; and to discuss and consider records or documents excepted from the access to public records provisions of Section 317 of Title 1 of Vermont Statutes Annotated. Trustee Diamond seconded the motion. The motion passed unanimously. The Board entered executive session at 5:19 p.m. The Board exited executive session at 5:58 p.m. and took no action.

Trustee Milne moved for the Board to enter executive session to discuss the evaluation of public officers and employees, and to consider records or documents excepted from the access to public records provisions of Section 317 of Title 1 of the Vermont Statutes Annotated. Trustee Diamond seconded the motion. The motion passed unanimously. The Board entered executive session at 6:00 p.m. The Board exited executive session at 6:24 p.m. and took no action.

Chair Moore adjourned the meeting at 6:24 p.m.

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## 2. Election of the Officers of the Board of Trustees and Audit Committee

The By-laws of the Board of Trustees provide the following: Article II, Section 1, “the annual meeting of the Board shall be the last regular meeting of the fiscal year...” Article II, Section 2 states, “The officers of the Board shall be elected at each annual meeting from among the members of the Board.” Article III, Section 1 states, “The officers of the Board shall be a Chair, a Vice-Chair, a Secretary and a Treasurer. The same person may serve as Secretary and Treasurer.”

The VSC Audit Committee Charter provides the following: Section II, “Committee members shall be elected by the Board of Trustees at the annual organizational meeting on the recommendation of the Nominating Committee...The Chair of the Committee shall be appointed by the Chair of the Board from the elected members of the Committee.” The Nominating Committee will present a slate of nominations to the Board for its consideration.



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**Items for Discussion and Action**

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**3. Personnel Actions: Presidents and Chancellor Appointments**

The Chancellor completed annual evaluations of the presidents, which he discussed with the Executive Committee. He will bring recommendations to the Board.

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**Items for Discussion and Action**

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4. Approval of FY2015 Budgets
  - a. VSC Budget
  - b. Nursing and Allied Health Program
  - c. VIT Budget
  - d. Workforce Development Budget

a. VSC Budget

Adopting the upcoming fiscal year's operating budget is among the most important annual activities of the VSC's Board of Trustees. The FY2015 budget proposed incorporates the FY2015 student charges set at the February 20, 2014 meeting.

Immediately after the resolution are the FY2015 operating budget spreadsheets for the VSC aggregated, and then each college plus the system office, along with corresponding narratives. Each college/entity used the approved assumptions while creating their budgets. Any additional assumptions were added in the "College Adjustment" column. These additional assumptions are detailed in the narrative accompanying the budgets.

The budget proposals are characterized by the following key elements:

- Full Paying Equivalent (FPE) Student Enrollments  
Tuition and fees from FPE students constitute revenue to the college's operating budgets, and for FY2015 FPEs (whether new or from improved retention) are projected to be slightly down from FY2014 budget levels at CCV, JSC, and VTC, relatively flat at LSC and slightly up at CSC. Within these projections, the mix of in-state versus out-of-state students is continually shifting.
- Revenue  
Net of the GASB 45 allocation of 1%, the approved tuition increase is 2.0% for in-state and NEBHE students at CCV, JSC and VTC. Net of the GASB allocation of 1% CSC increased its tuition 4% (with 2% being committed to student aid) and LSC increased tuition 3% (with 1% being committed to student aid). Net of the GASB 45 allocation of 1%, out-of-state tuition will increase 2% at CCV, JSC and VTC, 3% at LSC and 5% at CSC. Fees and board rates increased 3%.
- State Operating Appropriation  
The state operating appropriation for FY2015 was at the governor's recommended amount of \$23,872,565. In addition \$119,363 is being added to the VSC base allocation.
- Salaries/Benefits  
Unless otherwise stipulated by union contract VSC employees received a 2% pay increase. Health insurance will increase 4.3%, which is a combination of 1.1% enrollment growth and 3.2% expense increase. Our experience and trend line for FY2015 lead us to believe this is the appropriate increase to maintain a balance of covering predicted costs and maintaining a sufficient cushion for unanticipated increases.

Wages and attendant costs continue to dominate our expense structure accounting for 68% of our unrestricted operating expenses. A large majority of the VSC full time employees belong to one of the five unions. The union contracts contain agreed upon pay increases over the life of the contracts.

The GASB 45 net annual accrual (Other Post-Employment Benefits) impact on the FY2015 is approximately \$7,645,000. This is the third year that we have budgeted to put money aside to partially fund our GASB obligation. This amount will be ~ \$6,000,000 at the end of FY2015. The total VSC liability for the GASB 45 liability, which includes both past and future obligations Medical/Dental/Life, is \$171,121,000. This amount includes medical and life insurance for all employees. This is being allocated according to employee headcount. As we have discussed in the past the portion of this liability not funded with cash will end up being a reduction to our fund balance.

- **Other Operating**

Throughout the budget, colleges have undertaken substantial adjustments and realignments in order to mitigate the impact of inflation on expenses, enrollment and other priorities.

The State of Vermont's FY2015 budget included the following appropriations:

<b>VSC Appropriations</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
Base	\$22,679,349	\$22,679,349	<b>\$23,372,565</b>
Addition to Base	\$0	\$693,216	<b>\$119,363</b>
Transfer of Next Gen Scholarships into base	n/a	\$500,000	<b>\$500,000</b>
<b>Total</b>	<b>\$22,679,349</b>	<b>\$23,872,565</b>	<b>\$23,991,928</b>

<b>VSC Appropriations</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
Allied Health General Fund	\$711,096	\$744,591	<b>\$748,314</b>
Allied Health Global Commitment	\$405,407	\$405,407	<b>\$409,461</b>
<b>Allied Health Total</b>	<b>\$1,116,503</b>	<b>\$1,149,998</b>	<b>\$1,157,775</b>



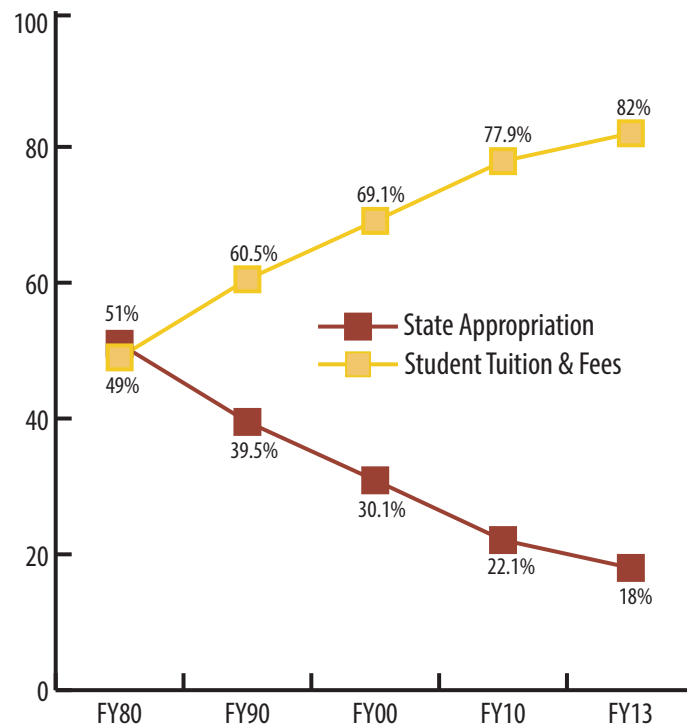
**Targeted Appropriations**

	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
VSC-Capital	\$1,800,000	\$1,392,000	<b>\$1,392,000</b>
VMEC	\$427,898	\$427,898	<b>\$427,898</b>
VIT-Operating	\$785,679	\$809,249	<b>\$817,341</b>
VIT-Capital	\$299,241	\$286,285	<b>\$286,285</b>
Next Generation Scholarships	\$500,000	*	*
Dual Enrollment	\$400,000	\$800,000	<b>\$800,000</b>

\*included in base

Higher education appropriations in Vermont per FTE continue to rank either last or second to last in the country by a substantial margin. In FY2013, the state of Vermont provided \$2,655 per FTE (FY2012 was \$2,651). The only state with less appropriation per FTE was New Hampshire. In FY2013, New York provided \$7,843 per FTE and Massachusetts provided \$5,672 per FTE. The top five states per FTE in FY2013: Wyoming - \$16,474; Alaska - \$12,932; Illinois - \$9,439; North Carolina - \$8,687 and New Mexico - \$8,580. (*Source: SHEEO, State Higher Education Finance Report, FY 2013*).

The graph below tracks VSC revenue streams over thirty-years.



It is worth noting that in 1980, the state operating appropriation contributed more than tuition and fees. The current mix is more than \$4 of tuition and fees to \$1 of state appropriation. The lack of state funding puts a significant amount of pressure on the VSC mission of maintaining affordability through low levels of tuitions and fees. These five colleges are the access institutions for many Vermonters. Eighty-three (83%) of all VSC students are Vermonters and 53% of the Vermont students enrolled in the VSC are the first in their families to attend college.

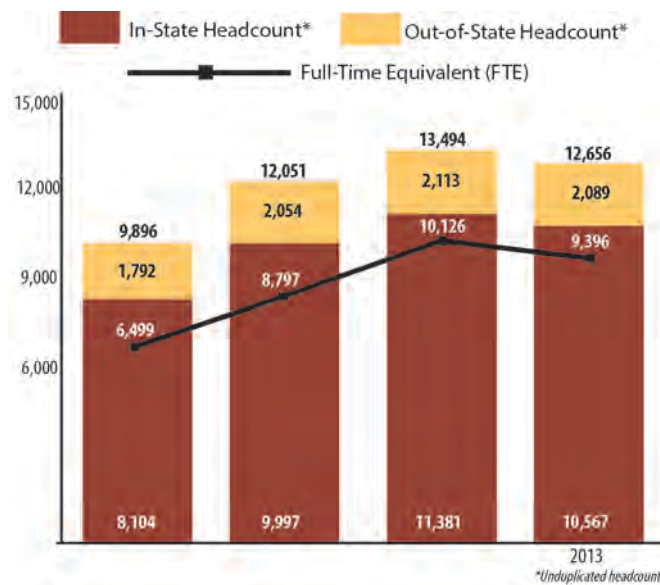
Operating and capital funding levels continue to put our colleges at a competitive disadvantage with regards to facilities, building maintenance and academic equipment purchases.

Despite these challenges, the colleges continue to have an impact in every region of our state. During 2014, the VSC served ~9,400 full time equivalent students.

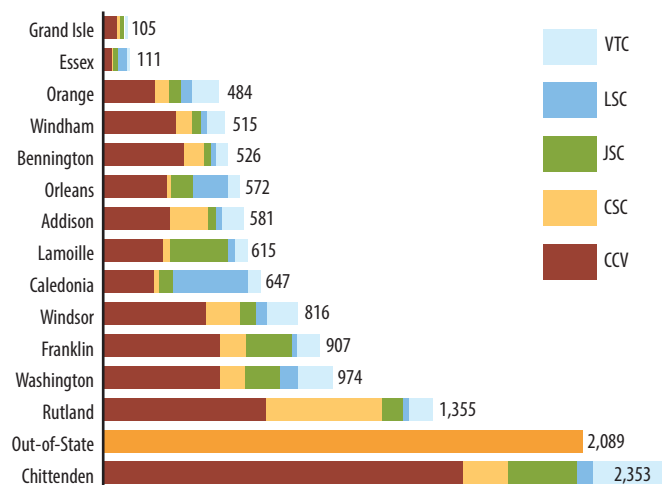
In spite of the financial challenges faced by the VSC we remain highly cognizant and sensitive to the burden of tuition and fees on our students. We strive to keep our increases to a minimum. The Vermont State Colleges continue to be the most affordable colleges in Vermont.

We are entering the sixth year of a significant reduction in the number of high school graduates in Vermont. Our extensive work with high schools, dual enrollment, and the PreK-16 continuum should contribute to an increase in college continuation rates in Vermont and increased affiliation with the state colleges. For the past few years approximately 700 high school students participated in our dual enrollment program. The guidance counselor perception of quality at the VSC is high.

### VSC Fall Enrollment



### VSC Headcount Enrollment by County of Residence, Fall 2013



VERMONT STATE COLLEGESBOARD OF TRUSTEESRESOLUTIONFY2015 VSC Budget

- WHEREAS, The Finance & Facilities Committee of the Board of Trustees has reviewed the FY2015 budget information presented for the Vermont State Colleges, has discussed individual aspects of the proposals with institutional representatives, and endorses approval by the full Board; therefore, be it
- RESOLVED, That the Board of Trustees of the Vermont State Colleges hereby approves the pre-GASB 45 FY2015 Operating Budget of \$165,092,595 and the post-GASB 45 and VTC deficit decrease in net assets of \$6,826,044. These budgets are consistent with the attached material and subject to final determination of fund balances available on June 30, 2014, and with the use of available carry-over funds to be approved at a later date.

May 22, 2014

b. Nursing & Allied Health Program

The Nursing & Allied Health Program comprises the nursing program, dental hygiene, pharmacy technology, and respiratory therapy. The Nursing & Allied Health Program shares the same assumptions as the VSC budget.

**REVENUES**

1. Net Tuition and Fees

The FY2015 budget is based upon relatively flat enrollment increased slightly by the tuition and lab fee increase.

2. Sales and Services

Clinical revenue is expected to increase slightly.

**EXPENSES**

1. Salaries and Wages

Decrease due to reduction in force somewhat offset by contractually mandated increases.

2. Employee Benefits – Group Insurance

Decrease due to reduction in force somewhat offset by a 4.3% insurance increase.

3. Payment to Trust Fund for GASB 45 Benefits

This adjustment reflects the required step up in contribution from 2% to 3% of net tuition to the GASB 45 trust fund as well as the college's additional contribution of 1.12% of VSEA wages.

4. Employee Benefits – All Other

Decrease due to reduction in force.

5. Scholarships and Fellowships

Increase in scholarships and fellowships as a strategic initiative.

6. Supplies and Other Services

For the most part the FY2015 expenses were either reduced or held flat with FY2014. There were increases in some of our nursing leases.

7. Travel

Travel has been curtailed except for recruitment, faculty and sport team transportation.

8. Equipment

Equipment purchases have been curtailed except for needed academic equipment.

9. Utilities

Utilities increased slightly year over year.

10. Transfers – Inter/Intra Entity

This line item stayed flat compared to FY2014.

**NON-OPERATING REVENUES (EXPENSES)**

1. State Appropriation

There is a .067% increase to the operating appropriation, or \$7,777.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

FY2015 Nursing and Allied Health Program

WHEREAS, The Finance & Facilities Committee of the Board of Trustees has reviewed the FY2015 budget information presented for the VSC Nursing and Allied Health Program, has discussed individual aspects of the proposal with institutional representatives, and endorses approval by the full Board; therefore, be it

RESOLVED, That the Board of Trustees of the Vermont State Colleges hereby approves the FY2015 balanced Operating Budget of \$6,070,891 for the VSC Nursing and Allied Health Program. This budget is consistent with the attached material and subject to final determination of fund balances available on June 30, 2014, and with the use of available carry-over funds to be approved at a later date.

May 22, 2014



c. VIT Budget

Vermont Interactive Technologies' distance learning and videoconferencing services continue to be well utilized by education, business, government and nonprofits for a wide variety of purposes. Use of VIT's newer technologies, such as streaming video, digital recording, and mobile videoconferencing are also growing. In addition, the VIT team is currently supporting a number of in-house videoconferencing systems, including the Vermont Supreme Court. VIT has proven that it can respond to the pace of business by expanding capacity and capabilities as needed. VIT's goal is to anticipate and meet Vermont's emerging needs and provide technology-based solutions.

REVENUES:

Sales and Services

VIT's FY2015 budget assumes a 10% sales and service increase over the FY2014 projected total of \$300,000. This is a decrease from the FY2014 budget. This will be achieved by implementing a service rate increase and by increasing utilization of VIT's services.

State Appropriation

VIT's operating appropriation was increased by \$8,092 for FY2015.

EXPENSES:

This budget assumes a 2% cost of living increase for VIT full-time and part-time staff (yet to be approved by the VIT Coordinating Council). The operating budget will have a new expense in FY2015 because VIT has been asked to contribute \$25,000 to Vermont Tech's overhead. VIT has fully funded its current post retirement obligation. Unless new calculations reveal that VIT's obligation has increased, the organization will not need to pay into the fund in the FY2015 operating budget. This anticipated savings will help tremendously. VIT will continue to monitor expense line items.

VERMONT STATE COLLEGESBOARD OF TRUSTEESRESOLUTIONFY2015 VIT Budget

WHEREAS, The Finance & Facilities Committee of the Board of Trustees has reviewed the FY2015 budget information presented for the Vermont Interactive Technologies, has discussed individual aspects of the proposal with institutional representatives, and endorses approval by the full Board, therefore, be it

RESOLVED, That the Board of Trustees of the Vermont State Colleges hereby approves the pre-GASB 45 FY2015 balanced Operating Budget of \$1,154,941 and the post-GASB 45 decrease in net assets of \$7,600 for Vermont Interactive Technologies. This budget is consistent with the attached material and subject to final determination of fund balances available on June 30, 2014, and with the use of available carry-over funds to be approved at a later date.

May 22, 2014

d. Workforce Development Budget

Workforce Development includes activities of the Vermont Manufacturing Extension Center (VMEC), Technology Extension Division (TED), Small Business Development Center (SBDC), and Vermont Corporate College (VCC).

**OPERATING REVENUE:**

Sales & Services

Sales and Services FY15 budget has decreased from FY14. The decrease is the net of:

- CEWD is projecting higher sales and services in their non-credit bearing training activities for FY15. (CEWD also anticipates increased activity in their credit-bearing courses which are reflected in the inter-entity transfer line rather than in sales and services.)
- The SBDC is projecting higher contract revenue and program income.
- The VMEC income is reduced to reflect current manufacturing training funds.

**OPERATING EXPENSES:**

Salary/Wage Line thru Transfer Line

The net decrease in the operating expenditures reflects contract and program changes for CEWD, SBDC, and VMEC combined. VMEC intra-entity transfer expense is now reflected in supplies/services and travel.

WFD is budgeting \$133,000 towards payment to trust for GASB-45.

**NON-OPERATING REVENUES:**

VMEC state appropriation funding is the same as FY2014.

VERMONT STATE COLLEGESBOARD OF TRUSTEESRESOLUTIONFY2015 Workforce Development Budget

- WHEREAS, The Finance & Facilities Committee of the Board of Trustees has reviewed the FY2015 budget information presented for VSC Workforce Development programs, has discussed individual aspects of the proposals with institutional representatives, and endorses approval by the full Board, therefore, be it
- RESOLVED, That the Board of Trustees of the Vermont State Colleges hereby approves the pre-GASB 45 FY2015 balanced Operating Budget of \$1,510,422 and the post-GASB 45 decrease in net assets of \$135,400 for Workforce Development. This budget is consistent with the attached material and subject to final determination of fund balances available on June 30, 2014, and with the use of available carry-over funds to be approved at a later date.

May 22, 2014

5. Review and Recommend Approval of Additional Vermont Tech Operating Loan Commitment

During the FY2013 business plan review meeting it was agreed that the VSC would extend VTC a \$2,500,000 line of credit at an annual interest rate of 4.5%. This loan is collateralized by the VTC quasi-endowment balance of \$1,621,000; the Board-required reserve of \$736,000; and other funds available. Due to the projected FY2014 loss of ~\$2,500,000 this loan will be fully utilized at the end of FY2014.

This loan amount of \$2,500,000 was considered entirely sufficient for VTC if things went according to the business plan as presented. FY2014 was projected as a \$974,770 deficit; FY2015 was projected as a \$1,077,991 deficit, and FY2016 was projected as the beginning of sustained profitability. However, as identified in the Q1, Q2 and Q3 VTC financial statements, the projected deficit has remained at approximately \$2,500,000. A couple of main factors contributed to this issue: whereas the business plan called for an in-state and out-of-state enrollment increase of 2% and 10% respectively, the college saw an enrollment decline during FY2014. In addition budget cuts that were included in the FY2014 budget were not realistic and/or not achievable. These two factors of decreased enrollment and increasing costs drove up the deficit beyond what was presented in the business plan.

For FY2015 VTC is projecting a budgeted loss of \$2,405,010. This budget is felt to be accurate and achievable and reflects current trend lines in the FY2015 assumptions. VTC will spend FY2015 strengthening enrollment and its core business. FY2015 will be spent increasing revenues, minimizing expenses and maximizing efficiencies throughout the college, at all locations. We have spent the last half of FY2014 setting up standard monthly financial reporting processes and procedures with feedback loops to/from every budget manager. We have also begun the review of every academic program to determine its profitability on both a direct- and a direct-plus-overhead-cost basis. These initiatives, and others, will continue throughout FY2015.

It is the intention of VTC to do a thorough review at every FY2015 Finance and Facilities Committee meeting to keep members fully abreast of progress.

Since, as stated above VTC has fully employed the previously authorized loan of \$2,500,000, VTC is seeking a supplemental commitment of \$2,500,000 to cover the projected FY2015 deficit. This loan will carry the same terms of an annual interest rate of 4.5% and take priority for repayment after the college reaches profitability. These funds are made available from VSC system cash flows that are linked to long term assets and reserves.

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**Items for Discussion and Action**

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While it is the objective of management to reach financial balance as soon as possible, it is likely that VTC will need another loan for FY2016, albeit smaller than this one, while it executes its financial turnaround.

VERMONT STATE COLLEGESBOARD OF TRUSTEESRESOLUTIONVermont Tech Internal Loan Commitment

- WHEREAS, Vermont Tech is projecting an FY2015 deficit of \$2,405,010; and
- WHEREAS, Due to a drop in enrollment, Vermont Tech has utilized the \$2,500,000 VSC loan granted for FY2014 and beyond; and
- WHEREAS, The Vermont Tech community is entirely focused on the work it needs to do to stabilize itself financially and achieve a position of fiscal balance; and
- WHEREAS, The Finance and Facilities Committee of the Board of Trustees has had the FY2015 VTC budget information presented, considered the required loan, and endorses approval of the \$2,500,000 loan by the full Board; therefore, be it
- RESOLVED, That the Board of Trustees of the Vermont State Colleges hereby authorizes the VTC Internal Loan of \$2,500,000.

May 22, 2014



## 6. Approval of Annual Banking and Investment Resolution

The VSC's Banking and Investment Resolution prescribes what financial activities are empowered to the Chancellor and/or Chief Financial Officer on behalf of the system, and what are empowered to the Presidents and/or Deans of Administration on behalf of the individual colleges. Financial institutions with which we deal desire to see such a document endorsed periodically by the Trustees, to assure the Board is currently comfortable with its implications. To accommodate this desire, now presented for review and approval is the following resolution, which is unchanged from the one passed by the Board last year.

While resolution wording is in necessary legal language, essentially it: (a) empowers the Chancellor and/or Vice President, Chief Financial Officer to establish bank or other accounts for VSC operations as well as system cash management and investment activities; to secure financing consistent with applicable Board or legislative authority; to pledge collateral as may be necessary for certain financing; and to handle virtually all other aspects relevant to financial matters of the VSC; and (b) empowers college Presidents and/or Deans of Administration to establish bank or other accounts for respective college operations as well as college cash management activities.

VERMONT STATE COLLEGESBOARD OF TRUSTEESRESOLUTIONBanking and Investment

WHEREAS, The conduct of the business affairs of the Vermont State Colleges and each of its constituent members requires the establishment of banking relations and investment of funds; and

WHEREAS, The selected officials of the Vermont State Colleges should be empowered to conduct banking and investment affairs in keeping with the organization of Vermont State Colleges; therefore, be it

RESOLVED, That the Chancellor and/or Chief Financial Officer are authorized to do the following:

1. Establish accounts with banks and authorized brokers/dealers (safekeeping, trust, checking, savings, money market, time or demand deposit) through which to transact the cash management and investment business of the Vermont State Colleges, and delegate authority for initiation of related wire transfers;
2. Borrow money and obtain credit from banks, authorized brokers/dealers, or other lending agencies in conformity with Board of Trustees approved budgets; and execute and deliver notes, draft acceptances, instruments of guaranty, and any other legal obligations of Vermont State Colleges, therefore, in form satisfactory to the lending agency;
3. Pledge or assign and deliver, as security for money borrowed or credit obtained, stocks, bonds, bills receivable, accounts, mortgages, merchandise, bills of lading or other shipping documents, warehouse receipts, insurance policies, certificates and any other property held by, or belonging to, this corporation, with full authority to endorse, assign, transfer or guarantee the same in the name of this corporation, except as restricted by Vermont Statute;

4. Discount any bills receivable or any paper held by this corporation, with full authority to endorse the same in the name of this corporation;
5. Withdraw from the bank or authorized brokers/dealers and give receipt for, or authorize the bank or authorized brokers/dealers to deliver to bearer or to one or more designated persons, all or any documents and securities or other property held by it, whether held as collateral security or for safekeeping or for any other purpose;
6. Invest funds of Vermont State Colleges in legal investments as established by Board of Trustees policy;
7. Sell or authorize and request the bank or authorized brokers/dealers to purchase or sell, for the account of this corporation, foreign exchange, stocks, bonds, and other securities;
8. Apply for and receive letters of credit, and execute and deliver all necessary or proper documents for that purpose;
9. Execute and deliver all instruments and documents required in connection with any of the foregoing matters, and to affix the seal of this corporation; and, be it further

RESOLVED, That the President and/or Dean of Administration of each college of the Vermont State Colleges (Community College of Vermont, Castleton State College, Johnson State College, Lyndon State College, and Vermont Technical College) are authorized to do the following:

1. Establish bank accounts (safekeeping, trust, checking, savings, money market, time or demand deposit) through which to transact the banking business of the college in which they are officers.

May 22, 2014

## 7. Endowment Proposals: Consent Agenda

The following endowment proposals have been endorsed for approval by the Finance and Facilities Committee.

### Castleton State College

The Christopher C. White Memorial Scholarship in the amount of \$10,850 in memory of former Castleton mathematics professor Christopher White, for the purpose of using income generated from the endowment to provide a scholarship for a junior or senior with a minimum 3.4 GPA pursuing a mathematics secondary education or mathematics elementary education degree and planning to teach.

### Johnson State College

The Helen Braley Stearns Endowment Fund in the amount of \$20,256.63 for the purpose of funding the Helen Braley Stearns Scholarship for an undergraduate student majoring in education, is in good academic standing, demonstrates financial need, and resides in Lamoille, Caledonia, Essex or Orleans counties.

### Lyndon State College

The Class of 1959 Scholarship Endowment in the amount of \$100,100 for the purpose of providing scholarships to full-time students who demonstrate financial need and are pursuing a career in nursing or education.

VERMONT STATE COLLEGES  
BOARD OF TRUSTEES  
RESOLUTION

Establishment of Endowments: Consent Agenda

- WHEREAS, Policy 412 requires Board of Trustees approval for all new endowment and quasi-endowment funds before being established and receiving investments; and
- WHEREAS, Castleton State College, Johnson State College, and Lyndon State College have submitted the following proposals to establish new endowments and recommend them to the full Board; and
- WHEREAS, The VSC Finance & Facilities Committee has appropriately reviewed the current endowment proposals and recommends them to the full Board; therefore, be it
- RESOLVED, That the Vermont State Colleges Board of Trustees hereby establishes the following new endowments titled, in the amount, and for the specific purpose as indicated:
- CSC: The Christopher C. White Memorial Scholarship in the amount of \$10,850 for a junior or senior pursuing a mathematics education degree.
- JSC: The Helen Braley Stearns Endowment Fund in the amount of \$20,256.63 for an education major from Lamoille, Caledonia, Essex or Orlean counties, Vermont.
- LSC: The Class of 1959 Endowment in the amount of \$100,100 for a new or returning education or nursing student.

May 22, 2014

## 8. Grant Proposals: Consent Agenda

The following grant proposals have been endorsed for approval by the Finance and Facilities Committee.

### Lyndon State College

- a. Center for Rural Entrepreneurship Youth Grant in the amount of \$195,000 from Jane's Trust to sustain and enhance the work of the Center for Rural Entrepreneurship program.
- b. RBEG/iWOW V Grant from the U.S. Department of Agriculture in the amount of \$128,575 to enhance the Incubator Without Walls program.

### Vermont Technical College

- a. Electrical and Plumbing Apprenticeship Programs grant in the amount of \$468,615 from the Vermont Department of Labor for the management of related instruction components of the DOL's Electrical and Plumbing Apprenticeship Programs, including oversight of six traditional sites throughout Vermont, eight levels of distance learning, 35 classes, and approximately 450 students.
- b. VMEC Vermont Training Program in the amount of \$200,000 from the Vermont Department of Economic Development to provide and upgrade classroom training for employees in the manufacturing, information technology, telecommunications, healthcare and environmental sectors.
- c. A revision to the previously approved 2014 SBA Core Funding grant to reflect an increase in funds from the U.S. Small Business Administration from \$574,667 to \$631,250.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Endorsement of Grant Proposals: Consent Agenda

WHEREAS, VSC Policy 408 requires Board of Trustees approval of grant proposals involving \$150,000 or more, funds matching, or cost sharing of \$50,000 or more; and

WHEREAS, The VSC Finance & Facilities Committee has appropriately reviewed the current grant proposals and recommends them to the full Board; therefore, be it

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

LSC: “Center for Rural Entrepreneurship Youth Grant” in the amount of \$195,000 from Jane’s Trust;

LSC: “RBEG/iWOW V” in the amount of \$128,575 from the U.S. Department of Agriculture;

VTC: “Electrical and Plumbing Apprenticeship Programs” in the amount of \$468,615 from the State of Vermont Department of Labor;

VTC: “VMEC Vermont Training Program” in the amount of \$200,000 from the Vermont Department of Economic Development;

VTC: “2014 SBA Core Funding Grant” in the amount of \$631,250 from the U.S. Small Business Administration.

May 22, 2014



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**Items for Discussion and Action**

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9. Education, Personnel and Student Life Committee Business: Consent Agenda

The Education, Personnel and Student Life Committee met on May 22, 2014 and approved a number of resolutions that are presented in the following consent agenda.

Full materials for these consent agenda items are in the meeting materials for the May 22, 2014 Education, Personnel and Student Life Committee meeting:

VERMONT STATE COLLEGESBOARD OF TRUSTEESRESOLUTIONEducation, Personnel and Student Life Committee Business: Consent Agenda

WHEREAS, The VSC Education, Personnel and Student Life Committee met on May 22, 2014 to discuss the business items outlined below; and

WHEREAS, The Committee has voted to approve the items outlined below and recommends them to the full Board; therefore, be it

RESOLVED, That the Vermont State Colleges Board of Trustees hereby endorses the approval of the following resolutions:

- CSC Final Program Proposal: Bachelors of Arts in Women's and Gender Studies
- Nomination of Faculty for VSC Faculty Fellowship Award
- Revised List of Programs under 2014 Policy 101 Review

May 22, 2014

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**Items for Information and Discussion**

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**C. ITEMS FOR INFORMATION AND DISCUSSION****1. Report of the Meeting of the Executive Committee**

The Executive Committee met on April 28, 2014 at the Chancellor's Office in Montpelier.

*Note: these are unapproved minutes, subject to amendment and/or approval at the subsequent committee meeting.*

Trustees present: Jerry Diamond, Gary Moore, Tim Jerman, Karen Luneau, Linda Milne, Martha O'Connor, Heidi Pelletier

From the Chancellor's Office: Chancellor Donovan

Guests: Tess Conant, United Professionals; Adam Norton, VSEA

Chair Moore called the meeting to order at 1:07 p.m.

**1. Legislative Update**

Chancellor Donovan gave an update on three bills that directly affect the VSC. The first update was the differing budget proposals out of the House and Senate Appropriations Committees. The Senate proposes taking the entire 1/2% and using it to pilot some programs to increase college aspirations for first generation students. The Committee agreed that while the goal was laudable, they were not pleased that, for a second consecutive year, this would divert the appropriations increase from the operating needs of the colleges. The Committee asked the Chancellor to find ways to deliver that message.

**2. Executive Session**

Trustee O'Connor moved and Trustee Pelletier seconded that the Executive Committee enter executive session, including the Chancellor, to discuss two individual personnel matters and the appointments of the VSC executives. The committee voted unanimously to enter executive session.

The committee exited executive session at 4:25 p.m. and took no action.

The Committee adjourned at 4:30 p.m.

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**Items for Information and Discussion**

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**2. Report of the Meeting of the Audit Committee**

The Audit Committee met on May 14, 2014 at the Chancellor's Office in Montpelier.

*Note: these are unapproved minutes, subject to amendment and/or approval at the subsequent committee meeting.*

Committee members present: Lynn Dickinson, Tim Jerman, Jeff Kellar (state auditor's office), Karen Luneau, Christopher Macfarlane, Linda Milne (Chair)

From the Chancellor's Office: Rick Bourassa, Tim Donovan, Bill Reedy, Tom Robbins, Deb Robinson

College Presidents: Joe Bertolino, Joyce Judy, Barbara Murphy, Dan Smith, Dave Wolk

From the colleges: Tess Conant

Guests: David Dilulis – O'Connor & Drew; Kieth Goldie – O'Connor & Drew; Chris Stenman – O'Connor & Drew

Chair Milne called the meeting to order at 3 p.m.

**A. ITEMS FOR DISCUSSION AND ACTION****1. Minutes of the October 23, 2013 Meeting of the Audit Committee**

The minutes of the October 23, 2013 meeting were approved.

**2. Minutes of the February 12, 2014 Meeting of the Audit Committee**

The minutes of the February 12, 2014 meeting were approved.

**3. Minutes of the March 12, 2014 Meeting of the Audit Committee**

The minutes of the March 12, 2014 meeting were approved.

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**Items for Information and Discussion**

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**B. ITEMS FOR INFORMATION AND DISCUSSION****1. Review FY2014 Audit Plan with O'Connor & Drew**

Chris Stenmon from O'Connor & Drew (O&D) began with an overview of the audit planning memo. He then reviewed the audit timeline and noted that auditors have already visited some of the colleges during May for the preliminary FY2014 audit work. He then noted that the O&D staff has remained consistent at the VSC engagements. O&D are working on their preliminary schedule for federal expenditures. Mr. Stenman reminded the committee that GASB 65 will require the VSC to write off all bond issuance costs. This will cause a restatement of prior year financials. This had absolutely nothing to do with the VSC but rather a GASB pronouncement.

Chair Milne asked the colleges to address any significant business personnel changes. Noted were: VTC has a new interim president and acting dean of administration; LSC has a new dean of administration and academic dean; and CCV has a new controller.

Chair Milne reviewed a couple of newspaper articles dealing with fraud.

**2. Discuss FY2013 Audit Advisory Comments**

There was no discussion on this agenda item.

**3. Discuss FY2014 Internal Audit****a. Pcard Compliance Review**

There was no discussion on this agenda item.

**b. Internal Control Questionnaire**

There was no discussion on this agenda item.

Trustee Jerman moved that the Audit Committee go into executive session for the purposes of evaluation of a public officer or employee and for consideration of documents excepted from disclosure under the public records act, and to include the auditors from O'Connor & Drew and outside legal counsel Jeff Nolan. The motion was adopted unanimously.

The Committee entered executive session with the auditors at 3:27 p.m. and exited executive session at 3:50 p.m. No action was taken.

Trustee Dickinson moved that the Audit Committee enter executive session for the purposes of evaluation of a public officer or employee and for consideration of documents excepted from disclosure under the public records act, and to include outside legal counsel Jeff Nolan, VSC General

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**Items for Information and Discussion**

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Counsel Bill Reedy and Chancellor Tim Donovan. The motion was seconded by Trustee Jerman and adopted unanimously.

The Committee went into executive session at 4:02 p.m. Bill Reedy and Chancellor Donovan left the executive session at 6:25 p.m.

The Committee exited executive session at 6:55 p.m. and no action was taken.

The meeting was adjourned at 6:55 p.m.

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**Items for Information and Discussion**

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3.     Report of the Meeting of the Finance and Facilities Committee
4.     Report of the Meeting of the Education, Personnel and Student Life Committee
5.     Report of the Meeting of the Nominating Committee
6.     Report of the Vermont State Colleges Student Association
7.     Report of the Chancellor



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**Items for Information and Discussion**

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8.     Reports of the College Presidents

# Castleton

## PRESIDENT'S REPORT to the BOARD OF TRUSTEES

May 22, 2014

### INTRODUCTION

As another chapter in our 227-year history of service to Vermont comes to an end we turn the page to see formidable projects, exciting challenges, and new beginnings on the horizon. We are very pleased to welcome former Stafford Technical Center Director and long-time educator Lyle Jepson, with thirty years of successful and widely admired experience working with schools and area businesses, as the new Dean of Entrepreneurial Programs.

We are also excited to announce that our new international program focus will be taking giant steps forward with the creation of two positions in the admissions team dedicated to international recruitment, enrollment, and programming. More details will be forthcoming by the end of May.

In addition to these exciting new personnel changes, we also have updates coming to facilities.

Our admissions team is scheduled to move to a refurbished space next summer, which will trigger several other departmental moves, helping us maximize existing space while expanding programs and remaining fiscally flexible.

We are on the move in a prudent and well planned way.

### ADVANCEMENT

#### **Lyle Jepson Named Dean of Entrepreneurial Programs**

Jepson, who has served as the award-winning Director of Stafford Technical Center in Rutland, Vermont since 1999, will lead the new entrepreneurial center in a collaborative effort with Castleton's current Director of Community Service and Internships, Chrispin White. The Castleton Center, which will be located in downtown Rutland in the Opera House adjacent to the recently relocated Castleton Polling Institute, will work to further the college's educational mission and better connect it with schools, non-profit organizations, businesses, and industry. An expanded effort in student community engagement programs, Castleton Center for Schools outreach, and new connections with the greater Rutland community are also key components to the new programs. An Open House for the Polling Institute and the new Castleton Center will be scheduled later this spring. Jepson will begin his tenure at Castleton on July 1, and is excited to hit the ground running. "I am certainly looking forward to this new challenge, and thank President Wolk for believing in my abilities to help lead the college at this very exciting time," Jepson said. "It is our desire to be a player in innovative business and community ventures by supporting workforce development which results in high-skill, high-demand, and high-paying job creation. Woven into this goal is the cultural and intellectual vitality that thrives as part of the energy surrounding new economic growth."

## ACADEMIC AFFAIRS

**Peter Kimmel Honored as Faculty Fellow**

VSC Faculty Fellow honoree Peter Kimmel presented his lecture *There is No 'I' in 'Embryo': What the Study of Development Says About Us* to several members of the Castleton faculty, staff, and student body recently. The lecture focused on the various theories of human development. The presentation included insight into the topics of developmental biology, embryo growth, and developmental abnormalities. Kimmel will be honored at the May 22 meeting of the VSC Board of Trustees along with Professor Emeritus, Paul Albro.

**Brian Garvey is a Fulbright Scholar**

Senior and Spanish Education student Brian Garvey, '14 will be putting his Castleton education to work only weeks after graduation as he joins the Fulbright Colombia English Teaching Assistantship Program.

Selected as one of the few participants in the program that drew more than 180 applicants, he will be funded to teach English to Colombian university students for a full academic year.

"I love language, I love to travel, and I love teaching," said Garvey, adding that his acceptance into the program was one of the biggest opportunities he has ever received. "Being able to serve as a cultural diplomat for the U.S. is something that's really important to me."

The Fulbright English Teaching Assistant (ETA) Program places recent college graduates and young professionals as English teaching assistants in primary and secondary schools and universities overseas. The program aims to strengthen foreign students' English language abilities and knowledge of the United States, while allowing program participants to gain from intensive cross-cultural interaction and international educational opportunities provided at the host institution.

**Katie Lepine is a VALOR Intern**

Nursing student Katie Lepine will spend her summer obtaining valuable hands-on field experience after securing one of three spots as an intern in the Veterans Affairs Learning Opportunities Residency (VALOR) program.

Working at the White River Junction VA Medical Center, she will gain insight on daily hospital functions, while assisting patients and fellow nursing staff.

The Department of Veterans Affairs has a rich history of supporting nursing students in both their learning and career pursuits. The organization is the nation's largest employer of nurses, with more than 50 percent of VALOR program participants hired as new register nurses in Veterans Affairs. The program gives outstanding registered nursing students who have completed their junior year in an accredited clinical program the opportunity to develop competencies in clinical nursing while at a VA approved health care facility. The full-time, paid position will include competency-based clinical practice with a qualified RN preceptor and participation in nursing-focused clinical conferences.

## FACILITIES

**Solar Array and Electric Charging Station Installed**

Thanks to a grant from Green Mountain Power and support from the Castleton Class of 2014 and Student Government Association, the college has recently installed 36 ground-mounted solar panels and a two-vehicle electric car charging station adjacent to the Jeffords Science Center. The project was installed by Same Sun of Vermont.



## President's Report May 2014

This is a busy time of year at CCV as the spring semester comes to a close, summer sessions begin to ramp up and the fiscal year starts to wind down. And while these events all compete for our attention, we also have our biggest and most important event of the year just weeks away: our annual commencement ceremony.

As I am sure you all know, commencement will be held at 2 p.m. on June 7 in Norwich University's Shapiro Field House. I hope you will consider attending as the Class of 2014 is a truly diverse and wonderful group of students. Each year I am in awe at the leadership, the perseverance, and the dedication that we bear witness to as we confer degrees on our graduates, and I am certain this year will be no different. I can say this because for the second year in a row, CCV will be graduating a record number of students representing all 14 Vermont counties, ten states, and sixteen countries.

Stuart Comstock-Gay will deliver this year's commencement address. As president and CEO of the Vermont Community Foundation, Stuart works with charitably-minded Vermonters to support organizations and issues across the state, including CCV. His career has revolved around issues of democracy and civil liberties, civic engagement, and support for the non-profit sector. He has written for numerous national publications, has been a regular radio commentator, and has spoken before hundreds of audiences on a wide range of topics surrounding community betterment. I have had the pleasure of hearing Stuart speak on more than one occasion, and I think the Class of 2014, their guests, and all attendees will enjoy this dynamic and inspiring speaker.

Our student speaker this year, CCV-Winooski's Olivia Smith-Hammond, has a remarkable personal story that has led her to this point. Olivia overcame a childhood brain injury to become an active and passionate member of her community who is devoted to service. She has interned at the Howard Center, the Intervale Center, and the Vermont Center for Independent Living, where she received the Leader of Tomorrow Award. She has served as an Americorps volunteer at the Converse Home and currently serves on the Board of Directors for the Vermont Family Network. Olivia will be graduating with an A.S. in Human Services.

We will also be awarding four community service awards during the ceremony to two students, one faculty member, and one community member. Each year we give these awards to members of the CCV community and to one Vermonter whom we feel have displayed high-level dedication to community service. Students Michael Washington and Aline Mukeshimana, instructor Melanie Meyer, and Green Mountain Power Vice President Steve Costello have all shown this commitment to service. Through organizing blood drives, volunteering in area hospitals, serving on citizens councils, and many, many other selfless acts, these four individuals have shown that service to others is the most noble of acts, and I will be honored to recognize them as 2014's Community Service Award recipients.

As I noted above, while commencement is our main point of focus right now, it certainly is not the only item of interest at CCV. One topic we don't often highlight is the progress of CCV's development initiative. I am happy to report the current market value of CCV's endowment now totals nearly \$1.7 million, more than double its value of five years ago. This type of progress allows us a greater ability to assist Vermonters in their pursuit of higher education, and I am pleased to inform you that CCV will be awarding a total of \$80,000 in student scholarships this year, which reflects a \$10,000 increase from last year.

We were also fortunate to have received an anonymous gift of \$25,000 through the Vermont Community Foundation recently. In keeping with our current goal of strengthening student support across the College, these funds will be used to further expand learning center and peer mentoring programs at all CCV centers.

Charitable gifts such as this and the growth of the College's endowment make a very tangible difference in the services CCV is able to offer Vermonters and in the overall financial health of the College. Much of CCV's success in this realm can be attributed to the work Executive Dean Susan Henry has done in development in recent years. Under Susan's stewardship, CCV's development offices have built lasting relationships with donors and organizations that will benefit the College for years to come. This is why it is with some degree of sadness that I inform you that Susan will be retiring at the end of June. She has served more than two decades at CCV, as instructor, academic coordinator, dean of enrollment, and executive dean. We are fortunate, however, that Susan's transition does include CCV--she will work with us for the next few years on part-time basis, focusing on specific projects. I, along with the entire College, too many alumni to possibly count, and numerous current students, will miss Susan's guidance, leadership, and support.

We are also now transitioning from spring semester to summer, and so we have had a lot coming to completion and a lot just getting underway. Last month, our Winooski academic center again held its annual International Food Festival, and as usual, it was an inspired event that included music, games, presentations, and of course, some of the best food from around the globe. Over one hundred people attended the event and CCV's Marketing and Communications team documented the in a short video that can be seen on [CCV Now](#).

Numerous centers also brought the semester to a close with performance and arts nights. This year we had a particularly vibrant celebration in Rutland where over one hundred people turned out to see the finished products from nine CCV classes. Student Gabe Sequeira performed a beautiful rendition of a Django Reinhardt piece, jewelry makers displayed earrings, necklaces and metal work, and our Internet Marketing class presented PowerPoints on some of the work they completed, to name a few of the more notable happenings.

In Chittenden County spring semester ended with 13 Comcast employees completing CCV's Assessment of Prior Learning class. This unique partnership allowed Comcast to host our course at their Williston facility, effectively fulfilling CCV's mission to bring access to education to Vermonters. The employees will be receiving credit toward degree programs which they will enroll for this spring, in pursuit of education that many of them had written off as unattainable.

Looking forward to summer, I am excited about a new Veterans Writing Project we will be offering in Winooski next month. The free workshop series will be taught by published editor and writer Joe Ryan. The goal of the workshop is to offer veterans a safe place where they can explore their experiences through the written word and strengthen their writing skills in general.

Again, I hope you will join us for commencement and as always, I encourage you to keep up with what is happening at CCV by visiting [CCV Now](#).





# JOHNSON STATE COLLEGE PRESIDENT'S REPORT

to the Vermont State Colleges Board of Trustees

MAY 22, 2014



As noted in our April report, we have been deeply involved in discussions about a projected \$1.5 million gap in next year's budget resulting from a dip in enrollment and flat state support. We are teaching and learning community and therefore heavily people-dependent, so the majority of our budget is dedicated to salaries and benefits. As a result, reductions in personnel are necessarily part of the solution, and we made the difficult decision May 12 to eliminate five full-time administrative and service positions, reduce seven others to 80 percent of full time, and convert another to half time. In making the adjustments, we were guided by the goal of ensuring uninterrupted academic programming and student services; none of the reductions directly affects student services or academic programs. Working together, we will manage through this period and emerge stronger — dedicated first and foremost, as always, to our students and their success during college and beyond.

## 2014 COMMENCEMENT

As we submit this report, we are gearing up for our 147th Commencement on Saturday, May 17. We will graduate close to 400 students who have completed requirements for undergraduate and graduate degrees. Our keynote speaker will be Veronika Scott, 24, of Detroit; our student speakers will be undergraduate **Elisabeth Beatty-Owens**, External Degree Program graduate **Joe Gittleman**, and master's degree graduate **Christina Hill**.

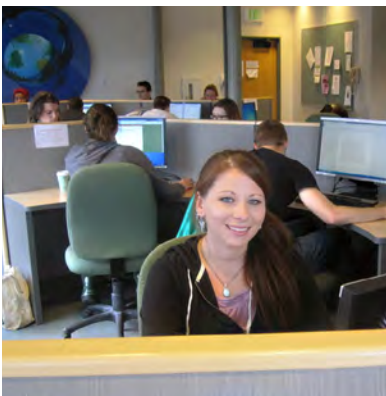


As a college student, Veronika Scott designed a coat for people who are homeless that transforms into a sleeping bag. That idea evolved into The Empowerment Plan, which employs homeless single mothers to produce the coats. She is the youngest recipient of the John F. Kennedy New Frontier Award from the JFK Library Foundation and Harvard University, recipient of an IDEA Gold Award from the Industrial Design Society of America, one of CNN's "Ten Visionary Women" announced in February, and winner of the 2014 DVF People's Voice award honoring "extraordinary women who have had the courage to fight, the power to survive and the leadership to inspire; women who have transformed the lives of others through their commitment, resources and visibility." Veronika spoke on campus earlier this year as part of our 2013-14 Common Reading Initiative, which centered around the book *Detroit* by Charlie LeDuff. We will be awarding her an honorary Doctor of Humane Letters.

## NEW PROGRAMS & FACULTY FOR FALL

As we make necessary adjustments to our non-teaching staffing levels, we continue to invest in new academic programs and high-quality faculty. We will offer several new programs starting with the fall 2014 semester:

- **Health & Sport Psychology:** This new concentration combines coursework in psychology and health sciences and a hands-on internship designed to prepare students for careers in this growing field.





Graduating varsity athletes pose for a group photo at the annual JSC Athletics Banquet held Tuesday, May 6, in the SHAPE Varsity Gym.

- **Pre-Physical Therapy:** A new concentration in our health sciences major, this demanding program will prepare students for graduate doctor of physical therapy (D.P.T.) programs as well as chiropractic and physician-assistant graduate study.
- **Sport Management:** This new concentration in our retooled business (formerly business management) major combines studies in sports, finance, management and leadership to prepare for careers in the business side of sports, a growing, \$213 billion-a-year industry in the U.S. alone.
- **Accounting:** Both an accounting concentration and a new "Certificate of Proficiency in Accounting" have been added to our business major. The certificate is being offered through our External Degree Program and is designed to help Vermonters meet new state licensure requirements for accountants and sit for the CPA exam without having to enroll in graduate school. Starting IN July, Vermont accountants will need a bachelor's degree and a total of 150 college credits, including 42 credits in accounting-related classes, and one year of experience. Under current regulations, Vermont accountants need only 120 college credits — a bachelor's degree — along with two years of experience.

In addition, we will be adding up to seven talented, full-time faculty members in the fall who will teach students in our graduate and undergraduate programs.



### JSC STUDENT NAMED TO NATIONAL LEADERSHIP POST

Kelsey Magee, a Badger Alternative Breaks student leader, has been named a site leader for the 2014 national Alternative Break

Citizenship School. Kelsey will be in Baltimore, Md., training aspiring alternative-break student leaders through a program called "Collaborative Approaches to Securing Food for All."

### EARLY COLLEGE ENROLLMENT

We have been very successful in recruiting students for this new program at JSC, which enables high school students to complete their senior year with us and earn up to 30 college credits tuition-free. Sixteen students have already paid their deposits and another four have applied; we are able to accept only 18.



Graduating Environmental & Health Science seniors (from left) Emily Sokolowski, Abby Murphy, Colin Santee, Brittany McCarthy, Erika English and Melissa Rixon presented their research findings to the JSC community Tuesday, April 29.

### CAMPUS SAFETY UPGRADES

In the latest step to improve the College's public-safety infrastructure, we obtained funds from the state designated for emergency communications to install a wireless, public-address system with speakers placed around the campus. We also installed a new radio system and repeater to improve public-safety communications. The systems were installed at the recommendation of our College Crisis Response Team.

### 2014 RELAY FOR LIFE RAISES \$7,000

On May 3-4, students, staff and community members participated in JSC's second annual Relay for Life overnight to raise funds for the American Cancer Society. Despite having to move the event inside due to rain, it was a tremendous success. We have raised more than \$17,000 and hosted more than 400 people in the two years we have coordinated the event.







# President's Report to the Board of Trustees: May 2014

## STRATEGIC INITIATIVES

### Academics

**NEW FACULTY HIRES** | Five new full-time, tenure-track faculty members will begin in the fall. The Education Department has two hires filling anticipated retirements: Ai Kamei, Ph.D., will join us as assistant professor of Special Education and Eden Haywood-Bird will be an assistant professor of Early Childhood Education.

The growing Exercise Science Department hired two new members to sustain a specific majors-to-faculty ratio to maintain accreditation: Zane Pfefferle, Ph.D., will be assistant professor of Exercise Physiology and Alexandria Evans will be the assistant professor of Strength and Conditioning.

Robby Gilbert will join the Visual Arts Department to teach animation.

In each case, the departments hired their top candidates.

### Administration

**THE STRATEGIC PLANNING AND TRANSFORMATION COMMITTEE** has written a draft of a vision statement with four goals and objectives for the future of the College: To continue to provide students with a relevant and valuable education through an experiential focus; ensure the College's financial health; assure systems, services, and facilities are efficient and designed with the end user in mind; and to identify opportunities for faculty, staff, and students to increase cultural literacy and dedication to social justice principles.

**EXTERNAL REVIEW OF ATHLETICS** | Athletic Consultant Linda Moulton visited in the fall of 2013 to gather information about the efficacy of LSC's Athletic Department. Her results identify seven areas central to the success of an athletic program and provide recommendations for each area: organizational structure including the responsibilities of the director, assistant director, and intramural director; program offerings including elevating ice hockey to a varsity sport; resources; facilities; recruiting and retention; fundraising and alumni relations; and communications.

### Community

**THE LYNDON FAIR COMMITTEE** promotes "Fairness, Awareness, Inclusion, and Relationships" on campus. This spring they sponsored exchanges on topics including academic dishonesty and racial stereotyping, part of efforts leading up to LSC's 2014-15 Year of Social Justice. Former NFL quarterback Don McPherson will be returning to campus in September to kick off the year's activities.

Also this fall, residence life will pilot a FAIR-promoted restorative practices program and cultural competence training. Plans are underway for trainings in racial justice, social class awareness, gender equity, LGBTQ sensitivity and inclusion, support for students with disabilities, and increasing awareness of religious diversity. »



Top forecasters A.J. Waterman, Scott Myerson, and Ed Vallee.



International outreach via Skype.

## TOP STORIES

### 3 Number 1s for LSC in National Contest

#### ATMOSPHERIC SCIENCES FORECASTERS TOP IN THE U.S.!

The WxChallenge is a collegiate weather forecasting competition for schools from across the U.S. and Canada. Over the course of two semesters, contestants predict temperatures, wind speeds, and precipitation for 10 selected locations. LSC had the top forecaster in the country, senior Edward Vallee; the top forecaster in the post-season tournament, sophomore Scott Myerson; and we sent more of our students to the tournament than any of the 47 ranked schools. Junior A.J. Waterman was the nation's number three forecaster; Lyndon finished in seventh place overall.

### The Russian Connection

On April 3, more than 60 LSC students, faculty, and staff discussed—via Skype—the ramifications of the recent Crimean referendum with 25 students from Tavrida State University in Simferopol, Ukraine. History Professor Alexandre Stokanov hosted the forum. Many from LSC took advantage of the opportunity to share their questions and concerns about a major topic in today's news.

### Top 5 National Finish for EJA

#### PLUS TWO REGIONAL EMMY NOMINATIONS

A May 2013 News7 broadcast from Lyndon's Electronic Journalism Arts students landed a top five finish in the Broadcast Education Association's 2014 Festival of Media Arts national competition in the "Daily Television Newscast" category. The competition was open to any full-time student attending one of the 350 BEA institutions.

The award-winning broadcast was also one of a pair of LSC productions nominated for a regional student Emmy® Award by the Boston/New England Chapter of the National Association of Television Arts and Sciences.

### 2014 Presidential Medal for Gary Moore

President Bertolino presented Vermont State Colleges Board Chair Gary W. Moore with the 2014 Lyndon State College Presidential Medal of Distinction at the May 18 commencement ceremony. The award honors an individual or organization who has contributed significantly to »



## Enrollment Management

**RETENTION UPDATE** | Coordinated retention and registration outreach efforts continue among faculty, academic support/advising staff, and residence life staff members. Fall 2013 saw 50 fewer unregistered students as compared to the previous spring's number. Interventions enable, on average, 31 percent more students to be successfully registered before the close of each semester. Academic and financial issues continue to be the primary obstacles for registration and retention. Fewer students transferred out in the fall (9 percent) than had the previous spring semester (17 percent). For the third time, coordinated outreach activities are being conducted by tracking student data and encouraging students to register for fall 2014.

### A MAJOR STEP FORWARD IN INTERNATIONAL RECRUITMENT

The College will enter into a partnership with EF (Education First) to bring international students to our campus beginning in the summer of 2015. EF students will participate in a bridge program that will prepare them to enter LSC in the fall. Students enrolling in the bridge program will participate in up to three 14-week sessions of intensive English language training as well as Lyndon general education courses. Approximately 50 students will participate in these bridge sessions and we expect that, upon successful completion, approximately 65 percent will matriculate directly to LSC.

**ADMISSIONS** | Lyndon held its largest Accepted Student Day on April 18 with 101 students in attendance; the previous record was 89. According to Director of Admissions Vinnie Maloney, "These days are always filled with wonderful energy. President Bertolino kicked things off by addressing the crowd via Skype... students and parents had nothing but rave reviews about their experience."

## Facilities

**SUMMER CAPITAL IMPROVEMENTS** | A number of improvements are planned for the science wing this summer. The chemistry lab is being renovated with six new lab stations, new flooring, and ceiling. The Science Museum will become home to the geology lab with new finishes, flooring, shelving, ceiling, and air conditioning. Four smaller spaces will be converted into overflow classroom space, and the entire wing will get new, energy-efficient windows.

Music Business and Industry will take over the current geology lab. It will be converted into a fully equipped digital sound lab with a student annex and two offices for faculty.

Details are yet to be finalized about work in the Theatre Lobby, but new flooring (which will take care of the uneven fieldstone), wall treatments, and enhancements to the balcony are all under consideration.

**LSC'S MASTER PLAN** is now complete and [available for review](#) on the College's Sharepoint site. The recommendations presented are a result of more than a year of planning and campus-wide discussion that was initiated in the spring of 2013 by (then) Dean of Administration Wayne Hamilton. The master plan is intended to serve as a road map to guide the College's facility development in the coming years.

both the College and the NEK community. Jane Lindholm, host of the award-winning Vermont Public Radio program Vermont Edition, delivered the commencement address.

## Surprise Guests Enliven Spring Play

### GUZMÁN, BERTOLINO JOIN *DROWSY CHAPERONE* CAST

LSC's Twilight Players were honored to have film and television star Luis Guzmán share the stage during the April 25 performance of *The Drowsy Chaperone*. Guzmán was one of four different guest stars stepping into the role of the superintendent. President Joe and Twilight Players alums Kevin McGee and George Babcock also took the stage. The musical ran from April 24-27.

## Bernie Sanders on the Environment

U.S. Senator Bernie Sanders visited the LSC campus on April 15. He gathered with 40 interested students, faculty, and staff in the Burke Mountain Room to discuss the science and politics of climate change, sustainable energy, and other environmental policy issues. His appearance was coordinated by Physics Professor Ben Luce.

## Moore Community Room Dedicated

The multipurpose room in the Academic and Student Activity Center, commonly referred to as ASAC 100, has been renamed The Carol A. and Thomas E. Moore Community Room. A well-attended and moving dedication and ribbon cutting was held on April 15. Carol A. Moore stepped down in 2011 after 13 years as LSC president. She is now the executive director of NorthWoods Stewardship Center.

## How Do You Flip Curriculum?

This fall a portion of the core Atmospheric Sciences courses will feature a new teaching method. Some sophomore, junior, and senior level classes will be "flipped." In a flipped classroom, students learn much of the content before coming to class via multi-media modules or video lectures; class time is focused on higher order learning, i.e., solving problems or critically analyzing data related to the content. Department faculty have already started flipping some courses; the project should be fully implemented by the summer of 2015.

## Rites of Spring

Earth Day on April 22 featured a well-attended morning lecture by author and permaculturalist Ben Falk. Afternoon festivities including the Solar Bus and live music.

On April 25, the unfurling of the giant American flag over campus announced one of the College's longest running and most popular annual traditions: Spring Day. Hundreds of members of the Lyndon community enjoyed live music from several of the College's many bands, an outdoor barbecue, recreational and student club activities, the yearly "brain vs. brawn" tug-of-war between the Atmospheric Sciences and Exercise Science Departments, and LSC's take on "The Amazing Race."

The annual Spring Dip held that day raised \$1,500 for student scholarships. Students, faculty, staff, alumni, and President Joe took the chilly plunge into Library Pond.

*As a new president, watching the college community dig into the work required to build out of the financial shortfall we face is an **impressive experience**. Our faculty and staff are **remarkably devoted** to the college and the students it serves and put an incredible amount of effort into the events and activities described below.* —DAN SMITH

- » As our academic year winds down, the students, staff and faculty are busier than ever. The last week of classes is filled with **final project presentations** – an opportunity for students to showcase how much they have learned and grown in their time with us. This year's presentations ranged from plans for a High Performance (near net zero) building to designing and fabricating a drivetrain for an electrical generator.
- » Despite a slight decrease in overall application numbers, our **deposited students exceeds last year at this time by 15%**. Over the last few months we held several recruitment events including Accepted Student Open Houses in Williston and Randolph Center, Try a Major Day (details below) as well as the annual Consortium of Vermont Colleges bus tour which brings 40 school counselors to campus. Work on implementation of Ellucian Recruiter, a recruitment software designed to streamline our admissions process, will continue through the summer in anticipation of launching in time for our fall recruitment season.
- » The College hosted its first **"Try a Major Day"** on both the Randolph and Williston campuses on April 18. The program, which targeted primarily high school sophomores and juniors, was a success with over 150 students in attendance. A similar event is planned for Spring, 2015.
- » The **Institute for Applied Agriculture and Food Systems** held two classes this winter (cheesemaking and welding) and will begin its first brewing class on May 15 with a full roster. A multi-page insert announcing upcoming classes was placed in over 37,000 papers state-wide and delivered to multiple co-ops and news outlets for distribution in and out of Vermont. Additional classes, ranging from viticulture to distilling and honey production and dairy husbandry are scheduled for the summer.
- » **David Blittersdorf**, well-known renewable energy entrepreneur and president and Chief Executive Officer of Williston-based AllEarth Renewables, committed **\$120,000** to support the launch of the college's new **Renewable Energy bachelor's degree program**. The new Bachelor of Science program will prepare graduates to play a hands-on role in implementing the State of Vermont's goal of achieving ninety-percent renewable energy by 2050. The program will launch in the fall of 2014 and is currently accepting students.
- » The College continues to see steady growth in the amount of press we generate. In 2013, the total unpaid impressions fell just shy of 6.7 million. Within the first two-and-a-half month of 2014, unpaid impressions totaled 5.1 million and the upward trend continued through the spring. Our Facebook followers have increased 40% over last year and Twitter has grown by 75%. In addition to its "vttech" handle, the College is also tweeting under "VTCBigB". "Big B" or "Big Bertha" was the name given to the College's biodigester.
- » Work is nearing completion on **Vermont Tech's new website**. Launch is planned for June 2014. The new site will feature bold photography, entirely new navigation, testimonials from employers and stories about current students, faculty and alums and be focused on reaching our prospective students, parents and influencers.
- » Indra Acharya, a VAST student, was recently awarded the prestigious **Gates Millennium Scholarship**. The scholarship provides a full ride to the student's college of choice. Indra will attend Georgetown University to study law and politics. Only 1,000 talented students receive the scholarship each year. Indra is only the second Vermont student to ever receive this award.
- » The IT department is gearing up for summer projects with a focus on academic spaces. The college is completing a transition to **brighter, wide-screen format projectors** in all of our classrooms and going through our normal cycle of lab replacements. We've reworked our equipment replacement cycles to focus on academic areas first and reduce costs going forward.

- » Vermont Tech will offer two **Governor's Institutes** this summer; one program on **Entrepreneurship** and the second year of **Farms, Food and your Future**. Both programs are almost full. The college is also planning an AeroCamp for young adults interested in Aviation out of the Williston campus.
- » **Sixth Annual Vermont Tech Honors Convocation** - On April 17, all five of our honor societies inducted new members and more than 50 awards were presented, including several that are sponsored by the professional societies associated with the various majors. Many officers of the organizations were with us to present their awards in person to the students. The Vermont Tech athletic department honored 11 different athletes with 19 athletic and academic achievement awards. Seven athletes were honored with making the United States Collegiate Athletic Association (UCAA) Academic All-American.
- » Our new **Bachelor of Science in Nursing (BSN)** program has been approved for **Candidacy with the Accreditation Commission for Education in Nursing (ACEN)**. The new program is in its second semester, and new students are registering for the summer and fall semester. The program is on target for final accreditation spring of 2015, with the self-study report and site visit occurring in conjunction with the Practical and Associate Degree Nursing programs.
- » Historically, nursing at Vermont Tech has been a three-step process for students. Beginning in fall 2014, Vermont Tech nursing students will be able to move directly from certificate to the ADN program to the RN program without reapplying at each step. The **"Direct Progression"** model was adopted after extensive planning over the past six months. Students now may apply at any step in the program and progress automatically through the ADN or BSN levels. Students must maintain specific GPA requirements and successfully attain their LPN and RN licenses as part of the direct progression process.
- » Our dental hygiene clinic attained **Medicaid provider status**, thereby reducing clinic co-pays to just \$3 co-pay for Medicaid-enrolled patients. The department recently held a very successful hands-on continuing education course on the use of lasers in dental hygiene. A second continuing education course on the administration of local anesthetics will be held next week.
- » **VT Tech diverted 38 tons of food waste** from our Randolph campus to composting in calendar year 2013 – and recently submitted that data to the US EPA Food Recovery Challenge. Vermont's new Universal Recycling Law requires generators of organic materials (such as food waste) to divert this waste stream from landfilling. The College's early compliance with this law, demonstrates again, its leadership in sustainable practices. The decision to implement early allows staff and students the chance to practice collection and reduce that contamination that typically can render the material unacceptable to digestion or composting. It also provides for an easy transition to integrating the material into the biodigester operations.
- » CEWD and the Vermont Department of Labor celebrated the graduation of 87 apprentice plumbers, electricians and tramway operators in Randolph on April 26. **Governor Peter Shumlin and Commissioner Annie Noonan** were speakers.
- » Hartness Library's Susan Currier, librarian at VTC and Eileen Gatti, Hartness Library assistant director at CCV are presenting at the **VSC 2014 Academic Retreat** in May. The presentation, Beyond College: Engaging Transliterations for Success in the Workplace will describe the increasing demand for workplace transliteracy, and the need for educators to understand what this means and how it affects our student population.
- » Three Vermont Tech graduates placed second in an **international student design competition** based on their senior-year projects in the bachelor degree program in architectural engineering technology. Greg Cadieux, Blaine Conner, and Matthew Molayem submitted their senior project in the American Society for Heating, Refrigerating, and Air-conditioning Engineers (ASHRAE) "design calculations" category competition in 2013. The submittal was judged against others in the region and then finally against all national and international submittals.
- » On April 1, 2014 **Faye Tolar, RRT** and **Patrick Gabert** a senior respiratory student at Vermont Tech traveled to Washington, D.C. along with other respiratory therapists, patients and PACT members representing states from all over the country. They met with congressional leaders to request members of Congress to permit Medicare patients with certain chronic lung diseases to have greater access to the knowledge and services of a respiratory therapist.

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## Items for Information and Discussion

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9.     Other Business
10.    Comments from the Public
11.    Date and Place of Next Meeting  
          Thursday, July 31, 2014  
          Office of the Chancellor, Montpelier, VT