


## MEMORANDUM

TO: VSC Finance & Facilities Committee  
M. Jerome Diamond  
J. Churchill Hindes, Chair  
Tim Jerman  
Bill Lippert  
Christopher Macfarlane, Vice Chair  
Linda Milne  
Martha O'Connor  
Aly Richards

FROM: Steve Wisloski, CFO and VP of Finance & Administration 

DATE: June 15, 2016

SUBJ: Finance & Facilities Committee Meeting scheduled for June 20, 2016

The Finance and Facilities Committee of the VSC Board of Trustees is scheduled to meet from 3:00 p.m. to 5:00 p.m. in Room 101 at the Chancellor's Office in Montpelier.

The primary purpose of this meeting is to learn and discuss the Chancellor's and Presidents' current views about FY2018 tuition increases for each of the five colleges, in the context of an aggregate, System-level FY2018 budget projection.

Because the Committee will be reviewing and discussing FY2018 tuition levels for the first time, the Chancellor is not seeking a Committee vote at this meeting. Instead, a one-hour special meeting is anticipated on **Wednesday, July 20** at Castleton University to act on a recommendation from the Chancellor regarding FY2018 tuition levels for consideration by the Board of Trustees at its regularly scheduled meeting the following day.

Adoption by the Board in July will in turn provide adequate time for the Colleges' admissions staffs to prepare 2017-18 financial aid packages by October 1 under the new Federal financial aid rules. As stated in the AGB Report (page 14):

*To stay competitive the VSC Board will need to make a decision on the fiscal 2018 tuition during the summer of 2016. Colleges that do not change the rhythm of their pricing policy will be at a competitive disadvantage.*

The attached agenda proposes a framework for the tuition discussion, starting with a simple, pro-forma FY2018 System budget projection created by “rolling forward” the recently-adopted FY2017 budget assuming certain percentage changes for major revenue and expense categories. This simplified presentation is a “top down” exercise, designed to estimate System operating results from different levels of average tuition increases.

Next, the Presidents will provide narratives with respect to tuition requests for their respective Colleges, followed by a revised presentation of the FY2018 budget projection built “bottom up” from these requests. The Committee will also be asked to comment on a proposed simplified tuition table, which will be incorporated by reference in the FY2018 tuition resolution.

Historical percentage increases in tuition, State appropriations, salaries and health care premiums are included for reference.

Finally, a first draft of an “AGB Report Update” for discussion and comment will be handed out at the meeting.

Should you have any questions regarding the upcoming meeting or any other matter, or any requested additions to the agenda, please contact me at [stephen.wisloski@vsc.edu](mailto:stephen.wisloski@vsc.edu) or (802) 224-3022. Thank you.

Attachments:

1. Agenda
2. Meeting Materials

cc: VSC Board of Trustees, Council of Presidents and Business Affairs Council  
Sam Winship, Vermont Department of Finance & Management  
The Honorable Douglas Hoffer, Vermont State Auditor

**Vermont State Colleges Board of Trustees  
Finance and Facilities Committee Meeting  
June 20, 2016**

**AGENDA**

1. Call to Order
2. Consent agenda
  - a. Approve minutes of May 19, 2016 meeting
  - b. Vermont Technical College classroom naming request
  - c. Uniform Guidance Working Group recommendation for new Internal Controls policy
  - d. Establishment of Endowment
3. Exercise: Creation of a “top-down” FY2018 pro-forma System budget projection
4. Chancellor’s remarks, and Presidents’ discussion of tuition requests by College
5. Presentation of “bottom-up” System budget with Colleges’ tuition requests
6. Discussion of form of tuition request
7. Update on AGB Report initiatives
8. Other business
9. Public comment
10. Adjourn

**MEETING MATERIALS**

1. Consent agenda items [Page 4](#)
2. FY2018 budget projections [Page 20](#)
3. Simplified FY2018 tuition table [Page 24](#)
4. Historical tuition, State appropriation, salary and health care cost data [Page 33](#)
5. AGB Report initiatives update [Page 36](#)

## Item 1: Consent Agenda Items

[Back to Agenda](#)

VSC Finance & Facilities Committee Meeting  
May 19, 2016  
UNAPPROVED MINUTES

## **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

VSC Finance & Facilities Committee Meeting  
May 19, 2016  
UNAPPROVED MINUTES

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.

VSC Finance & Facilities Committee Meeting  
May 19, 2016  
UNAPPROVED MINUTES

3. Review of 3<sup>rd</sup> 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 15<sup>th</sup> 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.

**VERMONT TECH**

**Office of the President**  
PO Box 500  
Randolph Center, Vermont 05061

**Tel:** 802 728 1251  
**Fax:** 802 728 1508  
**Email:** dsmith5@vtc.edu

Chancellor Jeb Spaulding  
Vermont State Colleges  
P.O. Box 7  
Montpelier, VT 05601

June 15, 2016

Dear Chancellor Spaulding,

I am writing to request that the Vermont State Colleges Board of Trustees consider naming the simulation lab at the Vermont Technical College Williston Campus the **Dr. Brent Sargent Nursing Simulation Lab**. We believe that Brent's 33 years of dedication to the VSC and Vermont Tech are deserving of this recognition.

Brent began teaching for the VSC in 1981 and over the years he has taught English, logic, and business classes. In 1983 he served at Johnson State as a Learning Resources Coordinator. He then spent 12 years at CCV in Waterbury, first as Director of the Assessment of Prior Learning program. He then became the Director of the Office of External Programs. He became Associate Dean of Academics and then for 18 months was the acting Dean of Academics.

After CCV Brent became the manager of the education department at IBM, and contracted with VTC to run that department at the local IBM plant. In the fall of 2002 he became the Associate Dean of the newly launched Williston Campus of VTC. He was promoted to Dean of the Northwest Region and will retire as the Dean of New Academic Programs and Regional Campus Development.

Brent has been integral to the growth of the Williston Campus. When he moved there, we occupied a very small footprint of our current space, and had fewer than 20 students. Brent has helped grow the campus physically through many infrastructure changes, as well as the addition of hundreds of students and now hundreds of alumni. I also believe that you can attribute much of the vibrant, caring culture of the Williston Campus to Brent and the team he built there.

I believe it is very fitting and appropriate to name the nursing simulation lab after Dr. Brent Sargent to honor his many contributions to Vermont Tech, and hope the Board of Trustees will agree.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Smith". The signature is fluid and cursive, with the first name "Dan" being more prominent than the last name "Smith".

Dan Smith, President





## Manual of Policies and Procedures

|  |        |         |
|--|--------|---------|
| Title<br><br><b>NAMING OF CAMPUS FACILITIES AND PROPERTIES</b> | Number | Page    |
|  | 413    | 1 of 3  |
|  | Date   | 3/15/07 |

### PURPOSE

The purpose of this policy is to provide a review process for naming or renaming properties owned or leased by the Vermont State Colleges that reflects the values of higher education and the Vermont State Colleges in particular.

### STATEMENT OF POLICY

#### 1. **Authority**

Major Facilities. The Vermont State Colleges Board of Trustees shall approve names for major facilities. Major facilities include but are not limited to all buildings; major portions of buildings; college streets or roads or pathways; sport fields and other areas of major assembly or activity; large areas of campus circulation; and all other highly visible facilities and properties.

While the Board possesses final authority to approve the naming of major facilities, no proposal to name such a facility will be sent forward from a college without the positive recommendation of the president and concurrence of the Chancellor.

Minor Facilities. The College Presidents have the authority to name minor facilities in consultation with and approval from the Chancellor. Minor facilities include but are not limited to individual rooms, limited areas and individual items or features owned or leased within buildings, individual landscape items or features, limited outdoor areas, and other minor properties.

#### 2. **Criteria for Selection of Names**

The name selected shall:

- a. Designate the function of a facility or property.

- b. Reflect natural or geographic features.
- c. Reflect a traditional theme of the college, and/or
- d. Honor an individual or an organization that has made a significant contribution to the VSC, higher education in general, or public service .

Facilities and properties may be named for individuals or organizations responsible for a "substantial gift" benefiting the college. The term "substantial gift" may include personal services as well as monetary or in-kind gifts.

When a proposal for naming in honor of an individual involves service to the VSC or college in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased. No facility or property will be named after seated, elected or appointed officials while they are actively serving their term of office.

### 3. **Temporary Names**

Temporary names are permitted unless and until a permanent name is sought in accordance with this policy.

### 4. **Permanency of Names**

As a general rule, once a facility is permanently named, it receives a designation that lasts its lifetime. Demolition or sale of a facility, however, ends its official name, although the old name would then be available for naming a replacement or different facility.

In those circumstances when a name is to be removed from an existing major or minor facility, approval must be sought through exactly the same procedures as are required for naming a facility as identified in item 5 below.

### 5. **Procedures for Naming a Facility**

Proposals for naming a major facility may be initiated by any college via its President, the Chancellor, or by the Board of Trustees. The proposal shall be formulated accordance with the criteria set forth in this policy and shall include a detailed justification for the proposed name. All proposals must be cleared with the VSC General Counsel to help assure legal and technical priority.

The Chancellor must agree that a facility naming proposal meets the criteria outlined in this policy, to be considered by the Board of Trustees. Major Facility Naming Proposals meeting the preceding requirements will be forwarded to the Finance and Facilities Committee for review and potential recommendations to the full Board for approval.

The Chancellor has approval authority for Minor Facilities.

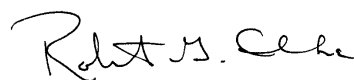
6. **Waiver of Policy**

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

7. **Confidentiality**

Confidentiality will be maintained throughout the process of evaluating any proposals for naming campus facilities and properties, including explanations of either decision for approval or rejection.

Signed by:



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Robert G. Clarke, Chancellor

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Naming of Nursing Simulation Lab at Vermont Technical College

WHEREAS, Vermont Technical College President Dan Smith has requested that the nursing simulation lab at the Williston Campus be named after Dr. Brent Sargent, who is retiring after 33 years of service to the college and the VSC; and

WHEREAS, Dr. Sargent has made significant contributions to the college, its students, and the community, helping to grow the Williston Campus, its staff, infrastructure, and reputation; and

WHEREAS, Chancellor Jeb Spaulding, in accordance with VSC Policy 413, *Naming of Campus Facilities and Properties*, has approved the proposed naming of the building as meeting the criteria set forth in the policy; and

WHEREAS, The VSC Board of Trustees Finance and Facilities Committee has reviewed the proposal and recommends it to the full Board; therefore, be it

RESOLVED, that the Vermont Technical College nursing simulation lab be named the Dr. Brent Sargent Nursing Simulation Lab in honor of Brent Sargent.

July 21, 2016



**OFFICE OF THE CHANCELLOR**

575 STONE CUTTERS WAY  
PO Box 7  
MONTPELIER VT 05601

**VERMONT STATE COLLEGES**

CASTLETON UNIVERSITY  
COMMUNITY COLLEGE OF VERMONT  
JOHNSON STATE COLLEGE  
LYNDON STATE COLLEGE  
VERMONT TECHNICAL COLLEGE

**TO:** VSC Finance and Facilities Committee

**FROM:** Uniform Guidance Work Group

|                          |                  |                    |
|--------------------------|------------------|--------------------|
| Christopher Beattie, VTC | Jody Condon, CU  | Sheilah Evans, LSC |
| Tim Grover, CU           | Nathan Hock, CCV | Dianne Pollak, OC  |
| Deb Robinson, OC         | David Rubin, OC  | Sharron Scott, JSC |
| Toby Stewart, JSC        | Erin Tittel, CCV | Greg Voorheis, CCV |
| Steve Wisloski, OC       |                  |                    |

**RE:** Recommendations for Additional VSC Policy Revisions and Uniform Guidance Implementation

**DATE:** June 13, 2016

Background

In February of 2016, the Chancellor convened the Uniform Guidance Work Group to address VSC's implementation of 2 CFR 200, the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (aka the Uniform Guidance, or UG). The UG Work Group, consisting of representatives from each of the VSC institutions, has since met regularly to identify issues related to UG implementation and to brainstorm solutions. The ultimate goal of the group is to compile a set of recommendations to the Chancellor and the Board of Trustees to ensure compliance with the UG at a system level. VSC is currently required to comply with the UG for all federal awards (with notable exceptions) and as we work toward fostering greater competitiveness for federal funding, there is a high degree of urgency to this Work Group's recommendations.

After the first few meetings, the UG Work Group decided to break off into several sub-groups to explore VSC implementation of UG by subject matter. The sub-groups are: Personnel, Procurement, Sub-recipients, Physical Assets, Cash Management/Internal Controls, and Communications/Training. The work of the sub-groups is compiled and otherwise reflected in a set of VSC-level policies currently being drafted for consideration.

The UG Work Group also decided, mainly in the interest of timely implementation, to formulate its recommendations in phases. The first set of recommendations, submitted on

4/19/16, was an itemization of VSC policies clearly in need of revision due to lack of reference to the UG, and included proposed new language. Subsequent phases of recommendations will focus more substantive changes in language in certain existing policies, and new policies. The Work Group is also working toward recommendations regarding standards and procedures related to certain policies. This will foster consistency of implementation across VSC institutions and facilitate collaboration among VSC institutions on federal grants. Some final rules and implementation requirements in the UG are still pending, compelling the Work Group to stay tuned and address policy revisions as needed in the year ahead. Finally, the group will make broader recommendations for consideration, beyond policy, to facilitate compliance and best practices in grants management.

### Recommendations

#### *Policy Recommendation*

- Please find the attached draft **Policy 431: Internal Controls** for review and consideration. The language comes directly from 2 CFR 200.61 and 2 CFR 200.62 of the Uniform Guidance. It is written broadly to allow for the adoption of specific standards and procedures currently in place and/or under development by the Work Group.

#### *Policy Gaps*

- In this set of recommendations, the Work Group has identified certain gaps and the need for revision of some VSC-level policies. The group is currently drafting policies to address these gaps, including: **Cash Management; Time and Effort Reporting; Fraud, Abuse and Criminal Conduct; and Equipment**. Most have been adapted from existing VSC institutional policies and many have been vetted by federal agencies. This short list of policies is not exhaustive and it is the recommendation of the group to address these and other policy revisions in the context of a more comprehensive review of VSC policy. Additional VSC stakeholders will be required to undertake a comprehensive look at VSC policies, but the UG Work Group will continue to play a lead role in the drafting of policies related to federal awards and the implementation of the Uniform Guidance.

#### *Staffing*

- The Work Group recommends that VSC explore the possibility of hiring a VSC-level post-award staff person to assist and support federal grants administration. Now that federal regulations for grant awards are consolidated under the Uniform Guidance, the VSC has an opportunity to work toward centralizing sponsored projects work and resources more effectively. One potential way of funding such a position over time would be to strategically include funding for a small percentage of this new administrator in a number of federal grant budgets across the system. Since the Uniform Guidance allows

for direct charges to grants for certain administrative costs, this could potentially be accomplished without adding costs to the VSC budget.

### *Software*

- The Work Group would like to reiterate a past recommendation from the Grants Team to the BAC regarding the exploration of investing in system-wide grants management software. Such a tool would streamline, align and ensure compliance in grants management areas such as:
  - Cash Management
  - Internal Controls
  - Administrative Expenditures/Indirect
  - Time & Effort Reporting
  - Budget Control
  - Necessary, Reasonable and Allocable Costs tied to Cost Objectives
  - Program Income
  - Matching Funds
  - Contracts (Vendors, Sub-Contracts, Sub-Grants)
  - Sub-recipient Monitoring
  - Purchasing
  - Requests for Proposals
  - Property
  - Personnel
  - Grant reporting

### *Training*

- Finally, the group recommends that all administrative staff and faculty involved in federal grants management receive regular training to ensure familiarity with VSC policies, standards and procedures, as well as administrative and audit requirements for federal awards under the Uniform Guidance.
  - Respectfully submitted by David Rubin, VSC Grants Coordinator, on behalf of the VSC Uniform Guidance Work Group.



## Manual of Policy and Procedures

|                                       |                                  |                    |
|---------------------------------------|----------------------------------|--------------------|
| Title<br><br><b>INTERNAL CONTROLS</b> | Number<br><br>431                | Page<br><br>1 of 1 |
|                                       | Date<br><br><b>July 21, 2016</b> |                    |

### STATEMENT OF POLICY

It is the policy of the Vermont State Colleges to maintain a system of internal controls that includes both administrative and accounting controls. Internal controls provide reasonable assurance on: (1) the effectiveness and efficiency of operations; (2) the reliability of reporting for internal and external use; and (3) compliance with applicable laws and regulations.

VSC maintains a system of internal control with respect to Federal awards that reasonably assures:

- a) Transactions are properly recorded and accounted for in order to:
  - 1. permit the preparation of reliable financial statements and Federal reports;
  - 2. maintain accountability over assets; and
  - 3. demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
- b) Transactions are carried out in compliance with:
  - 1. Federal statutes, regulations, and the terms and conditions of the Federal award, any of which could have a direct and material effect on a Federal program; and
  - 2. any other Federal statutes and regulations that are identified in the Compliance Supplement of 2 CFR 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as amended from time to time; and
- c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

Signed by:

\_\_\_\_\_  
Jeb Spaulding, Chancellor





June 9, 2016

Mr. Jeb Spaulding, Chancellor  
Vermont State Colleges  
P.O. Box 7  
Montpelier, VT 05601-0007

Dear Chancellor Spaulding:

I am pleased to send you the New Funding Source Document required for establishing an endowment in the amount of \$30,000 to be titled, *President Joe Bertolino & Dr. Bil Leipold Student Success Endowment*.

The endowment is funded with \$15,000 from Joe and Bil along with numerous colleagues, friends, and family members. This gift has been matched by \$15,000 from Lyndon State College's Endowment Development Fund. The total amount available to establish this endowment is \$30,000.

I request that the Vermont State Colleges' Board of Trustees accept these gifts and approve the establishment of the President Joe Bertolino & Dr. Bil Leipold Student Success Endowment.

Sincerely,

A handwritten signature in cursive script, reading "Loren Loomis Hubbell".

Loren Loomis Hubbell  
Dean of Administration

*on behalf of President Joe Bertolino*  
Attachment

# Appendix C

## New Funding Source Document

College Name: **LYNDON STATE COLLEGE**

Submit to Chancellor's Office for all activities based upon a new funding source.

Place copy in front of any applicable master file.

1. Name of grant, endowment, or other activity: (type in all CAPS)

**PRESIDENT JOE BERTOLINO & DR. BIL LEIPOLD STUDENT SUCCESS ENDOWMENT**

2. Granting agency/donor/other/funding source: (attach support information)

**Joe Bertolino, Bil Leipold, along with numerous colleagues, friends, and family members, and LSC's Endowment Development Fund**

3. Purpose of activity:

**To support the retention of current Lyndon State College students, by providing scholarships to rising sophomores and juniors in good financial standing that demonstrate significant financial need.**

4. a. Proper accounting fund:

b. Why was this fund selected?

- General
- Designated
- Auxiliary
- Restricted
- Agency
- Loan
- Regular Endowment
- Term Endowment
- Unrestr'd Quasi-Endwmt
- Restricted Quasi-Endwmt

**To provide scholarship opportunities based on above defined criteria.**

5. General Ledger account number: (as proposed or assigned) **TBA**

6. a. Beginning date: **July 2016**      b. Ending date: **None**      c. Duration: **In Perpetuity**

7. Reporting requirements: (format/to whom/frequency/other): **None**

8. a. Funding amount: **\$30,000**      b. One-time OR Ongoing funding (indicate timeframe:)

9. a. If endowment, is principal use allowed? (w/Board OK? )  Yes       No

b. If yes, is replenishment of principal allowed or required:  Yes       No

10. If investment proceeds generated, indicate intended disposition:

- Fully expend for program as prescribed
- Increase principal for inflation and expend remainder
- Fully apply to increasing principal
- Other (describe)

Dean of Administration  
 11) President: *[Signature]*  
 12) Date to Ch's Ofc: *6/9/16*  
*on behalf of President Joe Bertolino*

13) Date Board Approved:

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Finance and Facilities Committee Business: Consent Agenda

WHEREAS, At its June 20, 2016 meeting 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:

- Approval of the minutes of the May 19, 2016 meeting
- Approval of Vermont Technical College Classroom Naming request
- Uniform Guidance Working Group recommendation for new Internal Controls policy
- Establishment of the President Joe Bertolino and Dr. Bil Leipold Student Success Endowment at Lyndon State College

July 21, 2016

Item 2:  
FY2018 Budget Projection Scenarios

[Back to Agenda](#)

**Unrestricted Revenues and Expenses**  
**Rolled-Forward FY2018 Budget Projections**  
**SCENARIO 1 - EXPENSES ROLLED FORWARD, NO REVENUE INCREASE (TOP DOWN)**  
**(Amounts rounded to \$1,000)**

|                               | FY2017<br><u>Budget</u> | Percent<br><u>Increase</u> | FY2018<br><u>Roll-Forward</u> | <u>\$ Change</u> | <u>Notes</u>  |
|-------------------------------|-------------------------|----------------------------|-------------------------------|------------------|---|
| <b>REVENUES</b>               |                         |                            |                               |                  |   |
| Tuition and Fees              | 111,369                 | 0.00%                      | 111,369                       | -                | Level enrollment  |
| State Appropriation           | 25,911                  | 0.00%                      | 25,911                        | -                |   |
| Room and Board                | 24,653                  | 0.00%                      | 24,653                        | -                |   |
| Sales and Services            | 5,465                   | 0.00%                      | 5,465                         | -                |   |
| Gifts                         | 1,224                   | 0.00%                      | 1,224                         | -                |   |
| Other Revenue                 | <u>1,142</u>            | 0.00%                      | <u>1,142</u>                  | -                |   |
| <b>TOTAL REVENUES</b>         | 169,763                 |                            | 169,763                       |                  |   |
| <b>EXPENSES</b>               |                         |                            |                               |                  |   |
| Salaries and Benefits         | 114,715                 | 4.38%                      | 119,734                       | 5,019            | Blended increase in salaries (avg 3%) and health care (8.5%), level headcount |
| Services, Supplies and Travel | 34,992                  | 2.00%                      | 35,691                        | 700              |   |
| Scholarships and Fellowships  | 9,304                   | 0.00%                      | 9,304                         | -                |   |
| Utilities                     | 6,125                   | 2.00%                      | 6,247                         | 122              |   |
| Other Expenses                | 440                     | 2.00%                      | 449                           | 9                |   |
| Debt Service                  | 10,849                  | 0.00%                      | 10,849                        | -                |   |
| Chancellor's Office           | -                       | 2.50%                      | 178                           | 178              |   |
| Other Transfers               | <u>(2,629)</u>          | 0.00%                      | <u>(2,629)</u>                | -                |   |
| <b>TOTAL EXPENSES</b>         | 173,796                 |                            | 179,824                       |                  |   |
| <b>NET REVENUES/(DEFICIT)</b> | <u>(4,033)</u>          |                            | <u>(10,061)</u>               | <u>(6,027)</u>   |   |
|                               |                         |                            | -5.6%                         |                  |   |
| <b>ONE-TIME FUNDS</b>         |                         |                            |                               |                  |   |
| Carry-forward                 | 400                     |                            |                               |                  |   |
| Strategic Reserve             | 1,885                   |                            |                               |                  |   |
| All Other                     | <u>1,748</u>            |                            |                               |                  |   |
| <b>TOTAL ONE-TIME FUNDS</b>   | 4,033                   |                            |                               |                  |   |
| <b>TOTAL OPERATING RESULT</b> | <u>-</u>                |                            |                               |                  |   |

(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)

**Unrestricted Revenues and Expenses**  
**Rolled-Forward FY2018 Budget Projections**  
**SCENARIO 2 - DEFICIT BALANCED WITH STUDENT REVENUE (TOP DOWN)**  
**(Amounts rounded to \$1,000)**

|                               | FY2017<br><u>Budget</u> | Percent<br><u>Increase</u> | FY2018<br><u>Roll-Forward</u> | <u>\$ Change</u>    | <u>Notes</u>                          |
|-------------------------------|-------------------------|----------------------------|-------------------------------|---------------------|---------------------------------------|
| <b>REVENUES</b>               |                         |                            |                               |                     |                                       |
| Tuition and Fees              | 111,369                 | 8.71%                      | 121,072                       | 9,703               | Level enrollment                      |
| State Appropriation           | 25,911                  | 0.00%                      | 25,911                        | -                   |                                       |
| Room and Board                | 24,653                  | 3.00%                      | 25,392                        | 740                 | Same as FY17 room and board increase  |
| Sales and Services            | 5,465                   | 0.00%                      | 5,465                         | -                   |                                       |
| Gifts                         | 1,224                   | 0.00%                      | 1,224                         | -                   |                                       |
| Other Revenue                 | <u>1,142</u>            | 0.00%                      | <u>1,142</u>                  | <u>-</u>            |                                       |
| <b>TOTAL REVENUES</b>         | <b>169,763</b>          |                            | <b>180,206</b>                |                     |                                       |
| <b>EXPENSES</b>               |                         |                            |                               |                     |                                       |
| Salaries and Benefits         | 114,715                 | 4.38%                      | 119,734                       | 5,019               |                                       |
| Services, Supplies and Travel | 34,992                  | 2.00%                      | 35,691                        | 700                 |                                       |
| Scholarships and Fellowships  | 9,304                   | 4.36%                      | 9,710                         | 405                 | Assumed to increase at 50% of tuition |
| Utilities                     | 6,125                   | 2.00%                      | 6,247                         | 122                 |                                       |
| Other Expenses                | 440                     | 2.00%                      | 449                           | 9                   |                                       |
| Debt Service                  | 10,849                  | 0.00%                      | 10,825                        | (24)                |                                       |
| Chancellor's Office           | -                       | 2.50%                      | 178                           | 178                 |                                       |
| Other Transfers               | <u>(2,629)</u>          | 0.00%                      | <u>(2,629)</u>                | <u>-</u>            |                                       |
| <b>TOTAL EXPENSES</b>         | <b>173,796</b>          |                            | <b>180,206</b>                |                     |                                       |
| <b>NET REVENUES/(DEFICIT)</b> | <b><u>(4,033)</u></b>   |                            | <b><u>-</u></b>               | <b><u>4,033</u></b> |                                       |
|                               |                         |                            | <b>0.0%</b>                   |                     |                                       |
| <b>ONE-TIME FUNDS</b>         |                         |                            |                               |                     |                                       |
| Carry-forward                 | 400                     |                            |                               |                     |                                       |
| Strategic Reserve             | 1,885                   |                            |                               |                     |                                       |
| All Other                     | <u>1,748</u>            |                            |                               |                     |                                       |
| <b>TOTAL ONE-TIME FUNDS</b>   | <b>4,033</b>            |                            |                               |                     |                                       |
| <b>TOTAL OPERATING RESULT</b> | <b><u>-</u></b>         |                            |                               |                     |                                       |

(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)

**Unrestricted Revenues and Expenses  
 Rolled-Forward FY2018 Budget Projections  
 SCENARIO 3 - USING 4% TUITION (TOP DOWN)  
 (Amounts rounded to \$1,000)**

|                               | FY2017<br><u>Budget</u> | Percent<br><u>Increase</u> | FY2018<br><u>Roll-Forward</u> | <u>\$ Change</u> | <u>Notes</u> |
|-------------------------------|-------------------------|----------------------------|-------------------------------|------------------|--------------|
| <b>REVENUES</b>               |                         |                            |                               |                  |              |
| Tuition and Fees              | 111,369                 | 4.00%                      | 115,824                       | 4,455            |              |
| State Appropriation           | 25,911                  | 0.00%                      | 25,911                        | -                |              |
| Room and Board                | 24,653                  | 3.00%                      | 25,392                        | 740              |              |
| Sales and Services            | 5,465                   | 0.00%                      | 5,465                         | -                |              |
| Gifts                         | 1,224                   | 0.00%                      | 1,224                         | -                |              |
| Other Revenue                 | <u>1,142</u>            | 0.00%                      | <u>1,142</u>                  | -                |              |
| <b>TOTAL REVENUES</b>         | 169,763                 |                            | 174,957                       |                  |              |
| <b>EXPENSES</b>               |                         |                            |                               |                  |              |
| Salaries and Benefits         | 114,715                 | 4.38%                      | 119,734                       | 5,019            |              |
| Services, Supplies and Travel | 34,992                  | 2.00%                      | 35,691                        | 700              |              |
| Scholarships and Fellowships  | 9,304                   | 2.00%                      | 9,491                         | 186              |              |
| Utilities                     | 6,125                   | 2.00%                      | 6,247                         | 122              |              |
| Other Expenses                | 440                     | 2.00%                      | 449                           | 9                |              |
| Debt Service                  | 10,849                  | 0.00%                      | 10,825                        | (24)             |              |
| Chancellor's Office           | -                       | 2.50%                      | 178                           | 178              |              |
| Other Transfers               | <u>(2,629)</u>          | 0.00%                      | <u>(2,629)</u>                | -                |              |
| <b>TOTAL EXPENSES</b>         | 173,796                 |                            | 179,987                       |                  |              |
| <b>NET REVENUES/(DEFICIT)</b> | <u>(4,033)</u>          |                            | <u>(5,029)</u>                | (996)            |              |
|                               |                         |                            | -2.8%                         |                  |              |
| <b>ONE-TIME FUNDS</b>         |                         |                            |                               |                  |              |
| Carry-forward                 | 400                     |                            |                               |                  |              |
| Strategic Reserve             | 1,885                   |                            |                               |                  |              |
| All Other                     | <u>1,748</u>            |                            |                               |                  |              |
| <b>TOTAL ONE-TIME FUNDS</b>   | 4,033                   |                            |                               |                  |              |
| <b>TOTAL OPERATING RESULT</b> | <u>-</u>                |                            |                               |                  |              |

(must sum to zero; positive net revenue must be absorbed by one or more one-time fund lines)

Item 3:  
FY2018 Simplified Tuition Presentation

[Back to Agenda](#)



**VERMONT STATE COLLEGES**  
**FY2018 Proposed Tuition, Fees, Room & Board**  
**(simplified presentation)**

**Maximum Full Time Undergraduate Tuition**

|   | Proposed<br>FY2018 | \$ Change | % Change     | FY2017 |
|---|--------------------|-----------|--------------|--------|
| <b><u>CCV (per credit hour)</u></b>           |                    |           |              |        |
| Vermonter                                     | 261                | 8         | 3.2%         | 253    |
| Non-Vermonter                                 | 522                | 16        | 3.2%         | 506    |
| <b><u>Castleton University</u></b>            |                    |           |              |        |
| <b><u>Regular programs</u></b>                |                    |           |              |        |
| Vermonter                                     | 10,868             | 620       | 6.0%         | 10,248 |
| Non-Vermonter                                 | 26,438             | 782       | 3.0%         | 25,656 |
| <b><u>Nursing</u></b>                         |                    |           |              |        |
| Vermonter                                     | 14,204             | 884       | 6.6%         | 13,320 |
| Non-Vermonter                                 | 26,426             | (2,302)   | -8.0%        | 28,728 |
| <b><u>Johnson State College</u></b>           |                    |           |              |        |
| Vermonter                                     | 10,638             | 414       | 4.0%         | 10,224 |
| Non-Vermonter                                 | 23,598             | 918       | 4.0%         | 22,680 |
| <b><u>Lyndon State College</u></b>            |                    |           |              |        |
| Vermonter                                     | 10,638             | 414       | 4.0%         | 10,224 |
| Non-Vermonter                                 | 22,790             | 878       | 4.0%         | 21,912 |
| <b><u>Vermont Technical College</u></b>       |                    |           |              |        |
| <b><u>Regular programs</u></b>                |                    |           |              |        |
| Vermonter                                     | 13,510             | 550       | 4.2%         | 12,960 |
| Non-Vermonter                                 | 25,833             | 1,041     | 4.2%         | 24,792 |
| <b><u>High Instruction Cost Programs?</u></b> |                    |           |              |        |
| Vermonter                                     | TBD                | n/a       | n/a          | n/a    |
| Non-Vermonter                                 | TBD                | n/a       | n/a          | n/a    |
| <b><u>Dental Hygiene</u></b>                  |                    |           |              |        |
| Vermonter                                     | 16,904             | 680       | 4.2%         | 16,224 |
| Non-Vermonter                                 | 26,458             | 1,066     | 4.2%         | 25,392 |
| <b><u>Nursing</u></b>                         |                    |           |              |        |
| Vermonter                                     | 14,180             | 572       | 4.2%         | 13,608 |
| Non-Vermonter                                 | 29,935             | 1,207     | 4.2%         | 28,728 |
| <b><u>VSC SYSTEM AVERAGE</u></b>              |                    |           | <b>[TBD]</b> |        |

**Notes**

1. Per credit and summer rates are full time divided by 24, unless otherwise noted.
2. Non-Vermonter includes out-of-state and international students.
3. New England Board of Higher Education Board (NEBHE) rate is 150% of Vermont rate.
4. JSC Online rate is same as Vermont rate for all students.

**VERMONT STATE COLLEGES**  
**FY2018 Proposed Tuition, Fees, Room & Board**  
**(simplified presentation)**

**Maximum Full Time Graduate Tuition**

|   | Proposed<br>FY2018 | \$ Change | % Change | FY2017 |
|---|--------------------|-----------|----------|--------|
| <b><u>Castleton University</u></b>      |                    |           |          |        |
| Vermonter                               | 14,400             | 4,500     | 45.5%    | 9,900  |
| Non-Vermonter                           | 14,400             | 0         | 0.0%     | 14,400 |
| <b><u>Johnson State College</u></b>     |                    |           |          |        |
| Vermonter                               | 13,728             | 528       | 4.0%     | 13,200 |
| Non-Vermonter                           | 19,968             | 768       | 4.0%     | 19,200 |
| <b><u>Lyndon State College</u></b>      |                    |           |          |        |
| Vermonter                               | 10,152             | 414       | 4.3%     | 9,738  |
| Non-Vermonter                           | 21,312             | 828       | 4.0%     | 20,484 |
| <b><u>Vermont Technical College</u></b> |                    |           |          |        |
| Vermonter                               | 16,880             | 680       | 4.2%     | 16,200 |
| Non-Vermonter                           | 32,292             | 1,302     | 4.2%     | 30,990 |

**Notes**

1. Per credit and summer rates are full time divided by 24, except 18 for Castleton.
2. Non-Vermonter includes out-of-state and international students.
3. New England Board of Higher Education Board (NEBHE) rate is 150% of Vermont rate.

**VERMONT STATE COLLEGES**  
**FY2018 Proposed Tuition, Fees, Room & Board**  
**(simplified presentation)**

**Fees, Room & Board**

|   | Proposed<br>FY2018 | \$ Change | % Change  | FY2017 |
|---|--------------------|-----------|---|--------|
| <b><u>Individual Service Fees:</u></b>                        |                    |           |   |        |
| <b><u>Set by Board</u></b>                                    |                    |           |   |        |
| Application   | 51                 | 2         | 4.1% all  | 49     |
| Graduation  | 98                 | 3         | 3.2% all  | 95     |
| Late Registration   | 64                 | 2         | 3.2% all  | 62     |
| Student Activity Fee  | 278                | 8         | 3.0% /yr  | 270    |
| Change of Program or Course<br>(after normal drop/add period) | 25                 | 1         | 4.2% all  | 24     |
| Facilities Fee  | 820                | 24        | 3.0% /yr  | 796    |
| <b><u>Set by Colleges</u></b>                                 |                    |           |   |        |
| Orientation/Basic Skills Testing/Assessment                   |                    |           | (can be adjusted for inflation<br>as necessary) |        |
| Course Fees   |                    |           |   |        |
| Partial Payment   |                    |           |   |        |
| Penalty Fees  |                    |           |   |        |
| <b><u>Room Rates:</u></b>                                     |                    |           |   |        |
| Double Room   | 6,129              | 181       | 3.0% /yr  | 5,948  |
| Premium for a Single Room                                     | 1,634              | 48        | 3.0% /yr  | 1,586  |
| Reduction for Tripling  | (626)              | (18)      | 3.0% /yr  | (608)  |
| Single Room Suite   | 8,538              | 252       | 3.0% /yr  | 8,286  |
| <b><u>Board Rates:</u></b>                                    |                    |           |   |        |
| Gold Plan/unlimited meals with \$100/yr                       | 4,163              | 123       | 3.0% /yr  | 4,040  |
| Base plan/12 meals/wk with \$150/yr in                        | 4,008              | 118       | 3.0% /yr  | 3,890  |
| 8 meals/wk with \$220/yr in DB                                | 3,854              | 114       | 3.0% /yr  | 3,740  |

**VERMONT STATE COLLEGES**  
**Tuition, Fees, Room & Board Rates for FY2017**

1/13/16

**UNDERGRADUATE TUITION**

**TUITIONS:**

|                                     | FY2017 | \$ Change | % Change | FY2016 | \$ Change | % Change | FY2015 |
|-------------------------------------|--------|-----------|----------|--------|-----------|----------|--------|
| <b>COMMUNITY COLLEGE OF VERMONT</b> |        |           |          |        |           |          |        |
| <u>Per-Credit Hour Rate:</u>        |        |           |          |        |           |          |        |
| Vermonter                           | 253    | 7         | 2.85%    | 246    | 7         | 2.93%    | 239    |
| Non-Vermonter                       | 506    | 14        | 2.85%    | 492    | 14        | 2.93%    | 478    |
| NEBHE (150% Vermont rate)           | 380    | 10        | 2.70%    | 370    | 11        | 3.06%    | 359    |
| International (Non Vermont rate)    | 506    | 14        | 2.85%    | 492    | 14        | 2.93%    | 478    |
| <b>CASTLETON UNIVERSITY</b>         |        |           |          |        |           |          |        |
| <u>Full time rate:</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 10,248 | 0         | 0.00%    | 10,248 | 480       | 4.91%    | 9,768  |
| Non-Vermonter                       | 25,656 | 0         | 0.00%    | 25,656 | 1,224     | 5.01%    | 24,432 |
| NEBHE (150% Vermont rate)           | 15,408 | 0         | 0.00%    | 15,408 | 744       | 5.07%    | 14,664 |
| International (150% Vermont rate)   | 15,408 | 0         | 0.00%    | 15,408 | 744       | 5.07%    | 14,664 |
| <u>Per-Credit Hour Rate</u>         |        |           |          |        |           |          |        |
| Vermonter                           | 427    | 0         | 0.00%    | 427    | 20        | 4.91%    | 407    |
| Non-Vermonter                       | 1,069  | 0         | 0.00%    | 1,069  | 51        | 5.01%    | 1,018  |
| NEBHE (150% Vermont rate)           | 642    | 0         | 0.00%    | 642    | 31        | 5.07%    | 611    |
| International (150% Vermont rate)   | 642    | 0         | 0.00%    | 642    | 31        | 5.07%    | 611    |
| <u>Summer Sessions</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 427    | 0         | 0.00%    | 427    | 20        | 4.91%    | 407    |
| Non-Vermonter (150% Vermont rate)   | 642    | 0         | 0.00%    | 642    | 31        | 5.07%    | 611    |
| NEBHE (150% Vermont rate)           | 642    | 0         | 0.00%    | 642    | 31        | 5.07%    | 611    |
| International (150% Vermont rate)   | 642    | 0         | 0.00%    | 642    | 31        | 5.07%    | 611    |
| <u>Nursing:</u>                     |        |           |          |        |           |          |        |
| <u>Full time rate:</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 13,320 | 0         | 0.00%    | 13,320 | 624       | 4.91%    | 12,696 |
| Non-Vermonter                       | 28,728 | 0         | 0.00%    | 28,728 | 1,368     | 5.00%    | 27,360 |
| NEBHE (150% Vermont rate)           | 20,016 | 0         | 0.00%    | 20,016 | 960       | 5.04%    | 19,056 |
| International (150% Vermont rate)   | 20,016 | 0         | 0.00%    | 20,016 | 960       | 5.04%    | 19,056 |
| <u>Per-Credit Hour Rate</u>         |        |           |          |        |           |          |        |
| Vermonter                           | 555    | 0         | 0.00%    | 555    | 26        | 4.91%    | 529    |
| Non-Vermonter                       | 1,197  | 0         | 0.00%    | 1,197  | 57        | 5.00%    | 1,140  |
| NEBHE (150% Vermont rate)           | 834    | 0         | 0.00%    | 834    | 40        | 5.04%    | 794    |
| International (150% Vermont rate)   | 834    | 0         | 0.00%    | 834    | 40        | 5.04%    | 794    |
| <u>Summer Sessions</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 555    | 0         | 0.00%    | 555    | 26        | 4.91%    | 529    |
| Non-Vermonter (150% Vermont rate)   | 834    | 0         | 0.00%    | 834    | 40        | 5.04%    | 794    |
| NEBHE (150% Vermont rate)           | 834    | 0         | 0.00%    | 834    | 40        | 5.04%    | 794    |
| International (150% Vermont rate)   | 834    | 0         | 0.00%    | 834    | 40        | 5.04%    | 794    |
| <b>JOHNSON STATE COLLEGE</b>        |        |           |          |        |           |          |        |
| <u>Full time rate:</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 10,224 | 240       | 2.40%    | 9,984  | 384       | 4.00%    | 9,600  |
| Non-Vermonter                       | 22,680 | 0         | 0.00%    | 22,680 | 1,080     | 5.00%    | 21,600 |
| NEBHE (150% Vermont rate)           | 15,336 | 360       | 2.40%    | 14,976 | 576       | 4.00%    | 14,400 |
| International (Non Vermont rate)    | 22,680 | 0         | 0.00%    | 22,680 | 1,080     | 5.00%    | 21,600 |
| <u>Per-Credit Hour Rate</u>         |        |           |          |        |           |          |        |
| Vermonter                           | 426    | 10        | 2.40%    | 416    | 16        | 4.00%    | 400    |
| Non-Vermonter                       | 945    | 0         | 0.00%    | 945    | 45        | 5.00%    | 900    |
| NEBHE (150% Vermont rate)           | 639    | 15        | 2.40%    | 624    | 24        | 4.00%    | 600    |
| International (Non Vermont rate)    | 945    | 0         | 0.00%    | 945    | 45        | 5.00%    | 900    |
| <u>Summer Sessions</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 426    | 10        | 2.40%    | 416    | 16        | 4.00%    | 400    |
| Non-Vermonter (150% Vermont rate)   | 639    | 15        | 2.40%    | 624    | 24        | 4.00%    | 600    |
| NEBHE (150% Vermont rate)           | 639    | 15        | 2.40%    | 624    | 24        | 4.00%    | 600    |
| International (150% Vermont rate)   | 639    | 15        | 2.40%    | 624    | 24        | 4.00%    | 600    |
| <b>LYNDON STATE COLLEGE</b>         |        |           |          |        |           |          |        |
| <u>Full time rate:</u>              |        |           |          |        |           |          |        |
| Vermonter                           | 10,224 | 240       | 2.40%    | 9,984  | 288       | 2.97%    | 9,696  |
| Non-Vermonter                       | 21,912 | 528       | 2.47%    | 21,384 | 624       | 3.01%    | 20,760 |
| NEBHE (150% Vermont rate)           | 15,336 | 360       | 2.40%    | 14,976 | 432       | 2.97%    | 14,544 |

|                                     |        |     |       |        |     |       |        |
|-------------------------------------|--------|-----|-------|--------|-----|-------|--------|
| International (Non Vermonter rate)  | 21,912 | 528 | 2.47% | 21,384 | 624 | 3.01% | 20,760 |
| <b><u>Per-Credit Hour Rate</u></b>  |        |     |       |        |     |       |        |
| Vermont                             | 426    | 10  | 2.40% | 416    | 12  | 2.97% | 404    |
| Non-Vermont                         | 913    | 22  | 2.47% | 891    | 26  | 3.01% | 865    |
| NEBHE (150% Vermonter rate)         | 639    | 15  | 2.40% | 624    | 18  | 2.97% | 606    |
| International (Non Vermonter rate)  | 913    | 22  | 2.47% | 891    | 26  | 3.01% | 865    |
| <b><u>Summer Sessions</u></b>       |        |     |       |        |     |       |        |
| Vermont                             | 426    | 10  | 2.40% | 416    | 12  | 2.97% | 404    |
| Non-Vermont (150% Vermonter rate)   | 639    | 15  | 2.40% | 624    | 18  | 2.97% | 606    |
| NEBHE (150% Vermonter rate)         | 639    | 15  | 2.40% | 624    | 18  | 2.97% | 606    |
| International (150% Vermonter rate) | 639    | 15  | 2.40% | 624    | 18  | 2.97% | 606    |

**VERMONT TECHNICAL COLLEGE**

|                                    |        |       |        |        |       |       |        |
|------------------------------------|--------|-------|--------|--------|-------|-------|--------|
| <b><u>Full time rate:</u></b>      |        |       |        |        |       |       |        |
| Vermont                            | 12,960 | 504   | 4.05%  | 12,456 | 600   | 5.06% | 11,856 |
| Non-Vermont                        | 24,792 | 960   | 4.03%  | 23,832 | 1,128 | 4.97% | 22,704 |
| NEBHE (150% Vermonter rate)        | 19,440 | 768   | 4.11%  | 18,672 | 888   | 4.99% | 17,784 |
| International (Non Vermonter rate) | 28,488 | 4,656 | 19.54% | 23,832 | 1,128 | 4.97% | 22,704 |

|   |       |     |        |     |    |       |     |
|---|-------|-----|--------|-----|----|-------|-----|
| <b><u>Rates for Part-Time &amp; Extra Credits over 12</u></b> |       |     |        |     |    |       |     |
| Vermont   | 540   | 21  | 4.05%  | 519 | 25 | 5.06% | 494 |
| Non-Vermont   | 1,033 | 40  | 4.03%  | 993 | 47 | 4.97% | 946 |
| NEBHE (150% Vermonter rate)                                   | 810   | 32  | 4.11%  | 778 | 37 | 4.99% | 741 |
| International (Non Vermonter rate)                            | 1,187 | 194 | 19.54% | 993 | 47 | 4.97% | 946 |

|                                    |       |     |        |     |    |       |     |
|------------------------------------|-------|-----|--------|-----|----|-------|-----|
| <b><u>Summer Sessions</u></b>      |       |     |        |     |    |       |     |
| Vermont                            | 540   | 21  | 4.05%  | 519 | 25 | 5.06% | 494 |
| Non-Vermont (150% Vermonter rate)  | 810   | 32  | 4.11%  | 778 | 37 | 4.99% | 741 |
| NEBHE (150% Vermonter rate)        | 810   | 32  | 4.11%  | 778 | 37 | 4.99% | 741 |
| International (Non Vermonter rate) | 1,187 | 194 | 19.54% | 993 | 47 | 4.97% | 946 |

|                                    |        |       |        |        |       |       |        |
|------------------------------------|--------|-------|--------|--------|-------|-------|--------|
| <b><u>Dental Hygiene:</u></b>      |        |       |        |        |       |       |        |
| <b><u>Full time rate:</u></b>      |        |       |        |        |       |       |        |
| Vermont                            | 16,224 | 624   | 4.00%  | 15,600 | 744   | 5.01% | 14,856 |
| Non-Vermont                        | 25,392 | 984   | 4.03%  | 24,408 | 1,152 | 4.95% | 23,256 |
| NEBHE                              | 24,336 | 5,016 | 25.96% | 19,320 | 912   | 4.95% | 18,408 |
| International (Non Vermonter rate) | 29,088 | 4,680 | 19.17% | 24,408 | 1,152 | 4.95% | 23,256 |

|                                    |       |     |        |       |    |       |     |
|------------------------------------|-------|-----|--------|-------|----|-------|-----|
| <b><u>Per-Credit Hour Rate</u></b> |       |     |        |       |    |       |     |
| Vermont                            | 676   | 26  | 4.00%  | 650   | 31 | 5.01% | 619 |
| Non-Vermont                        | 1,058 | 41  | 4.03%  | 1,017 | 48 | 4.95% | 969 |
| NEBHE                              | 1,014 | 209 | 25.96% | 805   | 38 | 4.95% | 767 |
| International (Non Vermonter rate) | 1,212 | 195 | 19.17% | 1,017 | 48 | 4.95% | 969 |

|                                    |       |     |        |       |    |       |     |
|------------------------------------|-------|-----|--------|-------|----|-------|-----|
| <b><u>Summer Sessions</u></b>      |       |     |        |       |    |       |     |
| Vermont                            | 676   | 26  | 4.00%  | 650   | 31 | 5.01% | 619 |
| Non-Vermont                        | 1,014 | 209 | 25.96% | 805   | 38 | 4.95% | 767 |
| NEBHE                              | 1,014 | 209 | 25.96% | 805   | 38 | 4.95% | 767 |
| International (Non Vermonter rate) | 1,212 | 195 | 19.17% | 1,017 | 48 | 4.95% | 969 |

|                                    |        |       |        |        |       |       |        |
|------------------------------------|--------|-------|--------|--------|-------|-------|--------|
| <b><u>Nursing:</u></b>             |        |       |        |        |       |       |        |
| <b><u>Full time rate:</u></b>      |        |       |        |        |       |       |        |
| Vermont                            | 13,608 | 528   | 4.04%  | 13,080 | 624   | 5.01% | 12,456 |
| Non-Vermont                        | 28,728 | 4,320 | 17.70% | 24,408 | 1,152 | 4.95% | 23,256 |
| NEBHE                              | 20,424 | 1,104 | 5.71%  | 19,320 | 912   | 4.95% | 18,408 |
| International (Non Vermonter rate) | 32,424 | 8,016 | 32.84% | 24,408 | 1,152 | 4.95% | 23,256 |

|                                    |       |     |        |       |    |       |     |
|------------------------------------|-------|-----|--------|-------|----|-------|-----|
| <b><u>Per-Credit Hour Rate</u></b> |       |     |        |       |    |       |     |
| Vermont                            | 567   | 22  | 4.04%  | 545   | 26 | 5.01% | 519 |
| Non-Vermont                        | 1,197 | 180 | 17.70% | 1,017 | 48 | 4.95% | 969 |
| NEBHE                              | 851   | 46  | 5.71%  | 805   | 38 | 4.95% | 767 |
| International (Non Vermonter rate) | 1,351 | 334 | 32.84% | 1,017 | 48 | 4.95% | 969 |

|                                    |       |     |        |       |    |       |     |
|------------------------------------|-------|-----|--------|-------|----|-------|-----|
| <b><u>Summer Sessions</u></b>      |       |     |        |       |    |       |     |
| Vermont                            | 567   | 22  | 4.04%  | 545   | 26 | 5.01% | 519 |
| Non-Vermont                        | 851   | 46  | 5.71%  | 805   | 38 | 4.95% | 767 |
| NEBHE                              | 851   | 46  | 5.71%  | 805   | 38 | 4.95% | 767 |
| International (Non Vermonter rate) | 1,351 | 334 | 32.84% | 1,017 | 48 | 4.95% | 969 |

|                               |        |  |  |                                    |  |  |     |
|-------------------------------|--------|--|--|------------------------------------|--|--|-----|
| <b><u>Online:</u></b>         |        |  |  |                                    |  |  |     |
| <b><u>Full Time Rate:</u></b> |        |  |  |                                    |  |  |     |
| All Students                  | 12,960 |  |  | <b><u>Per-Credit Hour Rate</u></b> |  |  |     |
|                               |        |  |  | All Students                       |  |  | 540 |

**GRADUATE TUITION**

|  | FY2017 | \$ Change | % Change | FY2016 | \$ Change | % Change | FY2015 |
|--|--------|-----------|----------|--------|-----------|----------|--------|
| <b>CASTLETON UNIVERSITY</b>                            |        |           |          |        |           |          |        |
| <u>Full time rate (up to 12 credits):</u>              |        |           |          |        |           |          |        |
| Vermont  | 9,900  | 0         | 0.00%    | 9,900  | 0         | 0.00%    | 9,900  |
| Non-Vermont  | 14,400 | 0         | 0.00%    | 14,400 | 0         | 0.00%    | 14,400 |
| <u>Rates for Part-Time &amp; Extra Credits over 12</u> |        |           |          |        |           |          |        |
| Vermont  | 550    | 0         | 0.00%    | 550    | 0         | 0.00%    | 550    |
| Non-Vermont  | 800    | 0         | 0.00%    | 800    | 0         | 0.00%    | 800    |
| <u>Summer Sessions</u>                                 |        |           |          |        |           |          |        |
| Vermont  | 550    | 0         | 0.00%    | 550    | 0         | 0.00%    | 550    |
| Non-Vermont  | 800    | 0         | 0.00%    | 800    | 0         | 0.00%    | 800    |
| <b>JOHNSON STATE COLLEGE</b>                           |        |           |          |        |           |          |        |
| <u>Full time rate (up to 12 credits):</u>              |        |           |          |        |           |          |        |
| Vermont  | 13,200 | 312       | 2.42%    | 12,888 | 624       | 5.09%    | 12,264 |
| Non-Vermont  | 19,200 | (8,592)   | -30.92%  | 27,792 | 1,320     | 4.99%    | 26,472 |
| <u>Rates for Part-Time &amp; Extra Credits over 12</u> |        |           |          |        |           |          |        |
| Vermont  | 550    | 13        | 2.42%    | 537    | 26        | 5.09%    | 511    |
| Non-Vermont  | 800    | (358)     | -30.92%  | 1,158  | 55        | 4.99%    | 1,103  |
| <u>Summer Sessions</u>                                 |        |           |          |        |           |          |        |
| Vermont  | 550    | 13        | 2.42%    | 537    | 26        | 5.09%    | 511    |
| Non-Vermont (150% Vermont rate)                        | 825    | 20        | 2.48%    | 805    | 38        | 4.95%    | 767    |
| <b>LYNDON STATE COLLEGE</b>                            |        |           |          |        |           |          |        |
| <u>Full time rate (up to 12 credits):</u>              |        |           |          |        |           |          |        |
| Vermont  | 12,984 | 312       | 2.46%    | 12,672 | 600       | 4.97%    | 12,072 |
| Non-Vermont  | 27,312 | 0         | 0.00%    | 27,312 | 1,296     | 4.98%    | 26,016 |
| NEBHE (150% Vermont rate)                              | 19,488 | 456       | 2.40%    | 19,032 | 912       | 5.03%    | 18,120 |
| International (Non Vermont rate)                       | 27,312 | 0         | 0.00%    | 27,312 | 1,296     | 4.98%    | 26,016 |
| <u>Rates for Part-Time &amp; Extra Credits over 12</u> |        |           |          |        |           |          |        |
| Vermont  | 541    | 13        | 2.46%    | 528    | 25        | 4.97%    | 503    |
| Non-Vermont  | 1,138  | 0         | 0.00%    | 1,138  | 54        | 4.98%    | 1,084  |
| NEBHE (150% Vermont rate)                              | 812    | 19        | 2.40%    | 793    | 38        | 5.03%    | 755    |
| International (Non Vermont rate)                       | 1,138  | 0         | 0.00%    | 1,138  | 54        | 4.98%    | 1,084  |
| <u>Summer Sessions</u>                                 |        |           |          |        |           |          |        |
| Vermont  | 541    | 13        | 2.46%    | 528    | 25        | 4.97%    | 503    |
| Non-Vermont (150% Vermont rate)                        | 812    | 19        | 2.40%    | 793    | 38        | 5.03%    | 755    |
| NEBHE (150% Vermont rate)                              | 812    | 19        | 2.40%    | 793    | 38        | 5.03%    | 755    |
| International (150% Vermont rate)                      | 812    | 19        | 2.40%    | 793    | 38        | 5.03%    | 755    |
| <b>VERMONT TECHNICAL COLLEGE</b>                       |        |           |          |        |           |          |        |
| <u>Full time rate (up to 12 credits):</u>              |        |           |          |        |           |          |        |
| Vermont  | 16,200 | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| Non-Vermont  | 30,990 | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| NEBHE (150% Vermont rate)                              | 24,300 | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| International (Non Vermont rate)                       | 35,615 | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| <u>Rates for Part-Time &amp; Extra Credits over 12</u> |        |           |          |        |           |          |        |
| Vermont  | 675    | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| Non-Vermont  | 1,291  | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| NEBHE (150% Vermont rate)                              | 1,013  | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| International (Non Vermont rate)                       | 1,484  | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| <u>Summer Sessions</u>                                 |        |           |          |        |           |          |        |
| Vermont  | 675    | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| Non-Vermont (150% Vermont rate)                        | 1,013  | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| NEBHE (150% Vermont rate)                              | 1,013  | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |
| International (150% Vermont rate)                      | 1,013  | n/a       | n/a      | n/a    | n/a       | n/a      | n/a    |

**VERMONT STATE COLLEGES  
 FEES, ROOM and BOARD RATES**

|   | FY2017 | \$ Change | % Change  | FY2016  | \$ Change | % Change  | FY2015 |
|---|--------|-----------|-----------|---|-----------|-----------|--------|
| <b>INDIVIDUAL SERVICE FEES</b>                                |        |           |           |   |           |           |        |
| <b>Set by Board</b>   |        |           |           |   |           |           |        |
| Application   | 49     | 1         | 2.08% all | 48  | 1         | 2.13% all | 47     |
| Graduation  | 95     | 3         | 3.26% all | 92  | 3         | 3.37% all | 89     |
| Late Registration   | 62     | 2         | 3.33% all | 60  | 2         | 3.45% all | 58     |
| Student Activity Fee  | 270    | 8         | 3.05% /yr | 262   | 8         | 3.15% /yr | 254    |
| Change of Program or Course<br>(after normal drop/add period) | 24     | 1         | 4.35% all | 23  | 1         | 4.55% all | 22     |
| CSC Facilities Fee  | 796    | 24        | 3.11% /yr | 772   | 22        | 2.93% /yr | 750    |
| JSC Facilities Fee  | 796    | 24        | 3.11% /yr | 772   | 22        | 2.93% /yr | 750    |
| LSC Facilities Fee  | 796    | 24        | 3.11% /yr | 772   | 22        | 2.93% /yr | 750    |
| VTC Facilities Fee  | 796    | 24        | 3.11% /yr | 772   | 22        | 2.93% /yr | 750    |
| <b>Set by Colleges</b>  |        |           |           |   |           |           |        |
| Orientation/Basic Skills Testing/Assessment                   |        |           |           |   |           |           |        |
| Course Fees   |        |           |           |   |           |           |        |
| Partial Payment   |        |           |           |   |           |           |        |
| Penalty Fees  |        |           |           |   |           |           |        |
|   |        |           |           | (can be adjusted for inflation<br>as necessary) |           |           |        |
| <b>ROOM RATES:</b>  |        |           |           |   |           |           |        |
| Double Room   | 5,948  | 174       | 3.01% /yr | 5,774   | 169       | 3.01% /yr | 5,606  |
| Premium for a Single Room                                     | 1,586  | 46        | 2.99% /yr | 1,540   | 46        | 3.08% /yr | 1,494  |
| Reduction for Tripling  | (608)  | (19)      | 3.22% /yr | (590)   | (17)      | 2.96% /yr | (574)  |
| Single Room Suite   | 8,286  | 243       | 3.02% /yr | 8,044   | 234       | 3.00% /yr | 7,810  |
| <b>BOARD RATES:</b>   |        |           |           |   |           |           |        |
| Gold Plan/unlimited meals with \$100/yr in DB                 | 4,040  | 118       | 3.01% /yr | 3,922   | 114       | 2.99% /yr | 3,808  |
| Base plan/12 meals/wk with \$150/yr in DB                     | 3,890  | 114       | 3.02% /yr | 3,776   | 110       | 3.00% /yr | 3,666  |
| 8 meals/wk with \$220/yr in DB                                | 3,740  | 111       | 3.06% /yr | 3,630   | 106       | 3.01% /yr | 3,524  |

Item 4:  
Historical Tuition, State Appropriation,  
Salary and Health Care Data

[Back to Agenda](#)





**Vermont State Colleges**  
**In-State Tuition and State Appropriation**  
**Fiscal Year 2007 to 2017**

| Fiscal Year | Community College of Vermont |          | Castleton University |          | Johnson State College |          | Lyndon State College |          | Vermont Technical College |          | State of Vermont Appropriation |          |
|-------------|------------------------------|----------|----------------------|----------|-----------------------|----------|----------------------|----------|---------------------------|----------|--------------------------------|----------|
|             | Tuition                      | Pct Incr | Tuition              | Pct Incr | Tuition               | Pct Incr | Tuition              | Pct Incr | Tuition                   | Pct Incr | \$1,000s                       | Pct Incr |
| 2007        | 171                          |          | 6,648                |          | 6,648                 |          | 6,648                |          | 8,184                     |          | 23,972                         |          |
| 2008        | 180                          | 5.26%    | 7,156                | 7.64%    | 7,156                 | 7.64%    | 7,156                | 7.64%    | 8,760                     | 7.04%    | 24,811                         | 3.50%    |
| 2009        | 191                          | 6.11%    | 7,488                | 4.64%    | 7,488                 | 4.64%    | 7,488                | 4.64%    | 9,288                     | 6.03%    | 23,818                         | -4.00%   |
| 2010        | 199                          | 4.19%    | 7,992                | 6.73%    | 7,992                 | 6.73%    | 7,992                | 6.73%    | 9,960                     | 7.24%    | 23,818                         | 0.00%    |
| 2011        | 205                          | 3.02%    | 8,232                | 3.00%    | 8,232                 | 3.00%    | 8,232                | 3.00%    | 10,248                    | 2.89%    | 23,818                         | 0.00%    |
| 2012        | 214                          | 4.39%    | 8,568                | 4.08%    | 8,568                 | 4.08%    | 8,568                | 4.08%    | 10,656                    | 3.98%    | 23,818                         | 0.00%    |
| 2013        | 223                          | 4.21%    | 8,928                | 4.20%    | 8,928                 | 4.20%    | 8,928                | 4.20%    | 11,088                    | 4.05%    | 23,818                         | 0.00%    |
| 2014        | 232                          | 4.04%    | 9,312                | 4.30%    | 9,312                 | 4.30%    | 9,312                | 4.30%    | 11,520                    | 3.90%    | 25,045                         | 5.15%    |
| 2015        | 239                          | 3.02%    | 9,768                | 4.90%    | 9,600                 | 3.09%    | 9,696                | 4.12%    | 11,856                    | 2.92%    | 25,049                         | 0.01%    |
| 2016        | 246                          | 2.93%    | 10,248               | 4.91%    | 9,984                 | 4.00%    | 9,984                | 2.97%    | 12,456                    | 5.06%    | 25,458                         | 1.63%    |
| 2017        | 253                          | 2.85%    | 10,248               | 0.00%    | 10,224                | 2.40%    | 10,224               | 2.40%    | 12,960                    | 4.05%    | 26,158                         | 2.75%    |



**Vermont State Colleges**  
**Salary Increases by Unit, and for Health Care**  
**Fiscal Year 2007 to 2017**

| <b>Fiscal Year</b> | <b>Full Time Faculty (FTFF)</b> | <b>Part Time Faculty (PTFF)</b> | <b>Staff Federation (VSEA)</b> | <b>Non-Bargaining Unit (NBU)</b> | <b>Prof, Adm &amp; Technical (PAT)</b> | <b>Supervisory (SUP)</b> | <b>Health Care <sup>[7]</sup></b> |
|--------------------|---------------------------------|---------------------------------|--------------------------------|----------------------------------|--|--------------------------|-----------------------------------|
| <b>2007</b>        | 4.47%                           | 5.00%                           | 3.10% <sup>[2]</sup>           | 4.00%                            | 4.00%                                  | 4.00%                    |                                   |
| <b>2008</b>        | 8.75%                           | 5.00%                           | \$760/ee <sup>[2]</sup>        | 4.00%                            | 4.25%                                  | 4.25%                    |                                   |
| <b>2009</b>        | 9.15%                           | 5.00%                           | 3.10% <sup>[2]</sup>           | 4.00%                            | 4.25%                                  | 4.25%                    | 3.70%                             |
| <b>2010</b>        | 5.57%                           | 5.00%                           | 4.00% <sup>[2]</sup>           | 4.00%                            | 4.25%                                  | 4.25%                    | 2.60%                             |
| <b>2011</b>        | 0.59%                           | 2.00%                           | 4.00% <sup>[2]</sup>           | 3.00%                            | 4.25%                                  | 4.25%                    | 10.60%                            |
| <b>2012</b>        | 2.00%                           | 2.00%                           | 4.00% <sup>[2]</sup>           | 2.00%                            | 2.00%                                  | 2.00%                    | 10.70%                            |
| <b>2013</b>        | 2.00%                           | 4.00%                           | 4.00% <sup>[2]</sup>           | 2.00%                            | 2.00%                                  | 2.00%                    | 5.80%                             |
| <b>2014</b>        | 0.00%                           | 4.00%                           | 3.50% <sup>[3]</sup>           | 2.00%                            | 2.00%                                  | 2.00%                    | 4.80%                             |
| <b>2015</b>        | 0.00%                           | 2.00%                           | 3.50% <sup>[3]</sup>           | 2.00%                            | 3.25%                                  | 3.25%                    | 4.30%                             |
| <b>2016</b>        | 4.00% <sup>[1]</sup>            | 3.00%                           | 4.00% <sup>[3]</sup>           | 2.00%                            | 3.25%                                  | 3.25%                    | 9.10%                             |
| <b>2017</b>        | 3.50% <sup>[1]</sup>            | 3.00%                           | 3.00% <sup>[3,4]</sup>         | 2.50% <sup>[5]</sup>             | 2.75% <sup>[6]</sup>                   | 2.75% <sup>[6]</sup>     | 8.50%                             |

Notes:

- [1] Increase for shown is for entire salary pool; typical FTFF member received approximately 0.50% lower increase. FY2017 is estimated.
- [2] Does not include a satisfactory performance increase ranging from 1.00% to 2.00% based upon seniority.
- [3] Includes a 1.50% satisfactory performance increase.
- [4] Subject to ratification by VSEA vote due June 24.
- [5] Capped at \$2,000 or \$80,000 salary, declining thereafter. Average NBU increase was approximately 2.30% for entire unit.
- [6] Subject to PAT/SUP ratification on June 23.
- [7] Health care benefits available to all full time and ACA-eligible employees regardless of bargaining or non-bargaining unit.

Item 5:  
AGB Report Update  
[To Be Provided]

[Back to Agenda](#)