

May 20, 2016

MEMORANDUM

TO: Board of Trustees, Vermont State Colleges

FROM: Martha O'Connor, Chair
Jeb Spaulding, Chancellor



SUBJECT: Materials for Board of Trustees Meeting May 25-26, 2016

Attached are the agenda and supporting materials for the upcoming regular Board meeting, Wednesday and Thursday, May 25th and 26th.

Friday's Board agenda will focus on Lyndon State College. Starting at 2:15 p.m., time will be spent touring the campus and going into detail on topics specific to the college. There will be several presentations by President Joe and his staff, followed by dinner at President Joe's home.

Directions to Lyndon State College:

Lyndonville is off Exit 23 on Interstate Highway 91. At the bottom of the ramp, turn right onto Highway 5 North and then take an immediate left onto Back Center Road (just before the Colonnade). Follow for 1 1/2 miles to stop sign. Continue straight for 100 yards, then make another left at Lyndon Institute onto College Road. Continue one mile up the hill to the college. A campus map is attached.

Park in the Lyndon State College main parking lot and enter the lobby of the Academic and Student Activity Center via the main entrance, which is at the right end as you face the building. Turn left after the information desk, follow the corridor to the end.

Rooms are reserved for all trustees at the Comfort Inn in St. Johnsbury, about 15 minutes from campus. Here is a link for a map to the Inn: <https://goo.gl/maps/yEiUjDR8fkM2>. And here is a map from the Comfort Inn to LSC campus: <https://goo.gl/maps/odEgDmvN1fB2>.

cc: Council of Presidents

P COMMUTERS AND VISITORS

TO ADMISSIONS

ACADEMIC & STUDENT
ACTIVITY CTR (ASAC)

ASAC
100

Observation Deck
Third Floor

Admissions
Third Floor

Student Services
Third Floor

FITNESS CENTER
& POOL

STANNARD
GYMNASIUM

ALEXANDER
TWILIGHT
THEATRE
(ATT)

THEODORE N.
VAIL CENTER

RITA L. BOLE CENTER

ATT Lobby

THADDEUS FAIRBANKS
SCIENCE HALL

Vail Museum
Third Floor

Student Center
Second Floor

President's Office
Third Floor

P FACULTY & STAFF

VAIL DRIVE

Dragon Pond

SAMUEL
READ
HALL
LIBRARY &
ACADEMIC
CENTER
(LAC)

Library Pond

Campus Interior

P LIBRARY & DINING

Burke Mtn Room
Fourth Floor

Vermont Room
Second Floor

Veterans Park

STEVENS
DINING
HALL

Fountain
Pond

WHELOCK
HALL

McGOFF HILL

Quimby Gallery

P WHELOCK
RESIDENTS

RITA L. BOLE
COMPLEX

BAYLEY HALL

ARNOLD HALL

HARVEY
ACADEMIC
CENTER
(HAC)

Bole
Community
Room

P RITA L. BOLE
COMPLEX &
RESIDENTS

WHITELAW HALL

STONEHENGE
COMPLEX

ROGERS HALL

P STONEHENGE
COMPLEX

POLAND HALL

CREVECOEUR HALL

LOWER CAMPUS DRIVE



Vermont State Colleges Board of Trustees

May 25 & 26, 2016

*Lyndon State College
Lyndonville, Vermont*

BOARD OF TRUSTEES

Martha O'Connor, Chair
(2/28/17)

M. Jerome "Jerry" Diamond
(2/28/19)
Rep. Eileen "Lynn" Dickinson
(2/28/16)
Kraig Hannum
(2/28/17)
J. Churchill Hindes
(2/28/21)
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, Secretary
(2/28/21)
Michael Pieciak
(2/28/21)
Aly Richards
(2/28/19)
Benjamin Simone
(5/31/16)
Governor Peter Shumlin
(*ex officio*)

Board Committees

Audit

Linda Milne, Chair
Lynn Dickinson, Vice-Chair
Church Hindes
Karen Luneau
Michael Pieciak

Education, Personnel & Student Life

Kraig Hannum, Chair
Jim Masland, Vice-Chair
Lynn Dickinson
Karen Luneau
Mike Pieciak
Ben Simone

Executive

Martha O'Connor, Chair
Tim Jerman, Vice-Chair
Karen Luneau
Linda Milne

Finance & Facilities

Church Hindes, Chair
Chris Macfarlane, Vice-Chair
Jerry Diamond
Tim Jerman
Bill Lippert
Linda Milne
Aly Richards

Long Range Planning

Jerry Diamond, Chair
Lynn Dickinson
Karen Luneau, Vice Chair
Kraig Hannum
Church Hindes
Tim Jerman

Board Meeting Dates

September 22-23, 2015
December 2-3, 2015
February 12-13, 2016
May 25-26, 2016
July 20-21, 2016
September 21-22, 2016

Lake Morey Resort, Fairlee, VT
Vermont Technical College – Randolph Campus
Johnson State College
Lyndon State College
Castleton University
TBD

VSC Chancellor's Office **Jeb Spaulding, Chancellor**

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

Stephen Wisloski
William Reedy
Elaine Sopchak
Yasmine Ziesler
Dianne Pollak
Tricia Coates
Richard Ethier
Nancy Shaw
Hope Baker-Carr
Tracy Sweet
Deborah Robinson

**Vermont State Colleges Board of Trustees Meeting
Lyndon State College
1001 College Road
Lyndonville, VT**

May 25 & 26, 2016

AGENDA

Wednesday, May 25, 2016

8:30 AM – 3 PM VSC Academic Retreat

2:15 – 2:50 PM Voluntary Tours of Lyndon State College Campus

3:00 PM Reception with light refreshments

3:15-5:15 Lyndon Presentations:
President Joe Bertolino – *Welcome and Update*
President Joe and Lyndon Institute Headmaster Daren Houck –
Lyndon Learning Collaborative
Interim Academic Dean Nolan Atkins – *Curriculum Task Force*
Director of Center for Rural Entrepreneurship Ann Nygard –
Center for Professional Studies
Dean of Students Jonathan Davis – *Student and Alumni Panel*

5:30 PM Dinner – President Bertolino’s Home

Overnight: [Comfort Inn](#), 703 US Route 5 South, Saint Johnsbury, VT 05819
Map: <https://goo.gl/maps/yEiUjDR8fkM2>

Thursday, May 26, 2016

7 – 8 AM Breakfast options are available at the Comfort Inn as well as in the Moore
Community Room on the LSC campus.

Map from the Inn to LSC campus: <https://goo.gl/maps/odEgDmvN1fB2>)

9 AM – 12:00 PM Board of Trustees Regular Meeting – Moore Community Room

Vermont State Colleges Board of Trustees Regular Meeting
Lyndon State College, Moore Community Room
May 26, 2016

AGENDA

A. PRESENTATIONS

1. Presentation of Professor Emeritus Status to Retired Professor Richard Moye
2. Status of Six Priorities to Support the Mission of the Vermont State Colleges

B. ITEMS FOR DISCUSSION AND ACTION

1. Approval of Meeting Minutes
2. Report of the Meeting of the Nominating Committee
 - a. Election of the Vice Chair, Secretary, and Treasurer of the Board of Trustees
 - b. Election of Members of the Audit Committee
3. Personnel Actions: President Reappointments
4. Report of the Finance & Facilities Committee
 - a. Approval of FY2017 Budgets
 - b. Consent Agenda
 - i. Annual Banking and Investment Resolution
 - ii. Revision to Policy 417: Tuition Discount for Students Age 60 and Over
 - iii. Uniform Guidance Policy Revisions
 - iv. Approval of Grants and Endowments
5. Report of the Audit Committee
 - a. Amendment to Audit Committee Charter
6. Report of the Education, Personnel, and Student Life Committee
 - a. Faculty Fellows Nominations
 - b. Consent agenda
 - i. Revision to VSC Policy 208: Criminal Background Check Policy
 - ii. Status of Programs under 2015 Policy 109 Review
7. Report of the Long Range Planning Committee
8. Report of the Executive Committee

C. ITEMS FOR INFORMATION AND DISCUSSION

1. Preliminary FY2017 Board of Trustees Schedule of Meetings
2. Other Business
3. Presidents Reports
4. Report of the VSCSA
5. Comments from the Public

MEETING MATERIALS

Presentation: Six Priorities to Support the Mission of the Vermont State Colleges

Item 1 Board of Trustees Meeting Minutes

- February 12-13, 2016 Regular Meeting
- March 11, 2016 Special Meeting
- April 27, 2016 Special Meeting

Item 2: By-Laws of the VSC Board of Trustees

Item 3: Resolution of Reappointment for the Presidents

Item 4: FY2017 Budgets and Resolution

Finance & Facilities Committee consent agenda

- Annual banking and investment resolution
- Revision to Policy 417: Tuition Discount for Students Age 60 and Over
- Uniform Guidance policy revisions
- Grants and endowments

Meeting Minutes of March 10, April 7, April 27, and May 19, 2016

Item 5: Audit Committee revised charter

Minutes of the April 27, 2016 Meeting

Item 6: Resolutions of Faculty Fellowship Awards

EPSL Committee consent agenda

- Revision to VSC Policy 208: Criminal Background Check Policy
- Status of Programs under 2015 Policy 109 Review

Minutes of the April 27, 2016 Meeting

Item 7: Long Range Planning Committee Minutes of March 10 and May 19, 2016

Item 8: Executive Committee Minutes of May 16, 2016

Information Items: Preliminary FY2017 Calendars
Presidents' Reports

Presentation:
**Six Priorities to Support the Mission
of the Vermont State Colleges**

[Back to Agenda](#)

Six Priorities to Support the Mission of the Vermont State Colleges

For the benefit of Vermont, the Vermont State Colleges system provides affordable, high quality, student-centered, and accessible education, fully integrating professional, liberal, and career study, consistent with student aspirations and regional and state needs.

1) Increase the continuation rate of high school students on to postsecondary education.

Strategy 1.a. Provide effective leadership and advocacy, with partners, on the urgent need to increase postsecondary affordability and attainment while sustaining program quality.

Strategy 1.b. Expand strategies (e.g. Introduction to College Studies, dual enrollment, “try a major” events) targeted at current populations of high school students who are not continuing with postsecondary education.

Strategy 1.c. Expand existing and create additional flexible academic pathways into and through our degree programs, including providing meaningful certificates and associate degrees.

2) Improve the retention and graduation rates at our colleges.

Strategy 2.a. Implement degree maps to create clear curriculum paths to graduation.

Strategy 2.b. Improve access and use of data and advising technologies.

Strategy 2.c. Develop multiple delivery models for degree completion, including online, connected classrooms, and flexible schedule options.

Strategy 2.d. Continue to increase comprehensive and strategic approaches to student support services.

3) Become a more attractive destination for Vermont high school graduates.

Strategy 3.a. Create a positive brand at the VSC system level that supports the unique characteristics of each college and is rooted in the sustained quality of the academic experience.

Strategy 3.b. Continue to improve technological and physical infrastructure.

Strategy 3.c. Enhance relationships with school counselors statewide.

Strategy 3.d. Establish VSC celebration and support of academic excellence (e.g. VSC Hall of Fame).

4) Serve well more working age Vermonters.

Strategy 4.a. Improve and expand flexible and online delivery of programs across the VSC to increase number of degree programs available to students statewide.

Strategy 4.b. Work with employers on needs assessment and flexibility of delivery.

Strategy 4.c. Improve the entire technology infrastructure of the system to ensure that it is user friendly and competitive.

5) Operate as a more integrated system to expand student opportunities and achieve operational efficiencies.

Strategy 5.a. In addition to maximizing productive collaboration and integration across the entire system, develop strategic alliances between Johnson and Lyndon State Colleges, as well as Vermont Technical College and Community College of Vermont, intended to complement and/or supplement their individual strengths and weaknesses.

Strategy 5.b (Also 4c.) Improve the entire technology infrastructure of the system to ensure that it is user friendly and competitive.

Strategy 5.b. Review the financial model of the system to ensure institutional stability and explore financial incentives that support collaboration and system interconnectedness.

Strategy 5.c. Reduce transferability and course-sharing barriers to expand the diversity of student academic and co-curricular learning opportunities.

6) Increase state financial support and other supplemental revenues.

Strategy 6.a. More effectively advocate for state support.

Strategy 6.b. Increase grant-writing capacity in the system.

Strategy 6.c. Collaborate on shared fundraising resources.



Strategic Priorities & Strategies Update

VSC Board of Trustees Meeting
May 26, 2016

FOR THE BENEFIT OF VERMONT.



Six Priorities to Support the Mission of the VSC

For the benefit of Vermont, the Vermont State Colleges system provides affordable, high quality, student-centered, and accessible education, fully integrating professional, liberal, and career study, consistent with student aspirations and regional and state needs.

1. Increase the continuation rate of high school students on to postsecondary education.
2. Improve the retention and graduation rates at our colleges.
3. Become a more attractive destination for Vermont high school graduates.
4. Serve well more working-age Vermonters.
5. Operate as a more integrated system to expand student opportunities.
6. Increase state financial support and other supplemental revenues.

FOR THE BENEFIT OF VERMONT.

2



1. Increase the continuation rate of high school students on to postsecondary education.

Advance Vermont Partnership & Projects
Outcomes Based Funding Advocacy
Dual Enrollment & Early College
VSC Joint Admissions Program
Developing Partnership with AOE & VSAC

FOR THE BENEFIT OF VERMONT.



2. Improve retention and graduation rates.

Four-year Degree Maps
VSC Transfer Pathways
VSC Advising Technology Group

*Look ahead: system approaches to
Upward Bound, veterans programs*

FOR THE BENEFIT OF VERMONT.



3. Become a more attractive destination for Vermont high school graduates.

Think Vermont First / Vermont HS Pathways
 VSC Guidance Counselor Breakfasts
 VSC Representation on
 VT School Counselors Association Board
 VSC Hall of Fame

FOR THE BENEFIT OF VERMONT.



4. Serve well more working age Vermonters.

New Certificates and Pathways:

Certified Production Technician (CCV, to VTC)
 Health Information Specialist (CCV)
 GE Aviation Apprenticeship Program (VTC)
 Industrial Maintenance Technician (CCV and VTC)
 Hospitality (LSC)

New Program Delivery Models:

Early Childhood Education Licensure (CCV to LSC, 90% online)
 RN and BSN completion (VTC, telepresence and online)

FOR THE BENEFIT OF VERMONT.



5. Operate as a more integrated system to expand student opportunities and achieve operational efficiencies.

Strategic Alliances
System Efficiencies

FOR THE BENEFIT OF VERMONT.



6. Increase state financial support and other supplemental revenues.

New Legislative Proposals
(Linkage, Complete College Vermont)
VSC Grants Coordinator
Shared Fundraising and Planned Giving
Resources

FOR THE BENEFIT OF VERMONT.

Item 1:
Board of Trustees Meeting Minutes

[February 12-13, 2016 Regular Meeting](#)

[March 11, 2016 Special Meeting](#)

[April 27, 2016 Special Meeting](#)

[Back to Agenda](#)

Unapproved minutes of the Board of Trustees regular meeting Friday, February 12, 2016

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

The Vermont State Colleges Board of Trustees conducted a regular meeting Friday, February 12, 2016 in the Stearns Performance Space, Johnson State College, Johnson, Vermont.

The following were present:

Trustees: Jerry Diamond, Lynn Dickinson, Kraig Hannum, Church Hindes, Tim Jerman (Vice Chair), Karen Luneau, Linda Milne, Martha O'Connor (Chair), Aly Richards, Ben Simone

Absent: Bill Lippert, Chris Macfarlane, Jim Masland, Mike Pieciak

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith

Office of the Chancellor:

Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Vice President and Chief Financial Officer
Yasmine Ziesler, Chief Academic and Academic Technology Officer

From the Colleges:

Nasser Abdel-Fatah, JSC Student, President, JSC SGA
Dave Bergh, JSC Dean of Students
Avery Bliss, JSC Student, *Basement Medicine* Reporter
Doug Eastman, JSC Registrar
Valerie Edwards, JSC Director, External Degree Program
Joe Farara, JSC Faculty Librarian
Barb Flathers, JSC Assistant to the Dean of Students
Elaine Harvey, JSC Assistant Athletics Director
Nicole Menard, JSC Student
Cecilia North, JSC Executive Assistant to the President
Jo Ann Lamore, JSC Assistant Academic Dean
Sara Kinerson, JSC Director of Advising
Gina Mireault, JSC Professor
James Nichols, JSC Head Athletic Trainer
Lauren Philie, JSC Director of Development & Alumni
Brady Rainville, JSC Student

Josh Reed, JSC Graduate Assistant, Athletics
Dan Regan, JSC Dean of Academic Affairs
Sharron Scott, JSC Dean of Administration
Tyrone Shaw, JSC Associate Professor
Paul Silver, JSC Professor
Miles Smith, JSC Athletics Assistant
Dotty Spoerl, JSC Assistant Chief Technology Officer
Danielle Spring, JSC Director of Conference & Events Services
Toby Stewart, JSC Controller
Julie Theoret, JSC Professor
Sharon Twigg, JSC Professor
Beth Walsh, VSCUP President
Margo Warden, JSC Director, First Year Experience
Michele Whitmore, JSC Associate Dean of Students

From the Public:

Michelle Boomhower, JSC Alumni
David Silverman, JSC Alumni
Greg Stefanski, JSC Alumni

The meeting began at 3 pm. President Collins gave a presentation about Johnson State College which is attached to these minutes. She identified nine strategies the college will employ over the next several years:

- Branding as the Vermont member of the Council of Public Liberal Arts Colleges (COPLAC)
- Accelerated programming
- Online programs
- Residential AA/AS programs
- Strategic alliances
- Competitive tuition
- Financial aid discounting
- Athletics
- Fine & Performing Arts Academy/ Early College

President Collins shared that early results of these strategies are positive, with increases in campus undergraduate applications; Early College applications; gifts to the college; and persistence of learning communities from fall to spring; and decreases in academic dismissals and probations.

Academic Dean Dan Regan shared that JSC aspires to be the premier liberal arts college in Vermont. He highlighted four high impact practices of JSC's academic programs:

- Internships
- Learning communities
- Student research
- First-year experience

Dean of Administration Sharron Scott shared JSC's current and future financial status. The college expects to conclude the fiscal year with an approximate \$975K deficit, which will be covered by strategic reserves. This deficit is due largely to a smaller than expected incoming class and a higher than budgeted number of in-state enrollments. Enrollment in EDP was also smaller than expected. Since FY2012 the college has reduced expenses by approximately \$3.2M; these reductions occurred in wages and benefits, supplies and services, and deferred maintenance. Further major cuts to existing programs will have a negative effect on the quality of academic and educational life at JSC. The college aims to boost enrollment from 920 students in Fall 2015 to 2,078 by Fall 2018, or an estimated FTE enrollment in FY2019 of 1,631. This increase will provide an estimated \$1.5M in new revenue in each next three years. Investment in infrastructure in the immediate future to support accelerated delivery models for online learning will be necessary to jumpstart the External Degree Program. Further strategic investments in student acquisition will also be necessary. As enrollment is rebuilt a portion of revenue must be directed to activities that strengthen enrollment and maintain academic quality, resulting in a return to financial stability over the next three years. The college is working on strategic alliances other VSC colleges, particularly Lyndon State College, that will lower current costs and hold down future expense growth as enrollment rebuilds.

Trustee Jerman asked whether growth in graduate programs will include new programs. President Collins answered the college is anticipating new programs as well as certificate programs for graduate students.

Trustee Jerman asked President Collins to clarify her comments on tuition discounting. President Collins responded that the differential between out-of-state and in-state tuition across the country is collapsing; out-of-state discounting is almost equal to in-state tuition. Competing institutions are discounting up to 65%. JSC needs to be aware of this trend and not price itself outside the market.

Trustee Milne inquired about plans to grow the External Degree Program. President Collins stated that improvements to the performance and speed of current business practices will occur, as well as changes to the length of programs. They plan to continue their strong relationship with CCV and are considering offering EDP to out-of-state students via online offerings.

Trustee Richards inquired whether students in the Early College Program continue on to become JSC students. President Collins answered that JSC has strong academic support services with emphasis on the transition from high school to college, with the result that half of Early College students stay matriculate at JSC.

Trustee Jerman asked what alternative revenues sources are developing. President Collins answered that the college is working hard on grants. At this time they are also developing non-credit experiences to be offered during summertime.

Trustee Hinds inquired whether President Collins found working with AGB to be a useful collaboration. President Collins stated that Mr. Beyer of AGB provided a glimpse into the nonprofit sector that was helpful, made them aware of competition, and was helpful in sharing strategies to accomplish goals.

Chancellor Spaulding stated that it is remarkable the amount of ideas coming from JSC and how quickly they came together.

Student and Alumni Panel

JSC Dean of Students Dave Bergh moderated a panel of three current JSC students and three JSC alumni to share their experiences while attending JSC and the benefits their JSC education brought to their lives and careers.

Students: Nasser Abdel-Fatah, an Environmental Sciences/Wellness & Alternative Medicine major, is a senior from Randolph, VT.
Nicole Menard, a History/Secondary Education major, is a junior from Milton, VT.
Brady Rainville, a Psychology/Business Management major, is a junior from Danville, VT.

Alumni: Michelle Boomhower ('93) is the VT Agency of Transportation's Director of Policy Planning and Intermodal Development.
David Silverman ('85) is the President of Union Bank.
Greg Stefanski ('06) is the Executive Director of Laraway Youth & Family Services.

The Board adjourned to move to Bentley Hall to view student poster projects. The Board then joined staff, faculty and students for dinner in the Stearns Performance Space. The Board adjourned after dinner to return at 8:45 a.m. on February 13th.

Unapproved minutes of the Board of Trustees regular meeting Saturday, February 13, 2016

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

The Vermont State Colleges Board of Trustees conducted a regular meeting Saturday, February 13, 2016 in the Stearns Performance Space, Johnson State College, Johnson, Vermont.

The following were present:

Trustees: Jerry Diamond, Lynn Dickinson, Kraig Hannum, Church Hindes, Tim Jerman (Vice Chair), Bill Lippert, Karen Luneau, Chris Macfarlane, Jim Masland, Linda Milne, Martha O'Connor (Chair), Mike Pieciak, Aly Richards, Ben Simone

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk

Office of the Chancellor:

Tricia Coates, Director of External and Governmental Affairs
Bill Reedy, Vice President and General Counsel
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Vice President and Chief Financial Officer
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic and Academic Technology Officer

From the Colleges:

Tyler Cadorette, LSC Student
Todd Comen, JSC Professor
Lisa Cummings, JSC Director of Financial Aid
Joe Farara, JSC Faculty Librarian
Barb Flathers, JSC Assistant to the Dean of Students
Sam Hartley, JSC Student, Editor-in-Chief, *Basement Medicine*
Loren Loomis Hubbell, LSC Dean of Administration
Jo Ann Lamore, JSC Assistant Academic Dean
Tim Lewis, LSC Professor
Meaghan Meachem, LSC Associate Professor
J.J. Murphy, LSC Student
James Nichols, JSC Head Athletic Trainer
Cecilia North, JSC Executive Assistant to the President

Dan Regan, JSC Dean of Academic Affairs
Tyrone Shaw, JSC Associate Professor
Paul Silver, JSC Professor
Dotty Spoerl, JSC Assistant Chief Technology Officer
Danielle Spring, JSC Director of Conference & Events Services
Julie Theoret, JSC Professor, VSCFF Treasurer, AFTVT Treasurer
Sharon Twigg, JSC Professor
Lit Tyler, VT Tech Dean of Administration
Jamey Ventura, JSC Director of Athletics
Beth Walsh, VSCUP President

Guest: Rick Beyer, Association of Governing Boards Institutional Strategies (by phone)

Chair O'Connor called the meeting to order at 8:45 a.m.

A. PRESENTATION

1. Presentation of Final AGB Report with Rick Beyer

Trustee Jerman moved to enter executive session pursuant to 1 V.S.A. §313(a)(6) as well as 1 V.S.A. §§317(c)(4) and (9) to discuss a public record that is exempt from public inspection and copying. The document in question is protected by deliberative process privilege and because it contains unpatented trade secrets and proprietary information—confidential business records and information—that a commercial concern such as the VSC would make reasonable efforts under the circumstances to keep secret and which give the VSC an opportunity to obtain business advantage over competitors who do not know it. In addition to the Board, the Chancellor, Rick Beyer from AGB, the presidents, and Stephen Wisloski were permitted in executive session. Trustee Diamond seconded and the motion was approved unanimously. The Board entered executive session at 8:47 a.m. The Board exited executive session at 10:15 a.m. and took no action. The Board recessed for a short time.

B. ITEMS FOR DISCUSSION AND ACTION

1. Approval of the Minutes of the December 2nd and 3rd, 2015 Meetings

Trustee Jerman moved and Trustee Luneau seconded the approval of the minutes of the December 2, 2015 meeting. The minutes were approved unanimously.

Trustee Jerman moved and Trustee Luneau seconded the approval of the minutes of the December 3, 2015 meeting. The minutes were approved unanimously.

2. Election of Three Board Members to the Nominating Committee

Chair O'Connor reminded the Board that the Nominating Committee must present a slate of three nominations for the positions of Secretary, Treasurer, and Vice-Chair of the Board at the annual (May) meeting. In addition, the Nominating Committee must recommend members of the Audit Committee.

Chair O'Connor also stated that the Nominating Committee must recommend two new members to serve on the Board, for appointment in February 2017. The Governor will appoint a third member at that time. The terms of Trustees Hannum, Trustee Luneau, and Chair O'Connor end in February 2017.

Trustee Luneau nominated Trustees Diamond, Dickinson, and Jerman to be members of the Nominating Committee. The nominees were approved unanimously.

Trustee Jerman nominated Trustee Diamond to be Chair of the Nominating Committee. Trustee Luneau seconded the nomination. The appointment was approved unanimously.

3. Report of the Education, Personnel, and Student Life Committee

a. Policy 102 Final Proposal: Castleton University EdD in Leadership

Trustee Hannum moved and Trustee Diamond seconded the resolution. The resolution was approved unanimously.

b. Policy 102 Final Proposal: Johnson State College BA in Media Arts

Trustee Hannum moved and Trustee Diamond seconded the resolution. The resolution was approved unanimously.

c. Minutes of the January 13, 2016 EPSL Committee Meeting

There was no discussion of the minutes.

4. Report of the Finance & Facilities Committee

a. Establishment of Endowment

Trustee Hindes moved and Trustee Macfarlane seconded the resolution. The resolution was approved unanimously.

b. Tuition, Fees, Room & Board Rates for the 2016-2017 Academic Year

Trustee Hindes introduced the discussion by sharing that the Committee vote on this resolution was split 4 in favor, 3 against. Trustee Hindes moved the resolution *Tuition, Fees, Room & Board Rates for the 2016-2017 Academic Year*. Trustee Diamond made a point of order, inquiring whether the Board needed to make a motion to rescind the previous decision on tuition for FY2017. Trustee Hindes withdrew his motion, and moved to rescind the decision made by the Board in 2015 on FY2017 tuition. Trustee Jerman seconded the call for a vote on rescission. Vote results:

Opposed: Trustees Diamond, Macfarlane, Milne. In favor: Trustees Dickinson, Hannum, Hindes, Jerman, Lippert, Masland, Pieciak, Richards, Simone. Trustee Luneau abstained. Chair O'Connor did not vote. The resolution to rescind the previous decision on FY2017 tuition passed, 9-3-1. Trustee Hindes moved and Trustee Jerman seconded the resolution *Tuition, Fees, Room & Board Rates for the 2016-2017 Academic Year*.

Trustee Milne stated she supports the 0% tuition increase. Trustee Macfarlane agreed. Trustee Simone stated he consulted with all Student Government Association officers and they understand the increase is necessary though they are not in favor of it. Trustee Jerman stated that the State's contribution is static so tuition is a major way to meet the VSC's goals. Trustee Diamond stated the Board has an obligation to tell the legislature the VSC has reached the point where we cannot put the burden on students when the legislature generously supports PreK-12 funding. He emphasized that postsecondary education is a critical part of the public education

system and a part of the commitment to the citizens by the State. Trustee Masland acknowledged the legislature has done little but reminded the Board it will take awhile to realize the efforts the Chancellor's Office is making on this front. Trustee Jerman stated he believes the attention student loan debt is getting nationally will result in activity regarding higher education at the state level. Trustee Dickinson inquired why JSC graduate tuition shows a decrease. President Collins answered that this change brings graduate tuition more in line with competitors. Trustee Hindes stated that the divisions amongst the Board indicate the lack of a clear and simple solution.

Chair O'Connor invited comments from the public. JSC Professor Julie Theoret stated that without a tuition increase the college will suffer and need an increase in funds. If no tuition increase occurs then the Board needs to find other sources of revenue. Dr. Theoret stated that the unions are working in the State House as part of Reclaim the Promise and invited the Board to join with them on this common ground.

JSC Associate Professor Tyrone Shaw stated that a lack of support from the legislature is the most significant issue. He recommended that the formula for funding distribution between VSC and UVM should be adjusted, and that portability of VSAC grants must be addressed. VSCUP President Beth Walsh stated that the UP Staff union would also support approaching the legislature.

JSC Professor Paul Silver stated the Board must consider the financial limitations of the students. JSC Professor Todd Comen added the Board must also consider the students who are alone and don't have family resources. He recommended keeping level funding and marketing it to leverage the current pricing strategy. JSC Professor Sharon Twigg stated that when students arrive and find that offerings have been cut, they leave. The quality of what the colleges offer will start suffering without more revenue.

Trustee Lippert emphasized that this is not only legislative but a gubernatorial issue as well. He also stated people need to understand there are competing expenditure needs, such as healthcare. He encouraged the understanding that it's not money taken from one group and given to another but rather increasing revenue while trying not to raise taxes. To meet all these obligations those who propose them should offer revenue solutions and understand that maybe taxes are a solution. Trustee Lippert also stated people must continue raising the issues over time and become more a part of the process. People must make sure it's part of the election conversation among all gubernatorial candidates.

Chair O'Connor called for a vote. Results:

Opposed: Trustees Diamond, Macfarlane, Milne. In favor: Trustees Dickinson, Hannum, Hindes, Jerman, Lippert, Luneau, Masland, O'Connor, Pieciak, Richards, Simone. The resolution passed, 11-3. At this time Trustee Macfarlane left the meeting.

c. Minutes of the January 13, 2016 Finance and Facilities Committee Meeting

There was no discussion of the minutes.

5. Report of the Long Range Planning Committee

a. Approval of Proposed Strategies to Achieve Board Priorities

Trustee Diamond moved and Trustee Jerman seconded the resolution. The resolution was approved unanimously.

b. Endorsement of Development of Strategic Alliances between VSC Institutions

At this time Trustee Macfarlane returned to the meeting via phone. Trustee Diamond moved and Trustee Hindes seconded the resolution. Trustee Diamond stated that the strategic alliance concept is not the only way the system will accomplish its goals. Other approaches will be used as well. Roll call vote:

Trustee Diamond	Yes	Trustee Macfarlane	Yes
Trustee Dickinson	Yes	Trustee Masland	Yes
Trustee Hannum	Yes	Trustee Milne	Yes
Trustee Hindes	Yes	Trustee O'Connor	Yes
Trustee Jerman	Yes	Trustee Pieciak	Yes
Trustee Lippert	Yes	Trustee Richards	Yes
Trustee Luneau	Yes	Trustee Simone	Yes

The resolution passed unanimously.

c. Minutes of the January 7, 2016 Long Range Planning Committee Meeting

There was no discussion of the minutes.

6. Revision to Policy 417

Chancellor Spaulding stated that the Board did not have to take action, and could request the topic be considered by the Education, Personnel and Student Life Committee and Finance and Facilities Committee at their next meetings, with approval by the Board in May, which would be in time for summer session registration. The current policy allows students 65 and older to take two free courses per semester. The projected population increase of people over age 60 is significant. The new policy would allow students ages 60 and older to take unlimited courses at half price. Chancellor Spaulding handed out data about students ages 60 and older which are attached to these minutes. The Board agrees that both committees will discuss the revision.

Trustee Diamond shared with the Board that the Long Range Planning Committee has recently dealt with issues brought by the Chancellor and other members of the Committee, and he encouraged other Board members to bring him any other topics they'd like to have considered.

C. ITEMS FOR INFORMATION AND DISCUSSION

1. Other Business

Chancellor Spaulding requested VSC Director of External and Governmental Affairs provide a legislative update. She shared that VSC staff are in the State House daily, and are also advocating with agencies and administration. Both House and Senate Education committees are crafting higher education bills. Representatives from VSC unions have been there as well. Teacher accreditation fees (ROPA) were not included in the Ways & Means Committee fee bill; Ms. Coates stated the VSC is working the Education and Ways & Means Committees to assure the future of the program. Without the fees to fund ROPA there may not be a state level accreditation process.

Ms. Coates thanked the legislative trustees for their guidance and support. She shared that the VSC has made a different appropriations request than in the past; the request is to tie VSC funding to the same annual inflationary increase transferred from the General Fund to the Education Fund. As the VSC is the de facto extension of the public K-12 system, it makes sense to apply the same percentage increase as K-12. This is a modest proposal that gets a modest annual increase into the statutes. There is interest in moving it forward. Both UVM and VSAC have made presentations, which she will send to the Board.

There are currently several higher education initiatives under consideration in both House and Senate Education Committees:

- VSC funding proposal
- Portability of VSAC state grant
- Proposals to increase state contributions to the Higher Education Endowment Trust Fund
- Proposals to allocate Higher Education Endowment Trust Funds based on the number of enrolled Vermont students
- Tuition reductions for members of the Vermont National Guard
- Tax breaks for tuition or student loan payments
- Tax breaks for the purchase of textbooks
- Providing assessed credit for tradespeople
- Alterations to/elimination of UVM's 40% rule
- Our "Complete College Vermont" proposal
- Statewide expansion of the CCV "Man Up" pilot
- New state funding for universal childhood savings accounts (CSAs)
- Future of the Community High School of Vermont

At the most recent PreK-16 Council meeting both the Agency of Education and the House and Senate Education Committees showed interest in the future of career and technical education in the state. It is probable there will be a summer study on CTE financial and governance models and possible additional rolls for the VSC.

2. Presidents Reports

Lyndon State College President Joe Bertolino invited Board members to the March 3rd town hall meeting and the March 12th Veterans Summit. He shared that the college is projecting it will end Q2 of FY2016 at -\$200K, or .6% of its overall budget. This is due to lower summer and spring enrollment, lower room and board, and higher than expected faculty costs. The college has invested in marketing and has hired two admissions counselors. The FY17 budget is currently underway, involving the community in the budget process. The new student target for FY2017 is 456, based on recommendations of the consultant the college has been working with. They anticipate a deficit next year. They have used rainy day funds this year, and may need to use strategic reserves next year. President Bertolino has been meeting frequently with President Collins; both agree there is not much left to cut, and there will be no more cuts to personnel. The college is working on a three-year plan for turnaround and growth.

President Collins shared the expected FY2016 deficit will be \$975K, covered by strategic reserves, due to a lower than expected incoming fall class, though there has been an increase in in-state students. Reductions in out-of-state enrollment have affected auxiliary revenue, room

and board. EDP persistence is also lower. It will take several years for the college to develop a healthy profile. In FY2017 the Board will see the results of concrete steps. They are working with Lyndon State College to form key strategic alliances and hold down expenses.

Vermont Technical College President Dan Smith reminded the Board that for FY2016 they authorized a line of credit of \$1.9M based on an approximately -\$1.8 deficit. The college currently projects a shortfall of \$1M, well ahead of projections. This is due to an uptick in enrollment of 5% FTE and reduced expenses, 80 new students from fall to spring, and low attrition. The FY2017 shortfall is projected to be in the high six figures, and he projects balance by FY2018. The OPEB funds returned to the college went to additional recruiting resources and they are paying off. President Smith stated he is extremely proud of the Randolph campus staff for their communications and response to student illnesses this week. He also noted that unexpected occurrences like widespread illness point to potential vulnerability for budgets. Trustee Dickinson congratulated President Smith for his progress regarding the manufacturing lab funding; Vermont Tech is very close to meeting the match.

CCV President Joyce Judy stated the budget in good shape: they are 2% over in headcount for spring and 1% over in enrollment. They had projected a 5% decrease. President Judy noted that positive relationships keep students coming through the doors. They are holding access days for middle school students, and certificate programs for GE Aviation and Global Foundries, who are hiring employees out of the program. She also noted that 73% of Vermont Tech's LPN students have taken courses at CCV. CCV is doing a lot of work with each of the colleges.

Castleton University President Dave Wolk agreed there is close collaboration with CCV. Castleton now guarantees CCV graduates admission to the university as well as the same CCV tuition rate (via scholarship funds). He encouraged the Board to set tuition for FY2018 this July. FY2016 enrollment is up; the budget is not balanced now but will be at yearend. Room and board are up due to more upperclassmen choosing to live on campus. There is a need for new residences. The university is pursuing housing downtown, with up to 40 beds for students who are working or interning in the Rutland area. Revenues for auxiliary enterprises are up. The largest increase has been in scholarships; they have dedicated this year's carryover funds to scholarships. President Wolk noted that investment income is decreasing for all the colleges; gifts are up and compensate for this at Castleton. In FY2017 they will continue to highlight the tuition freeze; all things being equal they will need to bring in another 100 students to offset the freeze. Castleton has signed agreements with Vermont Law School for 3+3 and 3+2 programs; they are working on connections with VLS master's programs, and plan to make connections in pre-pharmacy and pre-med programs.

3. Report of the VSCSA

Trustee Simone reported that the VSCSA is currently rewriting its constitution. They have created a new position and are hoping to create a paid internship. They have also formed a new events committee.

4. Hall of Fame Event Update

Trustee Luneau invited Chancellor Spaulding's assistant Elaine Sopchak to provide an update on Hall of Fame event planning. She reported that invitations have been sent out, and thanked President Wolk for sharing the expertise of his marketing department staff, who designed the invitation and are putting together a lengthy program. To date financial commitments to the event, including ticket sales, sponsorships, advertisements, and donations, have exceeded \$100K.

5. Comments from the Public

Dr. Julie Theoret shared that on Monday, February 15th from 6-7 p.m. there will be open testimony at multiple sites for Reclaim the Promise. She requested that the unions receive more information on VSC activity in the State House. She also stated that the two-day format of Board meetings is good but suggested the Board reconsider Saturday and summer meetings, as those make it difficult to get to know students.

Professor Todd Comen stated that as grievance chair for the Faculty Federation he works well with the presidents. He shared that the unions have ratified the part-time and full-time contracts, and thanked the Chancellor and General Counsel Reedy for making that happen. He requested that the Board keep faculty involved in discussions and decision making.

Professor Tyrone Shaw thanked the Board for their hard work.

President Judy thanked Chair O'Connor for attending the memorial service of a former CCV staff member.

Trustee Lippert congratulated President Collins and Johnson State for becoming a LGBTQ-friendly campus.

6. Date of Next Meeting:
Wednesday, May 25th – Thursday, May 26th
Hosted by Lyndon State College

Chair O'Connor adjourned the meeting at 12:30 p.m.

Unapproved minutes of the Board of Trustees special meeting Friday, March 11, 2016

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

The Vermont State Colleges Board of Trustees conducted a special meeting Friday, March 11, 2016 via conference call and in conference room 101 of the Chancellor's Office in Montpelier, Vermont.

The following were present:

Trustees: Jerry Diamond, Kraig Hannum, Tim Jerman, Karen Luneau, Chris Macfarlane, Linda Milne, Martha O'Connor (Chair), Aly Richards

Absent: Lynn Dickinson, Church Hindes, Bill Lippert, Jim Masland, Mike Pieciak, Ben Simone

Office of the Chancellor:

Elaine Sopchak, Executive Assistant to the Chancellor

Jeb Spaulding, Chancellor

Steve Wisloski, Vice President and Chief Financial Officer

From the Colleges: Loren Loomis Hubbell, LSC Dean of Administration

From the Public: Steve Zind, Vermont Public Radio

Chair O'Connor called the meeting to order at 12:32 p.m.

A. ITEMS FOR DISCUSSION AND ACTION

1. Grant Approval: VMEC NIST Grant – Hollings Manufacturing Extension Partnership

Trustee Diamond moved and Trustee Luneau seconded the resolution. Chair O'Connor called for a roll call vote. Results:

Trustee Diamond	Yes	Trustee Macfarlane	Yes
Trustee Hannum	Yes	Trustee Milne	Yes
Trustee Jerman	Yes	Trustee O'Connor	Yes
Trustee Luneau	Yes	Trustee Richards	Yes

The resolution passed unanimously.

2. Revision to Policy 417: Tuition Discount for Students Age 60 and Over

Trustee Diamond moved and Trustee Milne seconded the resolution. Chancellor Spaulding explained the proposed revisions to the policy and requested an amendment to the resolution that the revised policy not take effect until Fall semester 2016. Trustee Diamond and Trustee Milne accepted the friendly amendment to the resolution. Chair O'Connor called for a roll call vote.

Results:

Trustee Diamond	Yes	Trustee Macfarlane	Yes
Trustee Hannum	Yes	Trustee Milne	Yes
Trustee Jerman	Yes	Trustee O'Connor	Yes
Trustee Luneau	Yes	Trustee Richards	Yes

The resolution as amended passed unanimously.

Chair O'Connor adjourned the meeting at 12:42 p.m.

Unapproved minutes of the Board of Trustees special meeting Wednesday, April 27, 2016

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

The Vermont State Colleges Board of Trustees held a special meeting on April 27, 2016 at the Chancellor's Office in Montpelier.

Board members present: Martha O'Connor (Chair), Jerry Diamond, Kraig Hannum, Church Hinds, Tim Jerman (Vice Chair), Karen Luneau, Chris Macfarlane, Linda Milne, Aly Richards

Absent: Bill Lippert, Jim Masland, Michael Pieciak, Ben Simone

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith

Chancellor's Office Staff: Bill Reedy, General Counsel
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Scott Dikeman, Dean of Administration, Castleton University
Toby Stewart, Controller, Johnson State College
Barbara Martin, Dean of Administration, Community College of Vermont
Lit Tyler, Dean of Administration, Vermont Technical College
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Phil Petty, Academic Dean, Vermont Technical College
Barb Flathers, Assistant to the Dean of Students, Johnson State College

Chair O'Connor called the meeting to order at 4 p.m.

President Smith provided background on about the honoree and the request for an honorary degree.

Trustee Milne moved and Trustee Diamond seconded the resolution. The resolution passed unanimously.

Chair O'Connor adjourned the meeting at 4:04 p.m.

Item 2:
By-Laws of the VSC Board of Trustees

[Back to Agenda](#)

Election of the Vice Chair, Secretary, and Treasurer of the Board of Trustees and Election of Members of the 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 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.”
- Article III, Section 2 states, “Officers of the Board shall be elected annually at the annual meeting from among members of the Board.”

Article III, Section 2 also states, “The Chair of the Board shall be elected biennially at the annual meeting from among the members of the Board.” Because Chair O’Connor was elected last year, this year the Board will not elect a new chair.

The VSC Audit Committee Charter provides the following:

- Section II, paragraph 2: “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 for members of the Audit Committee to the Board for its consideration.

Vermont State Colleges By-Laws¹

ARTICLE I - BOARD OF TRUSTEES

Section 1. Board of Trustees - The Board of Trustees is the governing body of the Corporation of the Vermont State Colleges and has complete and full authority over administration and operation, financial affairs, selection and appointment of officers and employees as set forth in No. 247 (H.422) of the Acts of 1961 and as amended from time to time.²

ARTICLE II - MEETINGS

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

Section 2. Notice - Notice of all meetings of the Board shall be transmitted to each trustee at least five days before a meeting.

Section 3. Quorum - A majority of the trustees shall constitute a quorum, but a lesser number may adjourn a meeting.

ARTICLE III - OFFICERS AND STAFF

Section 1. Officers - 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.

Section 2. Election - The Chair of the Board shall be elected biennially at the annual meeting from among the members of the Board. Officers of the Board shall be elected annually at the annual meeting from among members of the Board. Officers shall hold office for one year and

¹ Revised 2/11/65; 1/27/67; 2/24/67; 6/23/67; 2/9/68; 1/25/74; 1/24/75; 2/21-22/75; 12/17/77; 6/21/79; 11/17/82; 1/13/92, 9/8/06, 9/30/09; 4/3/13, 2/20/14, 9/23/15

² Vermont Statutes Annotated 2171 et seq.

until their successors are elected and qualified. In the event of a vacancy in an office, the Board shall elect, in the same manner the office was originally filled, a replacement to serve out the remainder of the term vacated.

Section 3. Staff - The Board shall appoint a Chancellor to serve at the pleasure of the Board unless the terms of service are otherwise designated by the Board.

ARTICLE IV - DUTIES OF OFFICERS AND STAFF

Section 1. Chair - The Chair of the Board shall preside at all meetings of the Board. He/She may call special meetings of the Board when he/she deems it necessary. He/She shall appoint members to committees unless otherwise specified. The Chair of the Board is an *ex officio*, non-voting member of all Committees.

Section 2. Vice-Chair - The Vice-Chair shall perform the duties of the Chair in his/her absence.

Section 3. Secretary - The Secretary of the Board shall have charge of the Seal of the Corporation, shall be the certifying officer with respect to its records, contracts, and other transactions, and shall keep a record of the proceedings of the Corporation.

Section 4. Treasurer - The Treasurer of the Corporation shall have general supervision of the finances and business transactions of the Corporation. He/She shall make provisions for annual audits. He/She shall be responsible to ensure that there is adequate bond coverage for himself/herself and all officers and employees of the Corporation who may handle money. He/She shall sign in the name of the Corporation such documents and instruments as the Board may direct.

Section 5. Chancellor - The Chancellor of the Corporation shall be the chief administrative officer and shall have all the duties, responsibilities and authority that commonly pertain to that position. He/She shall be the agent of the Board in implementing its decisions and policies. He/She shall have general supervision of the academic and business affairs of the Corporation and all other powers accorded to him/her under these By-Laws and the Personnel Handbook.

Section 6. Financial Officer - Under the direction of the Chancellor, the Financial Officer shall supervise and direct the financial and business affairs of the Corporation. He/She shall have general responsibilities for keeping of books of account; preparation of budgets; receiving, depositing, withdrawing of monies; investing of funds; and making payments on contracts. He/She shall perform such other duties as may be required of him/her by the Chancellor. He/She is appointed by the Chancellor.

ARTICLE V - INSTITUTION CHIEF EXECUTIVE OFFICERS

Section 1. President - The President is the chief executive and administrative officer of a member institution. The responsibility for selection of institutional presidents lies with the Board of Trustees after consultation with the Chancellor and representatives of the affected institution, including faculty, staff and students. The President is directly responsible to the Chancellor for the effective operation of the institution within system-wide policies and objectives as approved by the Board of Trustees. The Chancellor exercises direct supervision of the President. The Chancellor shall also make recommendations to the Board, as appropriate, on the compensation, reappointment, non-reappointment, and discharge of the President. After considering the Chancellor's recommendations and its own assessment of the President's performance, final authority in these matters shall rest with the Board. In cases of potential discharge of the President during his/her contract period, the Chancellor has the authority to suspend a President with pay pending Board of Trustees consideration of the matter.

ARTICLE VI – COMMITTEES

Section 1. Establishment of Committees - Committees may be established by resolution of the Board of Trustees, from time to time, as the Board may determine at any regular or special Board meeting.

Section 2. Powers - Each Committee shall have those powers set forth in the resolution establishing the Committee.

Section 3. Membership - No Committee shall have fewer than three (3) members including the Chair of the Board of Trustees. Each Committee member shall be a voting member of the Board of Trustees; provided however, that the Board by resolution may permit others to serve as *ex officio*, non-voting Committee members.

Each Committee established by the Board shall have a Chair, who shall be a voting member of the Board of Trustees. The Chair and all other Committee members shall be elected or appointed in the manner set forth in the resolution creating the Committee. In the event of a vacancy of a committee chair or a committee member, the vacancy shall be filled for the remainder of the term vacated in the same manner as the original appointment or election.

Section 4. Quorum - A majority of voting members is required for the conduct of Committee business, but a lesser number may adjourn a meeting. The Chair of the Board shall not be counted in the number required to determine a quorum.

Section 5. Meetings - All Committee meetings shall comply with the provisions of the open meeting law, 1 V.S.A. 310, et seq.

Section 6. Minutes - Minutes shall be kept of all Committee meetings.

Section 7. Subcommittees - Unless prohibited by the resolution establishing the Committee, any Committee may establish one or more subcommittees by majority vote of voting Committee members.

ARTICLE VII - POLICIES AND PROCEDURES MANUAL

Section 1. Policies and Procedures Manual - The Chancellor shall publish and distribute, after approval of the Board, a Policies and Procedures Manual which shall set forth the official policies of the Board and procedures adopted by the Chancellor where not inconsistent with the By-Laws.

Section 2. Approval - A Policy may be approved at any meeting of the Board.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments - The By-Laws may be amended at any meeting by a majority vote of the Board provided notice is given as to substance of the proposal in the call.

Item 3:
**Resolution for the Reappointment
of the College Presidents**

[Back to Agenda](#)

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Personnel Actions: Reappointment of the College Presidents

BE IT RESOLVED,

That upon recommendation of the Chancellor, the following personnel actions are approved, subject to and in accordance with the terms of the letters of reappointment, to be signed by the Chancellor.

<u>Name</u>	<u>Position</u>	<u>Term</u>
Joseph Bertolino	President	7/1/2016 – 6/30/2018
Elaine Collins	President	7/1/2016 – 6/30/2018
Joyce Judy	President	7/1/2016 – 6/30/2018
Dan Smith	President	7/1/2016 – 6/30/2018
David Wolk	President	7/1/2016 – 6/30/2018

May 26, 2016

Item 4:
FY2017 Budgets and Resolution
Finance & Facilities Committee Consent Agenda
Meeting Minutes

[Back to Agenda](#)

**Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Consolidated - All Colleges plus Chancellor's Office
(Amounts rounded to \$1,000)**

	FY2016 <u>Projection</u>	FY2017 <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	109,565	111,369	1,804		FY17 increase as approved by BOT in January; varies by College
State Appropriation	25,674	25,911	237		Includes new \$700k Aid for Vermonters
Room and Board	24,573	24,653	80		FY17 increase of 3% as approved by BOT
Sales and Services	5,129	5,465	335 *		Provided by College
Gifts	1,740	1,224	(517) *		Provided by College
Other Revenue	<u>1,727</u>	<u>1,142</u>	<u>(585) *</u>		Provided by College
TOTAL REVENUES	168,408	169,763	1,355		
EXPENSES					
Salaries and Benefits	110,909	114,715	3,806 *		As per labor contracts, +8.5% healthcare, FLSA increase provided by College
Services, Supplies and Travel	36,146	34,992	(1,154) *		Provided by College
Scholarships and Fellowships	8,683	9,304	621 *		Provided by College
Utilities	6,213	6,125	(88)		Provided by College
Other Expenses	430	440	10		Provided by College
Debt Service	10,380	10,849	469 *		Fixed, provided by Chancellor's Office
Chancellor's Office	0	-	(0) *		\$7.1mm total, split evenly at 20% or \$1.42mm per College, 2.97% increase over FY16
Other Transfers	<u>(1,420)</u>	<u>(2,629)</u>	<u>(1,208) *</u>		
TOTAL EXPENSES	171,341	173,796	2,455		
NET REVENUES/(DEFICIT)	<u>(2,934)</u>	<u>(4,033)</u>	<u>(1,100) *</u>		
ONE-TIME FUNDS					
Carry-forward	941	400	(541) *		Provided by College
Strategic Reserve	754	1,885	1,131 *		Provided by College
All Other	<u>1,238</u>	<u>1,748</u>	<u>511 *</u>		Provided by College
TOTAL ONE-TIME FUNDS	2,933	4,033	1,101 *		
TOTAL OPERATING RESULT	<u>-</u>	<u>-</u>	<u>-</u>		
(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Chancellor's Office
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	-	-	-		
State Appropriation	-	-	-		
Room and Board	-	-	-		
Sales and Services	-	-	-		
Gifts	-	-	-		
Other Revenue	-	-	-		
TOTAL REVENUES	-	-	-		
EXPENSES					
Salaries and Benefits	3,561	3,884	323 *		Salaries +2.5% capped @ \$2k, Healthcare +8.5% (\$100k), new positions, no vacancies Increase to software budget (\$140k), across-the-board decrease otherwise
Services, Supplies and Travel	3,308	3,190	(118) *		
Scholarships and Fellowships	-	-	-		
Utilities	26	26	-		
Other Expenses	-	-	-		
Debt Service	-	-	-		
Chancellor's Office	(6,895)	(7,100)	(205)		2.97% increase over FY16
Other Transfers	-	-	-		
TOTAL EXPENSES	-	-	-		
NET REVENUES/(DEFICIT)	-	-	-		
ONE-TIME FUNDS					
Carry-forward	-	-	-		
Strategic Reserve	-	-	-		
All Other	-	-	-		
TOTAL ONE-TIME FUNDS	-	-	-		
TOTAL OPERATING RESULT	-	-	-		
(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Castleton University
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	30,200	31,138	938	*	BOT-approved tuition increase of 0% for tuition, slight fee increase, + 50 new students
State Appropriation	4,751	4,891	140		\$140K increase in state appropriation
Room and Board	10,438	10,637	199		BOT-approved room and board increases of 3%
Sales and Services	1,550	1,750	200	*	Increases in entrepreneurial revenues
Gifts	548	550	2		
Other Revenue	<u>524</u>	<u>212</u>	<u>(312)</u>	*	High this year due to bookstore inventory purchase by Follett
TOTAL REVENUES	48,011	49,178	1,167		
EXPENSES					
Salaries and Benefits	28,482	30,265	1,783	*	Group insurance +8.5%, salaries as per bargaining contracts, \$209K added for FLSA
Services, Supplies and Travel	8,188	8,364	176		
Scholarships and Fellowships	3,588	3,400	(188)	*	Implementing cut-off date for scholarships, includes \$140K for need based scholarships
Utilities	1,848	2,000	152	*	Added Rutland utilities expenses
Other Expenses	430	440	10		
Debt Service	3,963	4,107	144	*	Per debt schedule
Chancellor's Office	1,379	1,420	41		2.97% increase
Other Transfers	<u>65</u>	<u>(418)</u>	<u>(483)</u>	*	\$483K for excess Medical reserve
TOTAL EXPENSES	47,943	49,578	1,635	*	
NET REVENUES/(DEFICIT)	<u>68</u>	<u>(400)</u>	<u>(468)</u>	*	No tuition increase
ONE-TIME FUNDS					
Carry-forward	(68)	400	468	*	
Strategic Reserve	-	-	-		
All Other	-	-	-		
TOTAL ONE-TIME FUNDS	<u>(68)</u>	<u>400</u>	<u>468</u>	*	
TOTAL OPERATING RESULT	<u>-</u>	<u>-</u>	<u>-</u>		
(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Community College of Vermont
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	23,840	22,555	(1,285) *		Reflects tuition ^ of 3%, enrollment budgeted @ 5% v FY16 budget, adjusted Scholarship allowance
State Appropriation	4,775	4,915	140		Includes supplemental aid targeted for Step Up
Room and Board	-	-	-		
Sales and Services	52	100	48 *		Current contracts for Workforce Education indicate strong program for FY17
Gifts	36	50	14 *		
Other Revenue	<u>97</u>	<u>100</u>	<u>3 *</u>		
TOTAL REVENUES	28,800	27,720	(1,080) *		
EXPENSES					
Salaries and Benefits	21,719	20,795	(924) *		Sal/Wage incr 2.5 % fac & staff (capped at \$2,000), med +8.5%, fewer classes budgeted
Services, Supplies and Travel	4,694	3,848	(846) *		Expecting fewer projects in FY17
Scholarships and Fellowships	137	185	48 *		Includes increase from State Appropriation, adjusted scholarship to allowance
Utilities	294	280	(14) *		Energy savings initiatives will reduce fuel consumption
Other Expenses	-	-	-		
Debt Service	1,928	1,941	13		
Chancellor's Office	1,379	1,420	41		
Other Transfers	<u>(1,775)</u>	<u>(992)</u>	<u>783 *</u>		Includes OPEB transfer FY16, Contracts and budgeted enrollment reduce expected transfers FY17
TOTAL EXPENSES	28,376	27,477	(899) *		
NET REVENUES/(DEFICIT)	<u>424</u>	<u>243</u>	<u>(181) *</u>		
ONE-TIME FUNDS					
Carry-forward	-	-	-		
Strategic Reserve	(424)	-	424 *		Projected positive end of year balance
All Other	<u>-</u>	<u>(243)</u>	<u>(243)</u>		Estimated share of FY16 medical reserve
TOTAL ONE-TIME FUNDS	(424)	(243)	181 *		
TOTAL OPERATING RESULT	<u>-</u>	<u>-</u>	<u>-</u>		
(must sum to zero; postive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Johnson State College
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	16,673	17,545	872	*	2.8% tuition increase plus projected enrollment increase
State Appropriation	4,775	4,915	140		
Room and Board	4,735	4,895	160	*	3% increase in room & board plus modest growth in residential students
Sales and Services	495	510	15		
Gifts	271	350	79	*	Anticipated increase in development activities.
Other Revenue	<u>304</u>	<u>304</u>	<u>-</u>		
TOTAL REVENUES	27,253	28,519	1,266	*	
EXPENSES					
Salaries and Benefits	17,137	18,246	1,109	*	8.5% group insurance increase, modest wage increases, increase in retiree pool
Services, Supplies and Travel	4,894	4,992	98		
Scholarships and Fellowships	2,213	2,353	140	*	Planned increase in financial aid
Utilities	1,319	1,175	(144)	*	Lower fuel oil rate locked in for FY17
Other Expenses			-		
Debt Service	1,232	1,329	97	*	Debt service increase of 7.8% for FY17
Chancellor's Office	1,379	1,420	41		
Other Transfers	<u>386</u>	<u>184</u>	<u>(202)</u>	*	HETF, medical surplus and return of OPEB funding included in FY17 budget
TOTAL EXPENSES	28,560	29,698	1,138	*	
NET REVENUES/(DEFICIT)	<u>(1,307)</u>	<u>(1,180)</u>	<u>127</u>	*	
ONE-TIME FUNDS					
Carry-forward	128	-	(128)	*	
Strategic Reserve	1,178	272	(906)	*	
All Other	<u>-</u>	<u>908</u>	<u>908</u>		
TOTAL ONE-TIME FUNDS	1,306	1,180	(126)	*	
TOTAL OPERATING RESULT	<u>(1)</u>	<u>-</u>	<u>1</u>	*	
(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Lyndon State College
(Amounts rounded to \$1,000)

	FY2016 <u>Projection</u>	FY2017 <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	16,838	17,237	399		Flat entrant count and decline in overall enroll as larger classes graduate. This is lower than previously forecast and represents an updated outlook from our enrollment consultant Continued stress on occupancy rates b/c of low entering enrollment Budgets changed to reflect correct accounting. Funds to moved to transfers. Net increase Anticipated increase with new hire in the department
State Appropriation	4,775	4,915	140		
Room and Board	5,393	5,200	(193) *		
Sales and Services	932	894	(38) *		
Gifts	150	208	58 *		
Other Revenue	<u>303</u>	<u>236</u>	<u>(67) *</u>		
TOTAL REVENUES	28,391	28,690	299		
EXPENSES					
Salaries and Benefits	17,575	17,804	229		OC recommended salary assumptions + small reserve. Benes at 8.5%. OT incr to \$100k FY17 incl 3 new sports & budget cuts. FY16 incl savings across the year. Incr reflects new scholarship approach from consultant, new VT aid, & negotiation funds FY16 incl weather-related savings. FY17 has improved rates but baseline utilization
Services, Supplies and Travel	6,073	6,326	253 *		
Scholarships and Fellowships	1,826	2,307	481 *		
Utilities	1,368	1,452	84 *		
Other Expenses	-	-	-		
Debt Service	1,614	1,731	117 *		
Chancellor's Office	1,379	1,420	41		Normally scheduled increase. Will stay about this level for next two years. From the chancellor's office
Other Transfers	<u>(318)</u>	<u>(437)</u>	<u>(119) *</u>		FY17 incl return of medical premiums, return of GASB funds, conf & events transf revenue
TOTAL EXPENSES	29,517	30,603	1,086 *		
NET REVENUES/(DEFICIT)	<u>(1,126)</u>	<u>(1,913)</u>	<u>(787) *</u>		
ONE-TIME FUNDS					
Carry-forward	881	-	(881) *		Use of the strategic reserve. The capital fee reserve fund excess balance.
Strategic Reserve	-	1,613	1,613		
All Other	<u>245</u>	<u>300</u>	<u>55 *</u>		
TOTAL ONE-TIME FUNDS	1,126	1,913	787 *		
TOTAL OPERATING RESULT	<u>-</u>	<u>-</u>	<u>-</u>		
(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Vermont Technical College
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	22,014	22,894	881	*	BOT-approved tuition increase of 4%. Level enrollment.
State Appropriation	5,731	5,847	116		
Room and Board	4,007	3,921	(86)		BOT-approved room and board increases of 3%. 5% decline in residential count.
Sales and Services	1,354	1,302	(52)	*	
Gifts	321	66	(255)	*	FY2016 reflects 1-time software gift.
Other Revenue	499	290	(209)	*	FY2016 reflects 1-time sale of College Property (Norwich Farms to UVLT)
TOTAL REVENUES	33,925	34,320	395		
EXPENSES					
Salaries and Benefits	21,062	22,460	1,398	*	Group insurance +8.5%, contractual inflationary adjustments, \$190k added for FLSA
Services, Supplies and Travel	7,908	7,551	(356)	*	FY2016 includes some one-time expense. 1% operational cuts FY2017.
Scholarships and Fellowships	919	1,059	140	*	
Utilities	1,358	1,192	(166)	*	Heating oil savings: \$140k. Everything else up 2%.
Other Expenses	-	-	-		
Debt Service	1,643	1,741	98	*	Principal & interest on bond per debt schedule; 4.5% interest on operating loan
Chancellor's Office	1,379	1,420	41		
Other Transfers	615	(418)	(1,033)	*	FY16 includes capital transfers for fit-up (Telepresence & Norwich Farm). FY17 includes med reserve.
TOTAL EXPENSES	34,884	35,005	122		
NET REVENUES/(DEFICIT)	(959)	(686)	273	*	Some large variables include: FLSA; housing; enrollment.
ONE-TIME FUNDS					
Carry-forward	-	-	-		
Strategic Reserve	-	-	-		
All Other	959	686	(273)	*	FY2017 loss covered out of facility fund.
TOTAL ONE-TIME FUNDS	959	686	(273)	*	
TOTAL OPERATING RESULT	-	-	-		**FY2016 numbers based Q3 projection.
(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Workforce Development
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	-	-	-		
State Appropriation	428	428	(0)		Assumes no increase.
Room and Board	-	-	-		
Sales and Services	721	909	188 *		
Gifts	415	-	(415) *		FY2016 reflects 1-time gift-in-kind to VMEC
Other Revenue	-	-	-		
TOTAL REVENUES	<u>1,563</u>	<u>1,337</u>	<u>(227) *</u>		
EXPENSES					
Salaries and Benefits	936	1,163	227 *		Group insurance +8.5%, salaries as per bargaining contracts, consultants moved to payroll
Services, Supplies and Travel	1,016	720	(296) *		Move of consultants to payroll and reduction in SBDC expenses due to loss of contracts
Scholarships and Fellowships	-	-	-		
Utilities	-	-	-		
Other Expenses	-	-	-		
Debt Service	-	-	-		
Chancellor's Office	-	-	-		
Other Transfers	(361)	(547)	(186) *		Increase in credit bearing classes transferred from VTC and contract with CCV
TOTAL EXPENSES	<u>1,591</u>	<u>1,337</u>	<u>(255) *</u>		
NET REVENUES/(DEFICIT)	<u>(28)</u>	<u>-</u>	<u>28 *</u>		
ONE-TIME FUNDS					
Carry-forward	-	-	-		
Strategic Reserve	-	-	-		
All Other	28	-	(28) *		
TOTAL ONE-TIME FUNDS	<u>28</u>	<u>-</u>	<u>(28) *</u>		
TOTAL OPERATING RESULT	<u>-</u>	<u>-</u>	<u>-</u>		
(must sum to zero; postive net revenue must be absorbed by one or more one-time fund lines)					

Unrestricted Revenues and Expenses
Proposed Final FY2017 Budget
Vermont Interactive Technologies
(Amounts rounded to \$1,000)

	<u>FY2016</u> <u>Projection</u>	<u>FY2017</u> <u>Budget</u>	<u>\$ Variance</u>	Var > ± 3%	<u>Notes</u>
REVENUES					
Tuition and Fees	-	-	-		
State Appropriation	439	-	(439) *		
Room and Board	-	-	-		
Sales and Services	26	-	(26) *		
Gifts	-	-	-		
Other Revenue	-	-	-		
TOTAL REVENUES	465	-	(465) *		
EXPENSES					
Salaries and Benefits	437	98	(339) *		Retiree insurance +8.5%, estimated unemployment cost
Services, Supplies and Travel	65	-	(65) *		
Scholarships and Fellowships	-	-	-		
Utilities	-	-	-		
Other Expenses	-	-	-		
Debt Service	-	-	-		
Chancellor's Office	-	-	-		
Other Transfers	(32)	-	32 *		
TOTAL EXPENSES	470	98	(373) *		
NET REVENUES/(DEFICIT)	(6)	(98)	(92) *		
ONE-TIME FUNDS					
Carry-forward	-	-	-		
Strategic Reserve	-	-	-		
All Other	6	98	92 *		Use of operational fund balance
TOTAL ONE-TIME FUNDS	6	98	92 *		
TOTAL OPERATING RESULT	-	-	-		
(must sum to zero; postive net revenue must be absorbed by one or more one-time fund lines)					

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

FY2017 VSC Budget

WHEREAS, The Finance and Facilities Committee of the Board of Trustees has reviewed the FY2017 budget information presented for the Vermont State Colleges, has discussed individual aspects of the proposals with institutional representatives, and endorsed approval by the full Board; therefore, be it

RESOLVED That the Board of Trustees of the Vermont State Colleges hereby approves the budgets of the Consolidated System, the individual Colleges, and the Chancellor's Office as presented.

May 26, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Finance and Facilities Committee Business: Consent Agenda

WHEREAS, At its March 10, April 7, April 27, and May 19, 2016 meetings the VSC Finance and Facilities Committee discussed the business items outlined below; therefore, be it

RESOLVED, The Committee has voted to approve the items outlined below and recommends them to the full Board:

- Annual Banking and Investment Resolution
- Revision to Policy 417: Tuition Discount for Students Age 60 and Over
- VSC Policy Revisions to Comply with Uniform Guidance Implementation
- Grant Approval: SBDC Cooperative Agreement
- Establishment of Endowments:
 - JSC Eugene Sapadin Memorial Scholarship
 - JSC Charlotte Hurlbut Bullock and Carolyn B. Fisher Endowment
 - LSC Bill and Susan Blair Future Teacher/Educator Endowment

May 26, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Banking 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; and
- WHEREAS, The term “bank” throughout this resolution also refers to credit unions and other depository or lending institutions that are licensed by the state of Vermont or the federal government; 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 banks or authorized brokers/dealers and give receipt for, or authorize banks 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 banks, 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 University, Johnson State College, Lyndon State College, and Vermont Technical College) are authorized to do the following:

1. Establish bank or 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 26, 2016



Manual of Policy and Procedures

Title TUITION DISCOUNT FOR STUDENTS AGE 60-65 AND OVER	Number 417	Page 1
	Date <u>3/11/16</u>5/26/16	

PURPOSE

The purpose of this policy is to waive a significant portion of the tuition rate to enable individuals aged ~~60-65~~ and older to take undergraduate courses at the Vermont State Colleges (VSC) so that they may increase their knowledge and skills and thereby enhance their quality of life and potential to contribute in new and different fields of work and community service.

STATEMENT OF POLICY

Effective with the Fall 2016 semester, any student aged ~~60-65~~ years or older may ~~take audit one~~ VSC course per enrollment period without tuition charge. s Additional courses may be taken without limitation, up to and including completion of a certificate or undergraduate degree, at the rate of 50% of the charged tuition. To be eligible, such persons may not take the place of full tuition paying students in courses with enrollment limits. Course specific fees, including registration fees, shall be the responsibility of the student. All other student fees are waived.

Signed by: _____
Jeb Spaulding, Chancellor

Uniform Guidance Policy Revisions

The VSC policies below have been revised by adding the following language (as amended by the Finance & Facilities Committee on May 19, 2016) to the end of each policy: “Any activity or expense related to federal grants or contracts must comply with 2 CFR 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above. The above shall be read to be consistent with these federal requirements and to the extent any inconsistencies appear, the federal requirements shall prevail.”

- 111 Academic Data Management
- 202 Criteria for the Contracting of Part-Time Faculty at CCV
- 206 Teaching Assignments for Administrative Personnel
- 207 Trustee and Executive Conflict of Interest Policy
- 208 Criminal Background Check Policy
- 209 Records Retention Policy
- 210 Employee Conflict of Interest Policy
- 404 Cash Management
- 408 External Funding: Proposals for Grants
- 415 Asset Capitalization and Depreciation
- 416 Use and Ownership of Copyrighted Materials
- 422 Disposal of Equipment
- 423 Credit Card Purchasing Card Policy
- 424 Travel Policy
- 425 Hospitality Policy
- 426 Acquisition and Disposal of Real Property
- 427 Leasing of Educational Broadband Services Spectrum
- 428 Capital Construction
- 429 Purchasing Policy

**Minutes of the Finance & Facilities Committee meeting Thursday, March 10, 2016,
APPROVED by the Committee April 7, 2016**

The Vermont State Colleges Board of Trustees Finance and Facilities Committee met on March 10, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Jerry Diamond, Church Hinds (Chair), Chris Macfarlane (Vice-Chair), Linda Milne

Absent: Tim Jerman, Bill Lippert, Martha O'Connor, Aly Richards

Other Trustees: Lynn Dickinson, Karen Luneau

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dave Wolk

From the Chancellor's Office: Bill Reedy, General Counsel
Deb Robinson, Controller
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer
Yasmine Ziesler, Chief Academic & Academic Technology Officer

From the Colleges: Scott Dikeman, CU Dean of Administration
Loren Loomis Hubbell, LSC Dean of Administration
Barbara Martin, CCV Dean of Administration
Sharron Scott, JSC Dean of Administration
Lit Tyler, VTC Dean of Administration
Tess Conant, LSC

Chair Hinds called the meeting to order at 3:06 p.m.

Trustee Diamond moved that the Finance and Facilities Committee find that a discussion in open session of ongoing collective bargaining efforts, as well as potential labor relations agreements with respect to the Community College of Vermont, and legal advice with respect thereto, would clearly place the Vermont State Colleges at a substantial disadvantage, and that the Committee enter executive session pursuant to 1 V.S.A. §313(a)(1)(B) and (F) to discuss the above. In addition to Committee members, attendance of other Board members, the Chancellor, the General Counsel, college presidents, and the Chief Financial Officer were permitted in the executive session.

The motion was seconded by Trustee Milne and the Committee voted unanimously to enter executive session. The Committee entered executive session at 3:08 p.m. The Committee exited executive session at 3:45 and took no action.

1. Introductory comments

CFO Stephen Wisloski reviewed a proposed format for agendas, meeting content, and minutes going forward.

2. Possible Executive Session with Long Range Planning Committee pursuant to 1 V.S.A. § 313 (a)(1)(B)

This item was handled as the first order of business.

3. Agenda review and announcements

4. Consent agenda

- a. Minutes of November 18, 2015 meeting
- b. Minutes of January 13, 2016 meeting
- c. Grants and Endowments

Trustee Diamond moved and Trustee Macfarlane seconded the consent agenda. The Committee approved the consent agenda unanimously.

5. Consideration of Revision to Policy 417, "Tuition Waivers for Senior Citizens"

Chancellor Spaulding suggested that the title of the policy be amended to "Tuition Discount for Students Age 60 and Over." Trustee Milne moved and Trustee Diamond seconded the resolution. The Committee discussed revisions to the policy.

Trustee Milne moved to amend the title of the proposed policy to Chancellor Spaulding's suggestion. Trustee Diamond seconded the amendment. The Committee approved the revised policy as amended unanimously.

6. Review of FY2016 2nd Quarter Financial Reports

- a. 2nd qtr actuals, full year projections, potential use of reserves

Chair Hinderes reminded the Committee that the presidents briefed the board about second quarter results at the last meeting.

- b. Reserves: current status and in context of Policy 403

Chair Hinderes stated that the Committee will review Policy 403 to consider possible revisions.

- c. Major revenue and expense categories, and 1% changes to each

CFO Wisloski reviewed the categories.

- d. Review of AGB Report's major budgetary recommendations

Chair Hinderes requested to defer this discussion.

7. Proposed Committee work plan through fiscal year-end

- a. Deliverables in advance of May 25-26 and July 20-21 BOT Meetings
i. May 25-26: approval of FY2017 Budgets
ii. July 20-21: approval of FY2018 Tuition and Fees
- b. FY2017 budget development process
i. Initial FY2017 outlook, projected gains/deficits by college/System
ii. Systematic approach to realizing up to \$3mm in durable savings
iii. General timeframe and process for considering fiscal aspects of options/recommendations related to JSC/LSC and VTC/CCV
- c. FY2018 tuition and fees
i. Timing dictated by "Prior-Prior" Year Free Application for Federal Student Assistance (FAFSA) process
ii. Suggested parameters and ground rules
- d. Capital planning and debt capacity/management review (this summer)

8. Proposed organization of workload for next five meetings:

- a. Thursday, April 7 from 3:00 to 5:00 p.m. (new)
b. Wednesday, April 27 from 3:00 to 5:00 p.m. (previously scheduled)
c. Proposed: Thursday, May 5 from 3:00 to 5:00 p.m., after LRPC (new)
d. Wednesday, June 22 from 3:00 to 5:00 p.m. (previously scheduled)
e. Proposed: date/time TBD prior to September 2016 board retreat

Chair Hindes requested the work plan in item 7 be aligned with the dates in item 8. He suggested the Committee consider the dates again at the next meeting on April 7th. A draft schedule will be prepared for discussion at that time.

9. Any other business

There was no other business.

10. Public comment

There was no public comment.

Trustee Diamond moved and Trustee Macfarlane seconded a motion to adjourn. The meeting adjourned at 5:02 p.m.

Minutes of the Finance & Facilities Committee meeting Thursday, April 7, 2016
APPROVED by the Committee April 27, 2016

The Vermont State Colleges Board of Trustees Finance and Facilities Committee met on April 7, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Jerry Diamond, Church Hinds (Chair), Tim Jerman, Bill Lippert, Chris Macfarlane (Vice-Chair), Linda Milne, Martha O'Connor, Aly Richards

Other Trustees: Lynn Dickinson

Presidents: Joe Bertolino (by phone), Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk

From the Chancellor's Office: Bill Reedy, General Counsel
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic & Academic Technology Officer

From the Colleges: Scott Dikeman, CU Dean of Administration
Loren Loomis Hubbell, LSC Dean of Administration
Barbara Martin, CCV Dean of Administration
Sharron Scott, JSC Dean of Administration
Lit Tyler, VTC Dean of Administration
Tess Conant, LSC

Chair Hinds called the meeting to order at 3:03 p.m.

1. Consent Agenda

- a. Minutes of March 10, 2016 meeting
- b. Annual Banking and Investment Resolution
- c. Establishment of Endowment

Trustee Diamond moved the consent agenda. Trustee Jerman seconded. Trustee Diamond moved that Item B, Annual Banking and Investment Resolution, be removed from the consent agenda for discussion. Trustee Jerman seconded the motion. The Committee voted unanimously to approve the remaining consent agenda.

Regarding the Annual Banking and Investment Resolution, CFO Wisloski shared a minor change proposed by Trustee Diamond to add “or the federal government” to the end of the third line of the third whereas clause. Trustee Lippert requested to change Castleton’s name to Castleton University. The Committee voted 6-0-1 on the resolution as amended; Trustee Milne abstained.

2. Update on legislative session

Chancellor Spaulding updated the Committee on the status of VSC work in the legislative session.

3. Discussion of Committee actions relative to next Board of Trustees meetings

CFO Wisloski reviewed proposed dates and scheduled business.

4. FY2017 budget development process

Each president reported on FY2017 budget development.

5. Dates, times and deliverables for next meetings

The Committee reviewed upcoming meeting dates.

6. Other business

There was no other business.

7. Public comment

There were no public comments.

Trustee Diamond moved that the Committee adjourn. Trustee Jerman seconded. Chair Hinds adjourned the meeting at 5:09 p.m.

**Minutes of the Finance & Facilities Committee meeting Wednesday, April 27, 2016 –
APPROVED May 19, 2016**

The Vermont State Colleges Board of Trustees Finance and Facilities Committee met on April 27, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Church Hinds (Chair), Jerry Diamond, Tim Jerman, Chris Macfarlane (Vice Chair), Linda Milne, Aly Richards

Absent: Bill Lippert

Other trustees: Karen Luneau

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk (by phone)

Chancellor's Office Staff: Bill Reedy, General Counsel
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Scott Dikeman, Dean of Administration, Castleton University
Toby Stewart, Controller, Johnson State College
Barbara Martin, Dean of Administration, Community College of Vermont
Lit Tyler, Dean of Administration, Vermont Technical College
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Phil Petty, Academic Dean, Vermont Technical College
Barb Flathers, Assistant to the Dean of Students, Johnson State College

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

Trustee Diamond moved and Trustee Richards seconded the approval of the consent agenda. The consent agenda was approved unanimously. Trustee Macfarlane arrived.

Chair Hinds introduced David Rubin, who recently joined the Chancellor's Office as a Grants Coordinator. Mr. Rubin shared background on the suggested policy updates regarding uniform guidance.

Chancellor Spaulding discussed potential new language for updating Policy 417. The Committee discussed and made various recommendations.

Chancellor Spaulding informed the Committee that the revenue after expenses from the Hall of Fame event will be shared with the colleges for scholarships. Each college will receive \$12,500 to award to returning Vermonter students with unmet financial need. The remaining balance after the scholarship funds are disbursed will be transferred to the VSC endowment.

The Committee discussed admissions data as of April 15th. The Committee requested informational footnotes, data on graduate students, details about factors that explain significant increases, and what recruitment efforts are being made.

CFO Wisloski reviewed the major expense categories and presented an overview of employee costs and system expenses. Trustee Milne arrived.

CFO Wisloski presented the initial FY17 budgets for the Committee's consideration. Each president reviewed the preliminary FY17 budget for their colleges.

Chancellor Spaulding gave the Committee a legislative update.

Chair Hinds adjourned the meeting at 3:45 p.m.

**Unapproved minutes of the Finance & Facilities Committee meeting Wednesday,
May 19, 2016**

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

The Vermont State Colleges Board of Trustees Finance and Facilities Committee met on May 19, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Church Hindes (Chair), Jerry Diamond, Bill Lippert, Chris Macfarlane (Vice Chair), Linda Milne, Martha O'Connor, Aly Richards

Absent: Tim Jerman

Other trustees: Lynn Dickinson, Karen Luneau

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk

Chancellor's Office Staff: Tricia Coates, Director of External and Governmental Affairs
Bill Reedy, General Counsel
Deb Robinson, Controller
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Scott Dikeman, Dean of Administration, Castleton University
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Barbara Martin, Dean of Administration, Community College of Vermont
Sharron Scott, Dean of Administration, Johnson State College
Lit Tyler, Dean of Administration, Vermont Technical College
Beth Walsh, Coordinator of Career Development, Johnson State College

Chair Hindes called the meeting to order at 3:12 p.m.

Trustee Diamond moved to enter executive session pursuant to 1 V.S.A. §313(a)(1)(F), (3), and (4) to: (1) receive confidential attorney-client communications from counsel made for the purpose of providing professional legal services to the Committee and where premature general

public knowledge would clearly place the Committee at a substantial disadvantage; (2) discuss the employment and evaluation of public employees; and (3) discuss disciplinary action against public employees. Other VSC Board members, the Chancellor, the General Counsel, the Associate General Counsel, the Chief Financial Officer, the President of LSC, and the LSC Dean of Administration were included in the executive session.

The motion was seconded by Trustee Milne and the Committee voted unanimously to enter executive session. The Committee entered executive session at 3:13 p.m. The Committee exited executive session at 3:45 and took no action.

1. Consent Agenda

The Committee opted to address the consent agenda items individually. Trustee Diamond moved and Trustee Richards seconded the approval of the minutes of the April 27, 2016 meeting. The minutes were approved unanimously.

Trustee Milne moved and Trustee Macfarlane seconded the approval of the new Uniform Guidance language revisions for VSC policies. CFO Wisloski shared revised language that will go in each policy that general counsel recommended addressing supremacy of federal requirements as follows:

Any activity or expense related to federal grants or contracts must comply with 2 CFR 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above. The above shall be read to be consistent with federal requirements and to the extent any inconsistencies appear, the federal requirements shall prevail.

2. Discuss revised Policy 417: Tuition Discount for Students Age 60 and Over

Chancellor Spaulding explained the further revisions to the policy. Trustee Milne moved and Trustee Richards seconded the resolution. After discussion the Committee amended the policy so that at the end of the first sentence in the paragraph "Statement of Policy" the following was added: "...may audit one VSC course per enrollment period without tuition charge." Trustee Milne accepted the amendment to the policy as attached to the resolution. The policy as amended was approved unanimously.

3. Review of 3rd quarter financial reports
4. Review of admissions data through May 15

The Committee decided to review these reports at the same time as the budget presentation in Item 4.

5. Review and approval of final FY2017 budgets

Chancellor Spaulding gave a brief overview of the May 15th enrollment numbers and his recommendation of the budgets as presented. Trustee Lippert requested data reporting trends in enrollment over 5 and 10 years. CFO Wisloski provided a detailed review of the consolidated budget and the Chancellor's Office budget. Each president reviewed the budgets for their colleges. Chair Hindes requested educational materials for the Committee on scholarships and how they tie to the state appropriation.

Trustee Diamond moved and Trustee Richards seconded the resolution approving the budgets for FY2017. Trustee Lippert acknowledged the significant work of President Smith and the staff of Vermont Tech on their budget improvements. The resolution was approved unanimously.

6. Other business
7. Public comment

There was no other business or public comment.

Chair Hindes adjourned the meeting at 5:30 p.m.

Item 5:
Audit Committee Revised Charter
Meeting Minutes

[Back to Agenda](#)

Audit Committee Revised Charter

At its October 27, 2011 meeting the Audit Committee agreed to add a fifth trustee to its membership. It was discovered recently that this change had never been incorporated into the Audit Committee charter. Therefore the Audit Committee seeks approval from the full Board to amend its charter accordingly.

Vermont State Colleges Board of Trustees Audit Committee Charter

I. Purpose

The responsibilities of the Audit Committee (or ‘Committee’) of the Board of Trustees (or ‘Board’) of Vermont State Colleges Board of Trustees are to oversee:

- i. the VSC’s systems of internal controls and other processes regarding finance, operations, accounting and legal compliance;
- ii. the VSC’s auditing, accounting and financial reporting processes generally;
- iii. the integrity of the VSC’s financial statements and other financial information provided by the VSC to the public and others;
- iv. the VSC’s compliance with legal and regulatory requirements;
- v. the independent auditor’s qualifications and independence;
- vi. the performance of the VSC’s internal auditors and independent auditors;
- vii. the codification of policies, procedures and practices related to the foregoing.

The Audit Committee also provides an open avenue of communication among the independent auditors, the internal auditors, financial and senior management, and the Board of Trustees.

II. Organization

The Audit Committee shall comprise five ~~four~~ trustees who shall satisfy the independence, financial literacy, and experience requirements, as defined by applicable rules and regulations.

Committee members shall be elected by the Board of Trustees at the annual organizational meeting on the recommendation of the Nominating Committee.

The Committee may form and delegate authority to subcommittees when appropriate.

The Chair of the Committee shall be appointed by the Chair of the Board from the elected members of the Committee.

III. Meetings

The Audit Committee shall meet a minimum of three times per year, or more frequently as circumstances require. The Committee shall require members of management, the financial department, the internal auditors if any, the independent auditors and others to attend meetings and to provide pertinent information, as necessary. To the extent permitted by Vermont open meeting requirements the Committee shall meet from time to time in separate executive sessions with management, the internal auditors, the independent auditors or others that it may designate to discuss any matters that the Committee (or any of these groups) believes should be discussed privately. The Board may adjust the number of Committee meetings required per year or the number of members on the Committee by majority vote at any warned regular or special meeting as long as the Board is satisfied that the fundamental purpose and functioning of the Committee will not be compromised.

IV. Responsibilities and Duties

The Committee shall consult with management but shall not delegate the responsibilities outlined herein. In performing its oversight responsibilities the Audit Committee shall:

With respect to the independent auditors:

1. The Board of Trustees shall have sole authority for approving the appointment of the independent auditors. However, the Committee shall have the authority and responsibility for the identification and evaluation of the independent auditors and submitting recommendations to the Board of Trustees regarding the terms, continuation, or termination of an engagement.
2. Approve all audit engagement fees.
3. Oversee the work of the independent auditors for the purpose of preparing or issuing an audit report or related work.
4. Oversee the resolution of disagreements between management and the independent auditors in the event that they arise.
5. Consider whether the independent auditor's performance of permissible non-audit services is compatible with auditor's independence and approve all non-audit engagements with the independent auditors in advance of any such engagement.
6. At least annually, obtain and review a report from the independent auditors describing (i) the independent auditors' internal quality control procedures; (ii) any material issues raised by the most recent internal quality control review, peer review, or by any inquiry or investigation by governmental or professional authorities, within the preceding five years, respecting one or more independent audits carried out by the independent auditors, and any steps taken to deal with any such issues.

With respect to financial information and reporting:

1. On a timely basis review and discuss with management the quarterly financial statements (including disclosures made in "Management's Discussion and Analysis of Financial Condition and Results of Operations") and with both management and the independent auditors, the VSC's annual audited financial statements.
2. Discuss with the independent auditors matters required to be discussed by Statement on Auditing Standards No.114, The Auditor's Communication With Those Charged With Governance, as it may be amended, re-titled, or superseded from time to time.
3. Review with management and the independent auditor's financial accounting policies, significant reporting issues, systems of financial control and other matters related to the VSC's financial statements as required by applicable rules and regulations.

With respect to the internal auditors and internal controls:

1. Consider and review with the independent auditors and the internal auditors, if any, the adequacy of the VSC's internal control structure and systems and the procedures designed to ensure compliance with laws and regulations.
2. Review and advise on the selection or removal of the internal auditors, if any.

3. Periodically review any significant difficulties, disagreements with management, or scope restrictions encountered by the internal auditors in the course of their work.

With respect to other matters:

1. Report regularly to the Board of Trustees.
2. Discuss policies with respect to risk assessment and risk management, including the VSC's major financial and accounting risk exposures and the steps management has undertaken to control them.
3. Perform an annual self-assessment relative to the Audit Committee's purpose, duties and responsibilities outlined herein, including an assessment of the adequacy of this Charter.
4. Perform any other activities consistent with this Charter, the VSC's By-laws, and governing law as the Committee or the Board deems necessary or appropriate.

V. Resources

After consultation with the Chairman of the Board of Trustees, the Audit Committee shall have the authority to retain independent legal, accounting, and other consultants to advise the Committee with respect to any matter. The Committee may request any officer or employee of the VSC or the VSC's outside counsel or independent auditors to attend a meeting of the Committee or to meet with any members of, or consultants to, the Committee.

Rev. 10/2011, 5/26/16

Unapproved minutes of the Audit Committee meeting Wednesday, April 27, 2016

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

The Vermont State Colleges Board of Trustees Audit Committee met on April 27, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Linda Milne (Chair), Lynn Dickinson (Vice Chair), Church Hindes, Karen Luneau, Martha O'Connor

Absent: Michael Pieciak

Other trustees: Kraig Hannum, Ben Simone

Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith

Chancellor's Office Staff: Rick Bourassa, Senior Staff Accountant
Tricia Coates, Director of External & Governmental Affairs
Bill Reedy, General Counsel
Deb Robinson, Controller
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Scott Dikeman, Dean of Administration, Castleton University
Sheilah Evans, Assistant Controller, Johnson State College
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Barbara Martin, Dean of Administration, Community College of Vermont
Phil Petty, Academic Dean, Vermont Technical College
Toby Stewart, Controller, Johnson State College
Lit Tyler, Dean of Administration, Vermont Technical College

Guests: Chris Stenmon and Kieth Goldie, O'Connor & Drew

Chair Milne called the meeting to order at 4:05 p.m.

Trustee Dickinson moved and Trustee Luneau seconded the approval of the minutes of the November 18, 2015 meeting. Chair Milne requested a correction to the minutes as follows:

“Chair Milne requested that ~~the excise tax aspect of the Affordable Care Act be raised as a discussion item at an upcoming Finance and Facilities Committee meeting. the Committee discuss healthcare costs and preparations for implementation of new aspects of the Affordable Care Act.~~”

Trustee Luneau moved and Trustee Dickinson seconded the approval of the minutes as amended. The minutes were approved unanimously.

Chair Milne opened discussion of amending the Audit Committee charter to increase the membership from four to five members. Trustee Dickinson moved and Trustee Luneau seconded recommending the resolution to the full Board at its May meeting. The resolution was approved unanimously.

Mr. Stenmon and Mr. Goldie reviewed the FY2016 audit plan.

Ms. Robinson updated the Committee on items reported in the management letter.

Ms. Evans reviewed the internal audit process with the Committee.

CFO Wisloski suggested a third Audit Committee meeting be held at the time of the July Board meeting.

Chair Milne adjourned the meeting at 4:51 p.m.

Item 6:
Faculty Fellowships Resolution
EPSL Committee Consent Agenda
Meeting Minutes

[Back to Agenda](#)

Vermont State Colleges
Faculty Fellows, 1987-2016

2015-2016	Janet Bennion, Professor of Anthropology, Lyndon State College Tyrone Shaw, Associate Professor of Writing & Literature, Johnson State College
2014-2015	Jason Shafer, Professor of Atmospheric Sciences, Lyndon State College Patricia van der Spuy, Professor of African and World History, Castleton State College
2013-2014	Peter Kimmel, Professor of Natural Sciences, Castleton State College
2012-2013	Ken Leslie, Professor of Art, Johnson State College Jim Bozeman, Professor of Mathematics, Lyndon State College
2011-2012	Linda Olson, Professor of Sociology, Castleton State College Pat Shine, Professor of Psychology, Lyndon State College
2010-2011	Gina Mireault, Professor of Psychology, Johnson State College Harry McEnerny, Professor of Theater Arts, Castleton State College
2009-2010	Elizabeth Dolci, Professor of Biology, Johnson State College Mark Fox, Professor of Biology, Castleton State College
2008-2009	Carrie Waara, Professor of History, Castleton State College
2007-2008	Steve Blair, Associate Professor of Music, Johnson State College Tom Conroy, Professor of Communication, Castleton State College
2006-2007	Denny Shramek, Professor of English, Castleton State College
2005-2006	Bob Johnson, Professor of Philosophy, Castleton State College Linda Mitchell, Professor of Business Administration, Lyndon State College
2004-2005	Abbess Rajia, Professor of Mathematics, Castleton State College Leslie Kanat, Professor of Geology, Johnson State College
2003-2004	John Knox, Professor of Mathematics, Vermont Technical College Glenn Sproul, Professor of Mathematics, Johnson State College
2002-2003	Dr. Kit Cooke, Associate Professor of Humanities, Johnson State College Paul Albro, Professor of Business Administration, Castleton State College
2001-2002	Dr. Gina Mireault, Associate Professor of Psychology, Johnson State College Dr. Lori Werdenschlag, Associate Professor of Psychology, Lyndon State College

2000-2001 Marjorie Ryerson, Associate Professor of Communications, Castleton State College
Russell Longtin, Professor of Theater, Johnson State College

1999-2000 Leslie Kanat, Associate Professor of Geology, Johnson State College
Pei-heng Chiang, Professor of Political Science, Castleton State College

1998-1999 Tony Whedon, Professor of Writing and Literature, Johnson State College
Albert Robitaille, Professor of Civil Engineering Technology, Vermont Technical College

1997-1998 Professor Patrick Max, Director of the Calvin Coolidge Library, Castleton State College
Maris Wolff, Professor of Fine and Performing Arts, Johnson State College

1996-1997 Dr. Judith M. Meloy, Associate Professor of Education, Castleton State College
Dr. Cyrus B. McQueen, Associate Professor of Biology, Johnson State College

1995-1996 Dr. Robert Aborn, Professor of Music, Castleton State College
Dr. James Bozeman, Assistant Professor of Mathematics and Computer Science, Lyndon State College

1994-1995 Dr. Herb Propper, Professor of Fine and Performing Arts, Johnson State College
Dr. Matthew Zimet, Associate Professor of Science, Vermont Technical College

1993-1994 John Gillen, Professor of English, Johnson State College
Dr. John DeLeo, Associate Professor of Recreation Resource Management, Lyndon State College

1992-1993 William Ramage, Associate Professor of Art, Castleton State College
Dr. Peter Kramer, Professor of Health Sciences, Johnson State College

1991-1992 Dr. Holman Jordan, Professor of History, Castleton State College
Alvin Shulman, Professor of Music, Lyndon State College

1990-1991 Dr. Stephen Butterfield, Professor of English, Castleton State College
Dr. Donald Tobey, Professor of Business and Economics, Johnson State College

1989-1990 Dr. Robert Gershon, Professor of Theater Arts, Castleton State College
Dr. Albert Toborg, Professor of History, Lyndon State College

1988-1989 Dr. Joyce Thomas, Associate Professor, Castleton State College
Susan Halligan, Associate Professor, Johnson State College

1987-1988 Thomas Smith, Professor of English, Castleton State College
Paul Calter, Professor of Mathematics, Vermont Technical College

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Vermont State Colleges Faculty Fellowship

- WHEREAS, Article 42 of the current Agreement with the Vermont State Colleges Faculty Federation calls for the Board of Trustees to recognize up to two VSC tenured faculty for “outstanding accomplishments in teaching and learning” by establishing Vermont State Colleges Faculty Fellowships; and
- WHEREAS, The VSC Faculty Fellows committee, comprised of EPSL Committee Chair Kraig Hannum, VSC Chief Academic Officer Yasmine Ziesler, and VSCFF President Andrew Myrick, reviewed the nominations received for VSC Faculty Fellowships; and
- WHEREAS, The committee recommends that Andre Fleche, Associate Professor of History at Castleton University be awarded a VSC faculty fellowship for academic year 2016-2017; therefore, be it
- RESOLVED, That Andre Fleche, Associate Professor of History at Castleton University, be awarded a VSC Faculty Fellowship for the academic year 2016-2017 with all the associated rights and privileges.

May 26, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Vermont State Colleges Faculty Fellowship

- WHEREAS, Article 42 of the current Agreement with the Vermont State Colleges Faculty Federation calls for the Board of Trustees to recognize up to two VSC tenured faculty for “outstanding accomplishments in teaching and learning” by establishing Vermont State Colleges Faculty Fellowships; and
- WHEREAS, The VSC Faculty Fellows committee, comprised of EPSL Committee Chair Kraig Hannum, VSC Chief Academic Officer Yasmine Ziesler, and VSCFF President Andrew Myrick, reviewed the nominations received for VSC Faculty Fellowships; and
- WHEREAS, The committee recommends that Alexandre Strokanov, Professor of History at Lyndon State College be awarded a VSC faculty fellowship for academic year 2016-2017; therefore, be it
- RESOLVED, That Alexandre Strokanov, Professor of History at Lyndon State College, be awarded a VSC Faculty Fellowship for the academic year 2016-2017 with all the associated rights and privileges.

May 26, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Education, Personnel, and Student Life Committee Business: Consent Agenda

WHEREAS, At its April 27, 2016 meeting the VSC Education, Personnel, and Student Life Committee discussed the business items outlined below; therefore, be it

RESOLVED, The Committee has voted to approve the items outlined below and recommends them to the full Board:

- Proposed revision to VSC Policy 208: Criminal Background Check Policy
- Status of Programs under 2015 Policy 109 Review

May 26, 2016



Manual of Policy and Procedures

CRIMINAL BACKGROUND CHECK POLICY	Number 208	Page 1 of 2
	Date <u>5/26/16</u> <u>4/20/06</u>	

PURPOSE

It is the purpose of this policy to require criminal background checks on all new full-time employees and certain part-time employees to protect vulnerable persons and others who work for, enroll in, or attend programs through the Vermont State Colleges and to protect the integrity of the Vermont State Colleges financial operations.

POLICY

The Chancellor shall develop procedures to implement a system of criminal background checks that at minimum addresses the following:

A. Uniform Employment Applications

A uniform employment application shall be used for the Chancellor’s office and each member College that, among other things, shall inquire into an applicant’s criminal record history. The form shall specify that providing false information on the form is grounds for immediate termination.

B. Persons Covered

To the extent permitted by law, fingerprint-supported criminal background checks shall be conducted on all persons to whom an offer of full-time employment has been made. In addition, fingerprint-supported criminal background checks shall be conducted on all persons, including student employees, to whom an offer of part-time employment has been made where the terms and conditions of employment contemplate regular access to residence halls, day care centers, and other programs or facilities where vulnerable populations are known to be congregated. Existing employees who seek different employment within the Vermont State Colleges system need not undergo new criminal background checks if one had been performed upon initial hiring or thereafter. However, the results of the prior check may be weighed by the hiring authority if relevant and material to the position under consideration. For existing employees who have not

undergone any prior criminal background check within the Vermont State Colleges system, one must be performed if the employee is offered a new position that would otherwise require such a check (e.g. moving from a part-time to a full-time job, moving from a part-time job in the financial aid office to a part-time job in a day care center or residence hall).

C. Processing of Criminal Background Checks

Processing of criminal background checks shall be performed at each member College through its own hiring officials.

D. Conditional Offers of Employment

Due to the length of time necessary to process criminal background checks, applicants for employment who are subject to such checks under this policy shall be offered employment, and be permitted to be employed, conditioned upon the subsequent results not revealing any disqualifying criminal history.

E. Disqualifying Criminal Record History

The hiring authority at the Chancellor's office and at each member College shall make an individualized determination of whether a conditional employee's criminal record history warrants a revocation of the offer of employment. The decision shall weigh the severity of the criminal offense, the relationship between the offense and the duties of the position in question, the age of the offender at the time of the offense, the remoteness in time of the offense, and evidence of remorse and rehabilitation. However, in each employment matter where the criminal background check reveals the existence of a criminal record, the Chancellor and General Counsel shall be notified before any final employment decision is made.

F. Costs of the Criminal Background Checks

The applicants for employment shall pay the costs of the criminal background checks. However, in the case of hiring for the Chancellor's office, the Chancellor or designee, and in the case of a member College, the President or designee, may agree to cover the costs of the check in cases of demonstrated hardship.

G. Confidentiality of Criminal Background Check Information

Information obtained in the context of criminal background checks shall be kept confidential in accordance with any applicable state or federal law and in accordance with any user agreement entered into between the Vermont State Colleges and the Vermont Crime Information Center.

H. Time-sensitive Background Checks

Notwithstanding the above provisions, the member Colleges are permitted to use an online service to perform an expedited background check, without fingerprints, at the member College's expense, when a time-sensitive background check needs to be performed on persons, such as camp counselors and volunteers, who have access to residence halls, day care centers, and other programs or facilities where vulnerable populations are known to be congregated and there is insufficient time in which to obtain a fingerprint supported background check. A person undergoing an expedited background check under this provision shall not be considered an "existing employee" and shall not, therefore, be exempted from undergoing a fingerprint-supported background check as set forth in Section B.

- I. Any activity or expense related to federal grants or contracts must comply with 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in addition to the provisions above. The above shall be read to be consistent with federal requirements and to the extent any inconsistencies appear, the federal requirements shall prevail.

Signed by: Robert G. Clarke Spaulding, _____ Chancellor

Unapproved minutes of the Education, Personnel, and Student Life Committee meeting Wednesday, April 27, 2016

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

The Vermont State Colleges Board of Trustees Education, Personnel, and Student Life Committee met on April 27, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Kraig Hannum (Chair), Karen Luneau, Martha O'Connor, Mike Pieciak, Ben Simone

Absent: Lynn Dickinson, Jim Masland

Presidents: Elaine Collins, Joyce Judy, Dan Smith

From the Chancellor's Office: Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic & Academic Technology Officer

From the Colleges: Joe Cioffi, Student Council Controller, Lyndon State College
Jonathan Danovich, Student Council Treasurer, VT Technical College
Tony Pepper, Academic Dean, Castleton University
Jay Paterson, Dean of Student Affairs, Vermont Technical College
Dave Bergh, Dean of Students, Johnson State College
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Amanda Owen, Student Council President, Vermont Technical College
Dennis Proulx, Dean of Students, Castleton University
Jonathan Davis, Dean of Students, Lyndon State College
Heather Weinstein, Dean of Students, Community College of Vermont
Nolan Atkins, Interim Academic Dean, Lyndon State College
3 students

Guests: Dr. Harry Chen, Vermont Commissioner of Health
Mariah Sanderson, Coordinator - Vermont Tobacco Free College Campus Initiative
Eoana Sturges, Tobacco Program Manager, Vermont Department of Health

The meeting was not called to order due to lack of quorum at the start. Dr. Chen presented information on tobacco-free college campuses to those present. Trustee Pieciak arrived. Chancellor Spaulding requested that the Board receive information about how the University of Vermont and St. Michael's College created their plans and policies for implementing a tobacco-free campus.

Chair Hannum called the meeting to order at 6:28 p.m. and announced an agenda addition to discuss the awarding of an honorary degree. Trustee Luneau moved and Trustee Simone seconded the agenda addition.

Trustee Pieciak moved and Trustee Luneau seconded the resolution to award an honorary degree. Dr. Ziesler recommended an amendment to the resolution as follows:

RESOLVED, that ~~the VSC Board of Trustees, subject to review and recommendation of~~ the Education, Personnel, and Student Life Committee ~~recommends to the Board to~~ ; authorizes Vermont Technical College to award Ken Squier of Stowe, Vermont, an honorary Doctorate of Applied Science at its May 22, 2016 commencement ceremony.

The Committee approved the resolution as amended unanimously.

Trustee Luneau moved to remove item 3.d. VSC Faculty Fellow nominations from the consent agenda. Trustee Simone seconded.

Trustee Luneau moved and Trustee Pieciak seconded the approval of the remaining consent agenda items. The consent agenda was approved unanimously.

Trustee Pieciak moved and Trustee Luneau seconded the resolution Vermont State Colleges Faculty Fellows. Dr. Ziesler recognized nominees Dr. Andre Fleche, Professor of History at Castleton University, and Dr. Alexandre Strokanov, Professor of History at Lyndon State College. The Committee approved the resolution unanimously.

Interim Academic Dean Dr. Nolan Atkins presented the preliminary proposal for Lyndon State's Master of Science in Mental Health Counseling program.

Dr. Ziesler introduced potential updates to Policy 109.

Chair Hannum adjourned the meeting at 6:46 p.m.

Item 7:
Long Range Planning Committee
Meeting Minutes

[Back to Agenda](#)

**Minutes of the Long Range Planning Committee meeting Thursday, March 10, 2016 –
APPROVED May 19, 2016**

The Vermont State Colleges Board of Trustees Long Range Planning Committee conducted a meeting Thursday, March 10, 2016 at the Office of the Chancellor in Montpelier, Vermont.

Committee members present: Jerry Diamond (Chair), Lynn Dickinson, Kraig Hannum, Church Hindes, Karen Luneau (Vice-Chair), Martha O'Connor

Absent: Tim Jerman

From the Chancellor's Office: Tricia Coates, Director of Governmental & External Affairs
Dianne Pollak, Chief Information Officer
Bill Reedy, General Counsel
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer
Yasmine Ziesler, Chief Academic & Academic Technology Officer

College Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk

From the Colleges: Tess Conant, Lyndon State College
Scott Dikeman, Castleton University Dean of Administration
Loren Loomis Hubbell, LSC Dean of Administration
Barbara Martin, CCV Dean of Administration
Lit Tyler, VT Tech Dean of Administration
Sharron Scott, JSC Dean of Administration

In absence of quorum Chair Diamond suggested the attending Committee members discuss the Items for Information and Discussion.

A. ITEMS FOR DISCUSSION AND ACTION

1. Approval of the Minutes of the January 7, 2016 Meeting

This item was deferred until quorum could be achieved.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Strategic Alliance updates: Presidents Collins and Bertolino and Presidents Judy and Smith will provide updates on the process being used to generate opportunities and options, as well as any opportunities already identified.

President Bertolino and President Collins reported on ongoing conversations and communications regarding their explorations of strategic alliances between the colleges.

President Smith and President Judy reviewed their conversations about existing pathways for students and increasing the number of students passing from CCV to VTC.

2. Update from Steve Wisloski on system level opportunities to achieve operational economies of scale and efficiencies

CFO Stephen Wisloski reviewed FY2015 revenues and expenses.

At this time Trustee Luneau arrived, making quorum. Chair Diamond called the meeting to order at 2:26 p.m. and called for a motion to approve the minutes of the January 7, 2016 meeting. Trustee Hinds moved and Trustee Hannum seconded the approval of the minutes. The Committee approved the minutes unanimously.

3. Review of six Board priorities to support the mission of the VSC and updates on progress with specific approved strategies

Chancellor Spaulding led a discussion regarding activities the colleges and the system office are undertaking to accomplish the Board's priorities.

4. Date of Next Meeting:
Thursday, April 7, 2016
Office of the Chancellor, Montpelier, VT

The meeting was adjourned at 2:56 p.m.

Unapproved minutes of the Long Range Planning Committee meeting Thursday, May 19, 2016

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

The Vermont State Colleges Board of Trustees Long Range Planning Committee conducted a meeting Thursday, May 19, 2016 at the Office of the Chancellor in Montpelier, Vermont.

Committee members present: Jerry Diamond (Chair), Lynn Dickinson, Kraig Hannum, Church Hinds, Karen Luneau (Vice-Chair), Martha O'Connor

Absent: Tim Jerman

Other Trustees: Jim Masland (by phone)

From the Chancellor's Office: Tricia Coates, Director of Governmental & External Affairs
Bill Reedy, General Counsel
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer
Yasmine Ziesler, Chief Academic & Academic Technology Officer

College Presidents: Joe Bertolino, Elaine Collins, Joyce Judy, Dan Smith, Dave Wolk

From the Colleges: Scott Dikeman, Castleton University Dean of Administration
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Beth Walsh, Coordinator of Career Development, Johnson State College

Guests (all by phone): Chancellor Hank Huckaby, University of Georgia System
Vice Chancellor Shelley Nickel, University of Georgia System
Chancellor Steven Rosenstone, Minnesota State Colleges & Universities System

Chair Diamond called the meeting to order at 1:05 pm.

Trustee Luneau moved and Trustee Hinds seconded the approval of the minutes. The minutes were approved unanimously.

Chancellor Spaulding updated the Committee on a change to the schedule of guest calls. Chancellor Jim Page of the University of Maine System was unable to attend the meeting, and so the Committee took part in conversations with the chancellors of the Minnesota State Colleges and Universities and the University of Georgia System.

Chancellor Rosenstone spoke at length to the Committee about the various alliances between member institutions of the Minnesota State Colleges and Universities System and answered questions from Committee members.

Chancellor Huckaby and Vice Chancellor Nickel spoke to the Committee about the mergers of some member institutions of the University of Georgia System and took questions from Committee members.

Chair Diamond stated that at its June 9th meeting the Committee will discuss possibilities for recommendations to the Board of Trustees for Lyndon State College and Johnson State College, anticipating that the Board may make a decision at its July or September meetings. He stated that the Committee may try to have a conference call with Chancellor Page from the University of Maine before their next meeting.

The meeting was adjourned at 3:05 p.m.

UNAPPROVED

Item 8:
Executive Committee Meeting Minutes

[Back to Agenda](#)

Unapproved minutes of the VSC Board of Trustees Executive Committee meeting Monday, May 16, 2016

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

The Vermont State Colleges Board of Trustees Executive Committee conducted a Committee meeting on Monday, May 16, 2016 at the Office of the Chancellor in Montpelier, Vermont.

The following were present:

Committee Members: Tim Jerman, Karen Luneau, Linda Milne, Martha O'Connor

Office of the Chancellor:

Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor

Guest: Morgan Easton, Student Trustee-Elect

Chair O'Connor called the meeting to order at 1:03 p.m.

A. ITEMS FOR DISCUSSION AND ACTION

1. Approval of the minutes of the January 4, 2016 Executive Committee meeting

Trustee Jerman moved and Trustee Milne seconded the approval of the minutes. The minutes were approved unanimously.

Trustee Luneau moved that the Committee go into executive session pursuant to 1 V.S.A. §313(a)(3) to discuss the evaluation of the Chancellor. The Committee included Chancellor Spaulding in the executive session. Trustee Milne seconded. The motion was approved unanimously. The Committee entered executive session at 1:06 p.m. The Committee exited executive session at 2:20 p.m. No action was taken.

Committee members welcomed Morgan Easton, who is the newly elected student trustee to the Board. Ms. Easton's term begins June 1, 2016.

The Committee discussed a proposed Board schedule for FY2017. Chair O'Connor and Trustee Jerman will work with Chancellor's Office staff to refine the proposed dates.

The Committee discussed the upcoming Board retreat, to be held at Lake Morey Resort in Fairlee, VT on September 28 and 29. Chair O'Connor will request trustees provide suggested topics. Chancellor's Office staff will provide the results from last year's Board evaluations.

The Committee decided the date for next year's Hall of Fame event will be March 16, 2017. A planning meeting will be convened in June.

The Committee adjourned at 3:05 p.m.

UNAPPROVED

Information Items:
Preliminary FY2017 Board Meetings Schedule
Presidents Reports

[Back to Agenda](#)

Preliminary Approval of FY2017 Board Meeting Schedule

Board By-Laws state that “Following each annual meeting, the Chair of the Board shall propose a planned schedule of regular meetings for the fiscal year and the first two meetings of the following fiscal year. At its first regular meeting of the new fiscal year, the Board shall adopt a schedule of its meetings for the remainder of the fiscal year and for the first two regular meetings of the following fiscal year.”

The following proposed schedule goes through September 2018. The dates proposed are preliminary, and take into consideration the various start dates and breaks for the colleges, and the legislative session. Board members should consult their personal calendars to ensure avoiding conflicts. The Board will vote on the final meeting dates for FY2017 and early FY2018 at its July meeting.

Vermont State Colleges Board of Trustees
Schedule of Board and Board Committee Meetings for 2016-2017

Approved by the Board of Trustees Thursday, July 21, 2016

***Please note:** These meeting dates are subject to change. An official warning will be published prior to each meeting in accordance with VT Open Meeting Law, and the warning will confirm the official date and start time.*

Schedule of Regular Board of Trustees Meetings 2016-2017

<u>Meeting/Date</u>	<u>Time/Place</u>
Board Meeting Wednesday, July 20, 2016- Thursday, July 21, 2016	Castleton University
Board Retreat Wednesday, September 28, 2016	Lake Morey Resort, Fairlee, VT
Board Meeting Thursday, September 29, 2016	
Board Meeting Wednesday, November 30, 2016- Thursday, December 1, 2016	TBD
Board Meeting Friday, March 24, 2017- Saturday, March 25, 2017	TBD
Board Meeting Wednesday, June 21, 2017- Thursday, June 22, 2017	TBD
Board Retreat Wednesday, September 20, 2017	TBD
Board Meeting Thursday, September 21, 2017	

Schedule of Regular Board of Trustee Committee Meetings FY2016-FY2017

All Committee Meetings will be held at the Chancellor's Office in Montpelier.

Committee Meeting/Date

Audit Committee Meetings

- Wednesday, July 20, 2016
- Wednesday, October 19, 2016
- Monday, April 10, 2017

Education, Personnel and Student Life Committee Meetings

- Wednesday, September 28, 2016
- Friday, March 24, 2017
- Wednesday, June 21, 2017

Finance & Facilities Committee Meetings

Wednesday, August 24, 2016
Wednesday, September 28, 2016
Wednesday, October 19, 2016
Wednesday, November 30, 2016
Monday, January 9, 2017
Monday, February 6, 2017
Monday, March 6, 2017
Monday, April 10, 2017
Wednesday, May 31, 2017
Wednesday, June 21, 2017

Long Range Planning Committee Meetings

Wednesday, August 24, 2016
Wednesday, November 30, 2016
Friday, March 24, 2017
Wednesday, June 21, 2017

Executive Committee Meetings

Wednesday, August 24, 2016
Monday, November 7, 2016
Monday, February 20, 2017
Monday, May 15, 2017

2016					
	M	T	W	T	F
J U L Y					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

20 Proposed Audit Committee meeting
20, 21 BOT meeting (already scheduled)

2016					
	M	T	W	T	F
A U G	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

24 Proposed Executive, F&F, LRPC Committee meetings

2016					
	M	T	W	T	F
S E P				1	2
	5	6	7	8	9
	12	13	14	15	16
	10	20	21	22	23
	26	27	28	29	30

28 Proposed F&F, EPSL Committee meetings
28,29 BOT Retreat / Q1 meeting (already scheduled)

2016					
	M	T	W	T	F
O C T	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

19 Proposed F&F, Audit Committee meetings

2016					
	M	T	W	T	F
N O V		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

7 Proposed Executive Committee meeting

2016					
	M	T	W	T	F
D E C			30	1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

11/30, 12/1 Proposed Q2 BOT meeting dates
11/30 Proposed F&F, LRPC Committee meetings

College Calendar Items

- First day of classes
- Fall break
- Thanksgiving break
- Last day of classes
- Winter break
- Spring break
- Commencement

2017					
	M	T	W	T	F
J A N	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

9 Proposed F&F Committee meeting

2017					
	M	T	W	T	F
F E B			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			

6 Proposed F&F Committee meeting
20 Proposed Executive Committee meeting

2017							
	M	T	W	T	F	Sa	Su
M A R			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	

6 Proposed F&F Committee meeting
16 Hall of Fame event
24,25 Proposed Q3 BOT meeting dates
24 Proposed EPSL, LRPC Committee meetings

2017					
	M	T	W	T	F
A P R	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

10 Proposed F&F, Audit Committee meetings

2017							
	M	T	W	T	F	Sa	Su
M A Y	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

15 Proposed Executive Committee meeting
31 Proposed F&F Committee meeting

2017							
	M	T	W	T	F	Sa	Su
J U N E				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

21,22 Proposed Q4 BOT meeting dates
21 Proposed EPSL, F&F, LRPC Committee meetings

2017					
	M	T	W	T	F
J U L Y	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

19 Proposed F&F, Audit Committee meetings

2017					
	M	T	W	T	F
A U G		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

2017					
	M	T	W	T	F
S E P					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

20,21 Proposed BOT Retreat/ Q1 meeting

	Q1 17	Q2 17	Q3 17	Q4 17	Q1 18
4 Executive	8/24	11/7	2/20	5/15	
4 EPSL	9/28		3/24	6/21	
10 F&F	8/24, 9/28	10/19, 11/30	1/9, 2/6, 3/6	4/10, 5/31, 6/21	7/19, 9/20
4 LRPC	8/24	11/30	3/24	6/21	9/20
3 Audit	7/20	10/19		4/10	
4 BOT	9/28,29	11/30, 12/1	3/24,25	6/21,22	9/20,21



COMMENCEMENT

Our 229th commencement ceremony saw 456 students proudly process across the stage under the Castleton Pavilion, in front of thousands of family members and friends. The largest class in our history, with 533 degree applicants, enjoyed a beautiful Vermont day filled with pride and community spirit.

Captain Richard Phillips provided the address, and the capacity crowd also heard from Class President Colleen Kunz, and Vice President Isaac Bendavid.

The Alumni Association honored Nursing Professor Leah Matteson as its Outstanding Faculty Award winner, and Cassie Papandrea earned the Leonard C. Goldman Distinguished Senior award, while Sociology Professor Matthew Moriarity was named the Outstanding Part Time Faculty Award winner. Business Professor Cathy Kozlik earned the Dick and Pat Richardson Endowed Faculty Award, given every three years to a faculty member based on the candidate's teaching effectiveness, creativity of presentation, expertise in his/her field, and engagement with Castleton students in the community. For more information, including the full Captain Phillips address, visit castleton.edu/commencement/2016.

ACADEMIC AFFAIRS

ACPHS ARTICULATION AGREEMENT FINALIZED

Our most recent articulation agreement is with Albany College of Pharmacy and Health Sciences, a private and independent college with campuses located in Albany, New York and Colchester.

The agreement states that any Castleton University student with a BS in Health Science or a related field, GPA of 3.0 or higher and minimum PCAT score of 20 is guaranteed admission into the ACPHS program.

Upon successful completion of the program and degree requirements, participating students will receive a Bachelor of Science degree in Health Science, Biology, or Molecular Biology from Castleton University and a Doctor of Pharmacy degree from Albany College of Pharmacy and Health Sciences. Students will complete both programs in seven years, instead of the traditional eight, thus saving time and money.

Albany College of Pharmacy and Health Sciences is the #1 ranked value-added college in the country. The median salary of former students ten years after entering ACPHS is over \$110,000.

GRANT ELEVATES STUDENT EXPERIENCE

Natural Sciences Professors Dr. Preston Garcia

and Dr. Christine Palmer were recently awarded Vermont Genetics Network Pilot Grants to conduct independent research with students at Castleton University in the upcoming year.

"Having active research at Castleton is transformative for our students. Not only does it give them a chance to engage with concepts in an applied setting, it also gives them a chance to become highly proficient at critical research skills from molecular techniques, to experimental design, to data analysis," said Palmer.

These experiences are crucial for undergraduate students looking to build analytical and hands-on skills, and provide additional opportunities for students to present their work at local, regional and national professional research conferences.

In the last six years the Castleton Natural Sciences Department has received over \$836,000 in research grant funding. To date, funds have gone toward research projects such as specialized bacteria research, the exploration of the geologic evolution of the eastern Adirondack Mountains in New York, and the examination of the changing landscape in Vermont. Each grant has helped bolster the Natural Sciences Department's ability to actively apply the research program across all disciplines, while remaining actively involved in the science community.



PUBLIC SERVICE

HABITAT CLUB SPENDS SPRING BREAK IN NC

While students vacated campus for various spring break adventures, a group of 18 students from the Castleton Habitat Club learned that a little love goes a long way.

Traveling roughly 800 miles down to Winston-Salem, North Carolina the dedicated group spent their time helping the community as part of an alternative spring break. Working alongside the Habitat for Humanity of Forsyth County partaking in various service projects in the area, their time in the sun was not put to waste.

The group volunteered with the Salvation Army, Samaritan Ministries, the Forsyth County Habitat's Volunteer Lodge, and helped to rebuild a porch for a retired firefighter and Navy veteran.

HELPING RUTLAND BLOOM

Continuing to build upon its investment in the Rutland region, Castleton University recently joined Green Mountain Power as lead partners of Rutland Blooms, which will kick off its most ambitious effort yet this spring.

The multi-organization effort, started by Green Mountain Power and Mayor Chris Louras, looks to highlight the Rutland community's spirit and beauty by growing flowers anywhere and everywhere throughout the city.

Recently, members of the football team and their coaches helped to plant several trees in a new park as well as along the roadside entering the city.

SOPHOMORE HOSTS FUNDRAISER FOR YOUTH

Sophomore Tegan Waite demonstrated the far-reaching power of community engagement after hosting a Castleton shoe-drive in the Campus Center, bringing in 325 pairs of shoes. After partnering with an organization close to her heart, the donated footwear will help to provide water for an orphanage in Kenya.

"I had such an overwhelming amount of emotions

that I felt as I saw college students coming together along with members of the community to help children who they had never met," said Waite, explaining the success of the event. "Even people who only stopped by to drop off shoes came with such positive attitudes."

To make the event a success, Waite worked with Health, Education, Ample Nutrition, and Love (HEAL) organization founder Jennifer Musick Wright for Castleton's first "Shoe-Give-A-Thon." Wright founded the organization in 2007 and has since raised more than 1,775 pairs of shoes from across the state of Vermont.

STUDENT LIFE

ANNUAL AWARD CEREMONY HONORS DOZENS

On Monday, April 25 in front of hundreds of their friends, family, peers and colleagues, Castleton students, faculty and staff were honored for their achievements during the 2015-16 academic year at the Annual Castleton Awards Ceremony. Awards were given out honoring success in academics, athletics, student life and more.

"Hard to believe that I came to Castleton almost four years ago with only one goal on my mind, which was to fulfill a promise I made to my grandfather. But I didn't know I would do so many other things here and end up loving this place more than a second home," said senior Paolo Loli, the recipient of several academic awards at the celebration. "Today I was given some awards but I feel that I should be the one giving back to Castleton for everything that this place and its people have given me. Thanks Castleton for changing my life."

The event culminated with the presentation of the Caroline Woodruff Award, given annually to the individual or individuals who have consistently exemplified Dr. Woodruff's qualities of leadership, creativity, resourcefulness, and dedication to Castleton. The award is the highest honor that a student leader can achieve, and this year it was given to Mariah O'Hara. A complete list of award winners can be seen at castleton.edu/student-awards.

President's Report

May 2016

Spring semester recently came to an end and the warm weather finally seems like it's here to stay, which means we are hard at work preparing for summer classes and the end of the fiscal year. It also means that we will soon come together as a College community to celebrate the success of our graduates as they move on to their next endeavor. For most of us at CCV, Commencement is the best day of the year and it never fails to remind us all why we do the work we do.

The College will hold its 49th commencement ceremony at 2:00 p.m. on June 4th in Norwich University's Shapiro Field House. I invite you to join us for this event, where you will have the chance to meet many of our impressive graduates. Each year, it is so inspiring to see the energy, commitment, and optimism of these hundreds of Vermonters that have earned a degree and taken hold of their future. This year, CCV will graduate over 500 people who represent all of Vermont's 14 counties, 12 states, and 18 countries. We are excited to announce that Mark Redmond, executive director of Spectrum Youth and Family Services, will deliver the 2016 Commencement Address. Since 2003, Mark has led Spectrum, which works to empower teenagers, young adults, and their families to make and sustain positive changes through prevention, intervention, and life skills services. In addition to his work at Spectrum, Mark is a storyteller, a writer for the Huffington Post, and the author of *The Goodness Within: Reaching out to Troubled Teens with Love and Compassion*. Mark's deep commitment to Vermont's vulnerable populations and long history with the narrative arts will allow him to connect with the students and provide a unique perspective to the class of 2016.

Our student speaker this year is a dynamic and motivated individual with a bright future ahead of her. CCV-Upper Valley student Ashley Andreas is a native Pennsylvanian who attended Milton Hershey School and Millersville University. After traveling and having her daughter Daliah, she returned to school at CCV in order to, in her words, "gain the tools necessary to become a leader." Ashley has become an active member of the Community of Student Representatives and earned the 2015 Leadership Scholarship for the Upper Valley center. Passionate about politics, she is on the executive committee of a political group that helps young people participate in local government and organizes voter registration drives for students. But even that isn't enough for Ashley—she is currently running for House of Representatives in White River Junction. She is graduating with an A.S. in Business and plans to finish her second A.S. in Environmental Science at CCV in Spring 2017. It's amazing that such a young person has already done so much, and I'm looking forward to hearing her share the knowledge and outlook she has developed throughout her journey.

Our two community service award recipients are no less accomplished. Tom Stearns of Wolcott will receive the 2016 Community Service Award. Tom is deeply dedicated to Vermont's agricultural community. He is the founder and head seedsman of High Mowing Organic Seeds, and is also involved with the Center for an Agricultural Economy and Slow Money Vermont. Tom recently won the Vermont Small Business Person of the Year award from the U.S. Small Business Administration. Tom has given generously of his time in support of Vermont agriculture, and we're excited to honor him with this award.

Brad Houk of Bellows Falls will receive the 2016 Faculty Community Service Award. Brad has many fascinating experiences to his credit, including writing a thesis based on a bicycle journey through China, living in the Navajo Nation, performing with a mime theater company, and founding a wrestling magazine. He currently teaches at Green Mountain Union High School, Riverside Middle School, and CCV, where he uses mapping to integrate place-based experiential learning with community engagement and service-learning to inspire students, improve student retention, and change public policy. CCV is lucky to have Brad, and we look forward to honoring his service and commitment.

Although commencement is at the forefront of our minds right now, we've also had a number of additional important developments at the College lately. In recent months, our workforce education programs have been expanding dramatically as we partner with more and more businesses around the state. These courses and trainings are designed to help employers meet their workforce needs and fill the open jobs for which many Vermont companies are having difficulty finding workers with the right skills. Our programs, focused on areas such as technology and supervisory skills, lead to industry-recognized credentials or certifications.

We have two major collaborations underway with GE Aviation in Rutland and G.S. Precision in Brattleboro. Together with these major manufacturers, we have created workforce pipelines to help businesses recruit and retain the skilled workers they need. Accepted students first go through CCV's Certified Production Technician (CPT) training program, which consists of four modules related to various aspects the manufacturing industry. Upon successful completion of the CPT course, students earn either an internship or a job with the manufacturer. We are proud to announce that one of the students in the GE cohort recently became the first person in Vermont to pass all four assessments and earn the CPT credential!

In addition to the professional opportunities that arise directly from the CPT program, each module of the program will translate into 3 credits at CCV as well as 3 credits for students who transfer to Vermont Tech. The credits from the CPT program fit well into CCV's STEM Studies certificate, which was designed to prepare students to enter into three of Vermont Tech's engineering and manufacturing degree programs, as well as similar programs at other colleges.

With the end of the semester come many wonderful events at CCV centers across the state. Morrisville hosted "What to do with a CCV Degree?" with a panel of local business members, alumni, and college and organization representatives to engage students in a conversation about what comes after college. Winooski's International Food Festival attracted a record number of cooks and diners, with over 30 students preparing dishes and one even offering salsa dance lessons. Springfield will be holding an art exhibit opening with the [Photovoice](#) project, which has helped to engage community members in a conversation about the future of their city. Rutland held another successful Café CCV, which exhibited student artwork from the semester for the public to enjoy. Upper Valley and Morrisville hosted hundreds of middle school students for Access Days, giving them a chance to get a feel for the college experience at a time when they are first starting to think about their futures.

Stay up to date on what's happening at the College on [CCV Now](#) and I hope to see many of you on June 4 in Northfield.



JOHNSON STATE COLLEGE PRESIDENT'S REPORT

to the Vermont State Colleges Board of Trustees

MAY 25, 2016



As we close out the academic year, and as I near the completion of my first year as president at JSC, I am struck by how much we have to note and celebrate here, starting first and foremost with the accomplishments of our students.

As this report is written, we are preparing to celebrate more than 330 degree- and certificate-completers at our 149th Commencement on Saturday, May 14. Of the 328 degrees to be bestowed on undergraduate and graduate students from 15 states and nine countries (Bhutan, Canada, Congo, Japan, Nepal, Tanzania, Trinidad, the United Kingdom and the U.S.), the College will award 14 associate's degrees, 252 bachelor's degrees and 62 master's degrees. We also will award six certificates, in either small business management or nonprofit management, and four certificates of higher education to non-degree students in our College Steps program.

Senior Science Research Presentations | April 27, 2016



Our keynote speaker will be Mary Alice McKenzie, executive director of the Boys & Girls Club of Burlington, who served as general counsel for the Vermont State Colleges from 2001 to 2005 and practiced employment law at Paul Frank & Collins in Burlington prior to employment with the VSC. We also will hear from three members of the Class of 2016: **Nasser Abdel-Fatah** (B.S., Environmental Science), **Meghan Fay-McCaffrey** (B.A., Professional Studies) and **Ginger Irish** (M.F.A., Studio Arts).

SEEKING COPLAC DESIGNATION FOR JSC

As noted in previous reports, JSC has been pursuing membership in the Council of Public Liberal Arts Colleges (COPLAC) in a quest to be designated as the state's sole COPLAC institution and, by association, Vermont's premier public liberal arts college.



Following the submission of our application in March, the organization's executive director, Dr. William Spellman, came to campus April 12 and spent a full day meeting with administrators, faculty, students and staff. A week later, we hosted Dr. Sanders Huguenin (provost and vice chancellor, University of Virginia at Wise) and Dr. Kathryn Foster (president, University of Maine-Farmington) for a day-long series of meetings with the same constituencies, as well as with members of the JSC Academic Quality Task Force and faculty governance leaders. The purpose of the visit by Drs. Foster and Huguenin, who serve on the COPLAC Nominating Committee, was to assess JSC's "fit" with COPLAC as well as the added value JSC could bring to the organization.



As noted in our application, our goal in pursuing COPLAC designation is to "delineate with clarity our niche within the landscape of Vermont and American higher education," and "accurately describe our current reality as well as inspire and ensure our future direction as Vermont's premier public liberal arts college." On a practical level, COPLAC membership opens doors to a variety of collaborations with like-minded institutions. JSC students would benefit from additional venues for showcasing their research work, JSC faculty could co-teach courses and co-lead study trips with other COPLAC faculty, and faculty and staff would have access to numerous opportunities for professional development.

In a world where the "real estate" of higher education is claimed by many different types of institutions, and in which the value of the liberal arts and sciences is regularly called

into question, we believe that being part of the COPLAC network would be extremely valuable in our recruitment, advocacy and academic-programming efforts.

The process of preparing our COPLAC application and subsequently responding to probing questions posed by Drs. Spellman, Foster and Huguenin during their visits has been invaluable, helping all of us at JSC better understand and define our common mission and identity. The experience appears to have been a positive one for our guests as well. These are some of the comments (paraphrased) made by Drs. Foster and Huguenin during their visit:

- We were surprised by how many people attended meetings throughout the day. This is a very busy time of year, yet people showed up and were eager to engage.
- There is a great “sense of place” and community here.
- JSC seems to be a strong fit with other COPLAC institutions. In other campus visits, faculty and staff typically have had a clear sense of what it means to be a liberal arts institution, while students have been less able to articulate that identity. At Johnson State College, however, students were able to provide multiple examples of engagement in high-impact practices that define the liberal arts.

The next step in this process takes place in late June, when President Collins will attend the COPLAC annual meeting. At that time the COPLAC Nominating Committee will present its recommendation regarding JSC to the full board. Once that vote is taken, we will have concluded our yearlong application process and hope to start a new chapter of JSC history as the Vermont member of COPLAC.

‘JSC ONLINE’ TO LAUNCH IN JUNE

This has been a year of rigorous evaluation and assessment of programs and operations across all departments and at all levels. One of the goals that emerged during this process was to grow enrollments of adult completers by taking our existing External Degree Program (EDP) in new directions – specifically to launch and brand “JSC Online” as a distinct bachelor’s degree-completion program separate from EDP, which will continue offering classes at CCV centers through the current “JSC in Your Community” model.

As part of this program, we are excited to add a fully online B.S. degree in Wellness & Alternative Medicine to our current offerings. In February, we applied to the New England Association of Schools & Colleges for approval to deliver our longstanding B.S. in Wellness & Alternative Medicine in a fully online format. We received approval to do so in late April. As a result, when JSC Online goes live, we will offer five degree programs nationwide:

- Wellness & Alternative Medicine (B.S.)
- Professional Studies (B.A.)
- Business (B.A.), accounting or management concentration
- Psychology (B.A.)
- Interdisciplinary Studies (B.A.)

Much work is taking place behind the scenes to prepare for the launch of this new product – website revisions, new financial aid and admissions procedures, new promotional and marketing materials, even new program codes in the Colleague database. We are grateful for the tireless work by staff in Admissions, Financial Aid, EDP, Marketing and the Registrar’s Office who have ensured that JSC Online will get off to a strong start.

ACCOMPLISHMENTS OF NOTE

As our May 2016 [Supplement of Recent Activities & Accomplishments](#) illustrates, JSC students accomplish much great work on a daily basis. The following items from that supplement are singled out here for special mention:

- Environmental Science juniors **Shayna Bennett** of Belvidere and **Heather Murphy** of Morgan, along with first-year students **Shavonna Bent** of Randolph and **Katie Bora** of Johnson, had the honor of participating in the 20th annual “Posters on the Hill” event in Washington, D.C., in mid-April. This is a highly selective, two-day event sponsored by the National Council for Undergraduate Research, which accepted only 60 projects from more than 350 submissions. (JSC and Middlebury College represented Vermont.) Accompanied by their faculty mentor, Dr. **Elizabeth Dolci**, the students presented their winning submission “Bacterial Response to Human-Induced Stress at the Vermont Asbestos Group Mine.”
- Earlier in the semester, senior **Nasser Abdel-Fatah** of Randolph presented his research on Vermont climate change at two professional science conferences in New York: the 41st Annual Northeastern Storm Conference in Saratoga Springs, and the Northeastern Section of the Geological Society of America meeting in Albany. Nasser conducts his research with JSC Professor Tania Bacchus, Ph.D., as part of the “Research on Adaptation to Climate Change in the Lake Champlain Basin” project funded by Vermont EPSCoR.
- Fine arts junior **Lily Johnson** of Washington, D.C., has won the official “Joni Mitchell Poster Design Contest,” which will be used to promote the September 2016 “JoniFest” in British Columbia. Lily will receive a check in addition to the honor of having her design used to promote this event for the legendary singer.

NEW AT JSC: "SUMMER SHORTS"

This summer JSC is offering a new series of non-credit workshops called "Summer Shorts." The workshops, most of which take place on campus, will be taught by JSC faculty and staff.

Workshops begin May 31 and run through Aug. 6 and vary from several hours to several days in length. Representative options include Landscape Photography, Jewelry: Wearable Circles, Massive Paper Mache Mask-Making, Calculus without Calculations, Exploring Wellness & Alternative Medicine, Identifying Common Wildflowers in Vermont & New Hampshire, Introduction to Papermaking, Vermont History Tour through the Shelburne Museum, Creative Dance, and Horses & Healing.

To learn more, visit jsc.edu/SummerShorts.

A YEAR OF ENGAGED STUDENTS

This year more than 250 students and campus community members have contributed over 2,500 hours of service to the local, national and global community. This includes participants on alternative break trips to Nicaragua, Detroit and the Grand Canyon. One of the leaders of the Grand Canyon trip, senior **Rachele Funk**, was JSC's recipient of the Vermont Campus Compact Engaged Student Award.

The end of the school year has seen extensive programming associated with Pride Week, Earth Week, and a celebration of our Division III student-athletes. This year we had 195 student-athletes participate in our 15 varsity sports. Of those, 76 have GPAs of 3.0 or higher, 32 are at 3.5 or higher, and two hold a 4.0. Our student-athletes participated in numerous community service projects this year as well, providing kits to sexual assault survivors, hosting a Special Olympics basketball tournament and serving as mentors to local youths.

The "[It's On Us](#)" video produced by the Student-Athlete Advisory Committee (SAAC) has been viewed nearly 7,000 times and has been used in numerous programs and trainings.

PREPARING FOR LIFE AFTER COLLEGE

More than 175 JSC students participated in internships this year, accounting for 848.5 credits and 47,368 hours of work.

Our spring Career Fair had 50 employers represented and was attended by 142 students and community members. Students and employers alike gave the event high ratings. Colleen MacKenna of Lamoille County Mental Health Services summed it up this way: "This was the best job fair in the whole state for us. We were able to line up 10 interviews."

At the annual "Dinner with the Boss" event, 12 JSC alums connected with 29 current students. Ninety-six percent of participants rated the event as "helpful" or "very helpful." Feedback indicated that the event was especially successful in helping students to gain more information about networking, develop confidence in their ability to present themselves, and inspiring them to pursue their goals.

THE CONTINUED APPEAL OF RESIDENTIAL LIVING

JSC continues to see a trend of more upper-class students choosing to live on campus in residence halls. As of April 20, 60 percent of returning residential students who signed a contract for the coming year were not required to live on campus.

WELLNESS CENTER OUTREACH

Wellness Center services continue to see high utilization rates. Through April 20, nearly 100 students this semester have received counseling services. Interim Director Kate McCarthy visited both first-year and senior seminars to provide information on services available at the Center. She also presented at the Wellness Lifestyle & Career Seminar on effective self-care. Staff members have done extensive tabling around campus and in association with campus events to build further awareness of services. An especially popular service this semester was the addition of weekly visits by a therapy dog that has attracted 50 student visitors since the program began in early February.



Please see our [Supplement of Recent Accomplishments by JSC Students, Faculty & Staff](#) for highlights of the many high-impact learning experiences that have taken place at Johnson State College this semester.

The President's Report

MAY 25-26, 2016 | LYNDON STATE COLLEGE



Exercise Science Articulation Agreements

Lyndon State's Exercise Science program has signed articulation agreements with Littleton Regional Hospital and the University of Vermont Medical Center. Students now have the opportunity to perform their clinical internships at these facilities in pre-professional physical therapy, and pre-professional occupational therapy. This summer two LSC students will intern at the UVM Medical Center and at the Alpine Clinic, an affiliate of Littleton Regional Hospital.

Center for Professional Studies Established

Lyndon State College is establishing a Center for Professional Studies to offer non-degree education such as certificate, diploma, and licensure programs through both traditional learning and online platforms. A pilot QuickBooks certification program launches May 31 and will be followed by four additional courses over the summer. The center will be run by Ann Nygard, director of the Center for Rural Entrepreneurship. She will report on goals and expectations at the May Board of Director's meeting.

Success with Lyndon Learning Collaborative and Early College

The Lyndon Learning Collaborative (LLC), a program that offers college courses for seniors at Lyndon Institute for college credit, completed its first year with great success. Seventeen students participated and fifteen will continue their education at Lyndon State with sophomore status. With LLC, students who continue at LSC complete their first year of college for free. Students who go elsewhere pay for their credits to transfer. Additionally, interest in the Early College Program, which brings high school seniors to Lyndon's campus for classes, is increasing. Eight students are enrolled for 16-17 and Lyndon is offering boarding for the first time. LSC is also launching the "2+2" Learning Collaborative with Xi'an International University in China. Xi'an journalism students will study for two years in China then two years at Lyndon in the Electronic Journalism Arts program, graduating with a degree from both institutions.

Commencement 2016 Celebrated in LSC Style

On Sunday, May 15, Lyndon State College celebrated its 104th Commencement in a ceremony filled with laughter, music, memories of lost classmates, and wise words. Nearly 290 graduates received their degrees. In her Commencement speech, Naila Baloch, associate chaplain at Middlebury College, spoke of her life growing up in Pakistan and encouraged the students to find compassion for themselves as they made their life journeys. Student speaker Tyler Cadorette, who received his degree



in Electronic Journalism Arts, told his fellow graduates that "deciding to come to Lyndon State was the best decision I've ever made." Two Presidential Medals of Distinction were awarded, first to Katherine Sims, founder and executive director of Green Mountain Farm-to-School, and to Jodi Wheeler and H.O.P.E., a non-profit agency aiding the Lyndon community with life's basic needs. A recap with photos is at LyndonState.edu/Class16.

Art Peake Ceremony

Lyndon's maintenance building has officially been renamed the Arthur W. Peake Maintenance Facility in memory of former Lyndon employee Art Peake. The motion was unanimously approved by the Vermont State Colleges Board of Trustees last year. Peake worked at the college for more than 40 years, where he served as the maintenance foreman since 1991. His ability to fix just about anything was legendary. The recipient of the 2012 Faculty and Staff Loyalty Award, Peake passed away May 10, 2015 after a battle with cancer.

4th Annual Veterans Summit

The fourth annual NEK Veterans Summit held in March at Lyndon State was the largest summit to date with 245 people attending from as far away as Missouri, Connecticut, Maryland, and Pennsylvania. More than sixty exhibitors provided support and information to veterans regarding many different issues, from PTSD to homelessness. Speakers at the event included Anthony Droz and Earl Granville of the Veterans Expeditionary Team, VSC Chancellor Jeb Spaulding, and keynote speaker Tom Turner, of the Vermont Veterans Farmer Coalition. The day concluded at Burke Mountain with what is traditionally the Ian Muller Rail Jam, but that event was cancelled due to poor snow

The President's Report

MAY 25-26, 2016 | LYNDON STATE COLLEGE



Nearly 250 people from as far away as Missouri, Connecticut, Maryland, and Pennsylvania attended the annual Vet Summit at LSC.

conditions. Veterans and their families enjoyed an afternoon of live music, food, prizes, and the presentation of the Ian Muller Scholarship Award. This year's recipient was Heather Morris, president of the LSC Veterans Association.

Men's Lacrosse Completes Best Season in Program History

Lyndon men's lacrosse concluded their best season to date in by reaching the conference semifinals. Coach Kevin Pezanowski was named the North Atlantic Conference Coach of the Year for the second year in a row. Pezanowski led the Hornets to a 7-8 overall record, a 6-4 record in conference play and the fourth seed in the playoffs. Four players also received second team all-conference honors; first-year's Spencer Aubin, Shea Jones, and Marshall Blackman, and sophomore Kevin McCarthy.

Also in athletics: Baseball players Ryan Cordeiro and Reece Tanguay were named to the All-Conference second team for the North Atlantic Conference. Tanguay was also named the senior scholar athlete of the year.

Electronic Journalism Receives Several Awards

The Electronic Journalism Arts Department has been recognized as a top 25 journalism education program in the country for the third year in a row. This honor, bestowed upon them by the Radio Television Digital News Association, puts Lyndon in the same tier as larger schools such as Northwestern and Columbia. The department received two awards this spring. The November 19 newscast was named third-best college newscast in the country by the Broadcast Education Association. This same newscast received the Best College/University Newscast Emmy Award from the Boston/New England Chapter of the National Association of Television Arts & Sciences.

LSC Atmospheric Science Faculty to Participate in Lake Champlain Climate Change Research

A \$20 million grant from the National Science Foundation will allow scientists from Lyndon State and other Vermont colleges and universities to study sections of the Lake Champlain watershed. Dr. Janel Hanrahan, a faculty member in the Atmospheric Sciences Department, will participate in the recently funded five-year NSF EPSCoR project, led by the University of Vermont. Dr. Hanrahan will work with a climate modeling team to dynamically downscale climate projections over the Lake Champlain Basin. Specifically, the team will investigate the impacts of climate change on extreme weather events in the region.

Lyndon's Summer Camp Lineup

Lyndon is offering a wide variety of exciting academic, art, and athletic summer camps for boys and girls ages 8 to 18. Kids can do their best rock star impression at the Rock & Roll Recording Camp, or perhaps try their hand at the Basketball Skills Camp for boys and girls. Other camps running this summer include the iWOW Entrepreneur Camp, Softball Camp, STEM Exploration Camp, Baseball Camp, and more! Learn more: LyndonState.edu/SummerCamps.

Kingdom Career Connect

On April 5, 2016 Lyndon State College welcomed 268 eighth-grade students from sixteen Northeast Kingdom schools to participate in the third-annual Kingdom Career Connect. Kingdom Career Connect is a collaboration between The Leahy Center for Rural Students at LSC, Vermont Student Assistance Corporation (also known as VSAC), and the Area Health Education Center with a mission to give students an opportunity to be on a college campus and explore career paths through workshops facilitated by local professionals.

GreggFest Music Festival

The third-annual GreggFest Music Festival raised \$3,148.91 for the Jake Gregg Memorial MBI Endowment. Throughout the weekend 500 festival attendees enjoyed the most comprehensive lineup yet.



VERMONT TECH

NEASC Interim Accreditation Approval

The college's five-year interim accreditation report was accepted by our accreditors at the New England Association of Schools and Colleges recently, **without conditions**. This represents a remarkable effort by many people, especially Dean Brent Sargent and the team in the Office of Academic Affairs. This notice came with the approval of our Masters in Software Engineering and affirmation of our off-campus location at GE Aviation in Rutland, the site of a longstanding apprenticeship program.

Spring Apprenticeship Graduation

On Saturday, April 30th, nearly 130 apprentices graduated from the Continuing Education and Workforce Development's Registered Apprenticeship Programs in electrical and plumbing trades for the Vermont Department of Labor. Governor Shumlin addressed the graduates and guests, admiring the program as, "a great example of effective workforce training. The apprenticeship graduates have a bright future and will earn good wages as skilled tradespeople."

End-of-Year Senior Projects

As the academic year wound up, our annual Senior Projects calendar was in full swing. Students from every major were required to present on their senior projects with guest faculty in the audience, judging their content and communication skills. Student projects included a BrewFind app, a ski and snowboard CNC router, a water-treatment solution for a fishery, fertilizer studies on plant health, the collection and analysis of student input on the college's mission statement, the HVAC design of a government building in Beijing, China and a study on the importance of employee retention, among many more. It is with great pride that we watch our students make highly professional and thoughtful presentations in their last days as Vermont Tech undergraduates.

Applications and Deposits

Following the national Decision Day on May 1st, Vermont Tech applications and deposits are trending to be even or a little ahead of last year's enrollment. The college should be welcoming larger class sizes with notable gains in Bennington and Brattleboro nursing site applications. VAST applications are also significantly higher than last year, and we anticipate bringing in a larger class to the early college program for the fall.

Gainful Employment Approvals

With the development of four new agriculture certificates, the college applied for and has received Gainful Employment status for all four programs. This increases access to the programs that are aligned with a number of secondary technical center programs, for students who wouldn't otherwise consider a college degree or high school graduates looking for a gap year experience with applied learning opportunities and college credits.

VERMONT TECH

CCV/VTC Alliance

Vermont Tech Senior Leadership recently met with administrators and staff from the Community College of Vermont in an all-day retreat on the CCV Montpelier campus. Called by the presidents of both colleges, the teams collaborated on identifying each other's strengths, opportunities to align, prioritization of ideas and formulation of working groups. Given the two institutions' previous successes in partnership, like the Hartness Library and several 2+2 and 1+1 programs, the spirit of the retreat was positive with optimism about future alliances.