

July 13, 2016

MEMORANDUM

TO: Board of Trustees, Vermont State Colleges

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



SUBJECT: Materials for Board of Trustees Meeting July 20-21, 2016

Attached are the agenda and supporting materials for the upcoming regular Board meeting, Wednesday and Thursday, July 21st and 22nd.

Wednesday will begin with lunch at 11:30 in Hoff Hall, followed by three committee meetings: EPSL, Finance & Facilities, and Long Range Planning. Materials for these committee meetings have been sent separately and are available on your iPads and in the Board portal.

The Wednesday afternoon Board agenda will focus on Castleton University. Starting at 3:30 p.m., there will be several presentations by President Dave and his staff, followed by dinner at President Dave's home.

Getting to Castleton University

Detailed driving directions to Castleton University are available on the college's website: <http://www.castleton.edu/admissions/visit/maps-directions/>. Here is a link to a [Google map](#). A campus map is attached.

Once on campus, follow the signs for the Board meeting and Hoff Hall. You can park for the entire event in the Hoff Hall lot. Conference staff will be on hand when you arrive to check you into your room. You can also check in later in the afternoon if that is more convenient.

Rooms are reserved for all trustees (except those who have indicated they are not staying over) in Hoff Hall. Each single, air conditioned room comes with linens and towels. There are shared gendered bathrooms at the end of the hall.

cc: Council of Presidents

GUIDE TO THE CASTLETON CAMPUS



Castleton

1. Wright House

Admissions

2. Old Chapel

Art

3. Fine Arts Center

Casella Theater
Christine Price Gallery
Music
Theater Arts
Soundings Office

4. Woodruff Hall

Academic Deans' Office
Alumni/Development Office
Business Administration
Marketing/Communications
President's Office
Student Services

5. Leavenworth Hall

Communication
Languages
Social Sciences

6. Moriarty House

Coffee Cottage
International Student Office
Internships & Community Services

7. Calvin Coolidge Library

8. President's Home

9. Stafford Academic Center

Academic Computing Center
Information Technology
Education
Mathematics
Media Services
Nursing

10. Jeffords Center

Psychology
Sciences

11. Greenhouse

12. Public Safety

13. Campus Center

College Store
Fireside Café
Mailroom
SGA
Student Life
Wellness Center
WIUV

14. Huden Dining Hall

15. Spartan Athletic Complex

Athletic Training
Glenbrook Gymnasium
Physical Education

16. Fitness Center

17. Running/Fitness Trail

18. Athletic Fields

19. Spartan Stadium

20. Outdoor Classrooms

21. Castleton Pavilion

22. Facilities Barn

23. Tennis Courts

24. Spartan Arena

25. Castleton Downtown

26. Castleton Downtown Gallery

RESIDENCE HALLS

27. Hoff Hall
Conferences & Events

28. Castleton Hall

29. Ellis Hall

30. Wheeler Hall

31. Morrill Hall

32. Haskell Hall

33. Adams Hall

34. Babcock Hall

35. North, Audet, South Houses

PARKING

36. Chapel Lot

37. Fine Arts Center Lot

38. Admissions/Leavenworth Lot

39. Woodruff Lot

40. Stafford Lot

41. Observatory Lot

42. Jeffords Lot

43. Hope Lot

44. Hoff Lot

45. South Street Lot

46. Athletic Complex Lot

47. Campus Center Lot

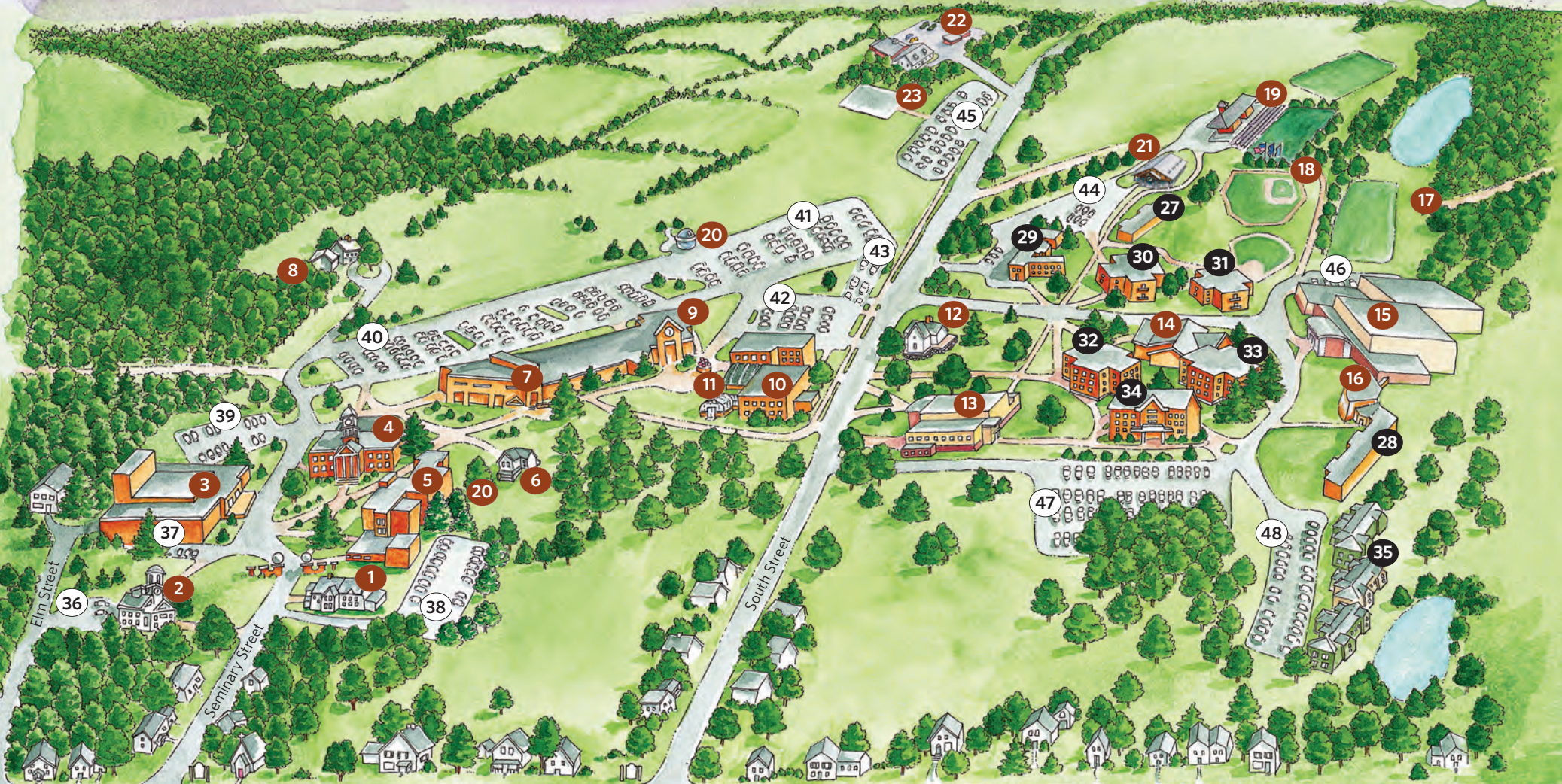
48. Castleton Lot

Admissions Office:

86 Seminary Street, Castleton
800-639-8521
802-468-1213
TDD Relay: 800-253-0191
info@castleton.edu

Conference and Events Office:

802-468-6039
events@castleton.edu
castleton.edu/conferences



← 24, 25, 26 Spartan Arena, Castleton Downtown, Castleton Downtown Gallery (Rutland, 12 miles)

Main Street, Castleton



Vermont State Colleges Board of Trustees

July 20 & 21, 2016

*Castleton University
Castleton, Vermont*

BOARD OF TRUSTEES

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

M. Jerome "Jerry" Diamond
(2/28/19)
Rep. Eileen "Lynn" Dickinson
(2/28/20)
Morgan Easton
(5/31/17)
Kraig Hannum
(2/28/17)
J. Churchill Hinds
(2/28/21)
Rep. Tim Jerman, Vice Chair
(2/28/18)
Rep. Bill Lippert, Jr.
(2/18/20)

Karen Luneau, Secretary
(2/28/17)
Chris Macfarlane
(2/28/19)
Rep. Jim Masland
(2/28/18)
Linda Milne, Treasurer
(2/28/21)
Michael Pieciak
(2/28/21)
Aly Richards
(2/28/19)
Governor Peter Shumlin
(*ex officio*)

Board Committees

Audit

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

Education, Personnel & Student Life

Kraig Hannum, Chair
Jim Masland, Vice-Chair
Lynn Dickinson
Karen Luneau
Mike Pieciak
Morgan Easton

Executive

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

Finance & Facilities

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

Long Range Planning

Jerry Diamond, Chair
Karen Luneau, Vice Chair
Lynn Dickinson
Kraig Hannum
Church Hinds
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 28-29, 2016

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

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 Regular Meeting
Castleton University**

July 20 & 21, 2016

AGENDA

Wednesday, July 20, 2016

Meetings to take place in Hoff Hall

- | | |
|-----------|---|
| 11:30 AM | Lunch |
| 12 – 1 PM | Education, Personnel & Student Life Committee Meeting |
| 1 – 2 PM | Finance & Facilities Committee Meeting |
| 2 – 3 PM | Long Range Planning Committee Meeting |
| 3:30-5:30 | Castleton University Presentations |
| 5:30 PM | Dinner – President Wolk’s Home |

Thursday, July 21, 2016

- | | |
|-----------------|--|
| 7:30 – 8:30 AM | Board Breakfast in Hoff Hall |
| 8:30 AM – 12 PM | Board of Trustees Regular Meeting – 1787 Room, Campus Center |

Vermont State Colleges Board of Trustees Regular Meeting
1787 Room, Campus Center, Castleton University
July 21, 2016

AGENDA

A. PRESENTATION

1. Focus on Retention and Graduation by Yasmine Ziesler, VSC Chief Academic & Academic Technology Officer, and VSC Academic Deans

B. ITEMS FOR DISCUSSION AND ACTION

1. Approval of Meeting Minutes
2. Approval of FY2017 Board of Trustees Schedule of Meetings
3. Approval of Tuition, Fees, Room & Board Rates for the 2017-2018 Academic Year
4. Report of the Executive Committee
5. Report of the Audit Committee
6. Report of the Education, Personnel, and Student Life Committee
 - a. Consent agenda
7. Report of the Finance & Facilities Committee
 - a. Consent Agenda
8. Report of the Long Range Planning Committee
 - a. Chancellor's recommendations for next steps regarding alliances between Johnson State College and Lyndon State College, as well as Community College of Vermont and Vermont Technical College

C. ITEMS FOR INFORMATION AND DISCUSSION

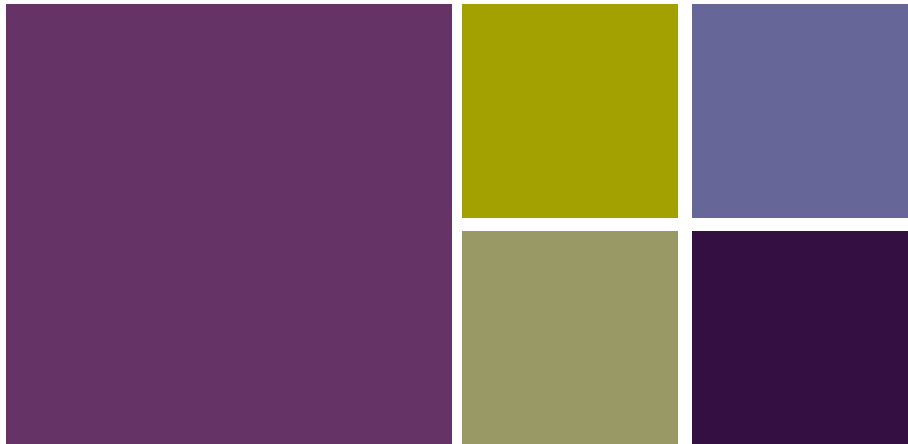
1. Other Business
2. Presidents Reports
3. Report of the VSCSA
4. Comments from the Public

MEETING MATERIALS

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<u>Item 5:</u> EPSL Committee consent agenda	Page 40
• Revisions to <i>Policy 208: Criminal Background Checks</i>	Page 41
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• Revisions to <i>Policy 109: Annual Enrollment Review of Existing Academic Programs</i>	Page 51
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• Establishment Endowment, LSC: President Joe Bertolino and Dr. Bil Leipold Student Success Endowment	Page 82
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Presentation:
Focus on Retention and Graduation

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[Background reading](#)

VSC Board of Trustees
Focus Presentation on
Retention and Graduation

July 21, 2016

Population vs. Performance



<p><u>Population Results</u></p> <p style="text-align: center;">First-Year Retention Graduation Rates Time to Degree</p> <p style="text-align: center;"><i>In addition to institutional strategies, influenced by...</i></p> <ul style="list-style-type: none"> ■ Student Demographics ■ Economy ■ Policy ■ Culture & Society 	<p><u>Performance Results</u></p> <p style="text-align: center;">New Student Orientation First Year Advising 4 Year Degree Maps Scholarship Programs</p> <p style="text-align: center;"><i>How much did we do? How well did we do it?</i></p>
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Recent One-Year Retention Rates

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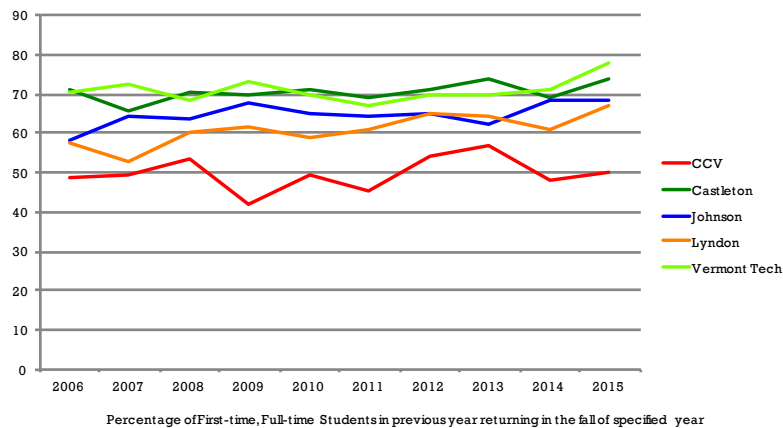
	Fall 2013- Fall 2014	Fall 2014- Fall 2015	Peer Institutions National Benchmark **
Castleton	69%	74%	66%
Johnson	68%	68%	66%
Lyndon	61%	67%	66%
VT Tech	71%	78%	61%
CCV*	48%	50%	60%

*At CCV, less than 5% of all enrolled students (under 300) are included in this traditional measure of "first-time, full-time" student retention.

**Benchmarks are an average of public institutions across US with similar enrollment size and profile.

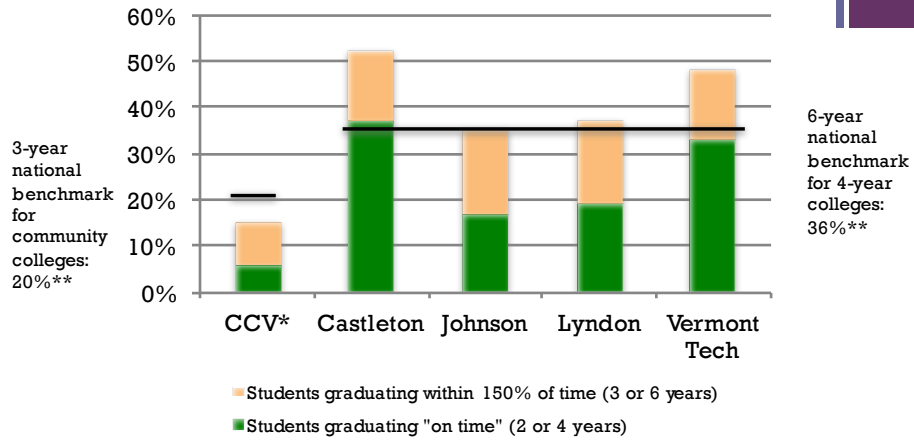
One-Year Retention Rate History

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Graduation Rates (new students starting in Fall 2009)

5



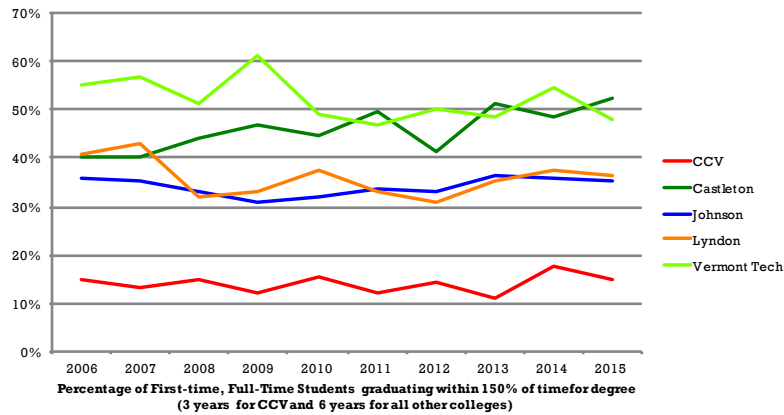
3-year national benchmark for community colleges: 20%**

6-year national benchmark for 4-year colleges: 36%**

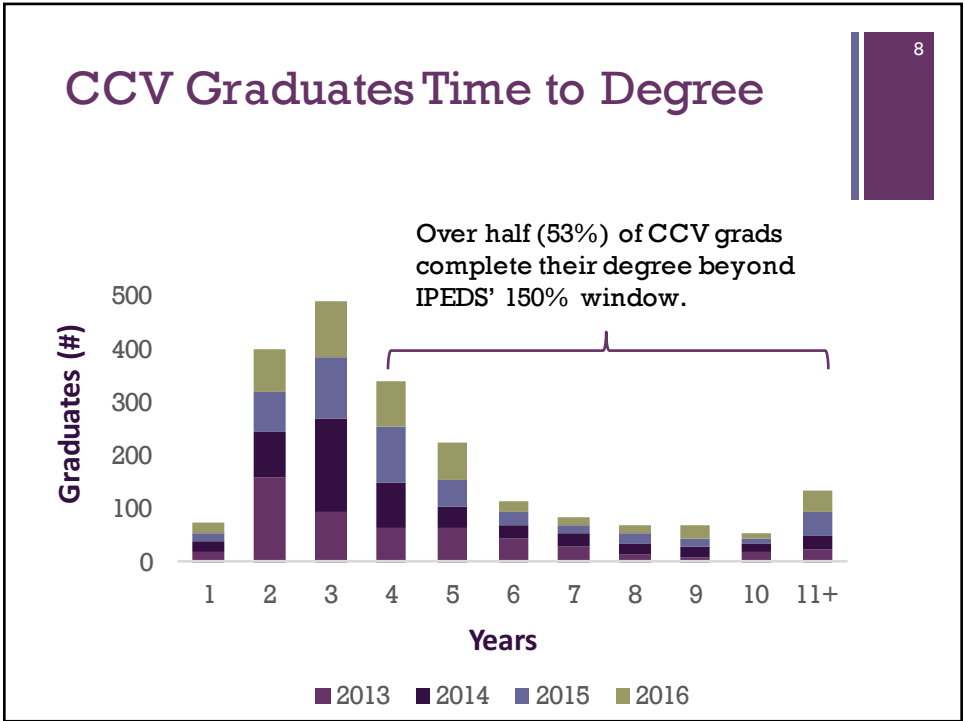
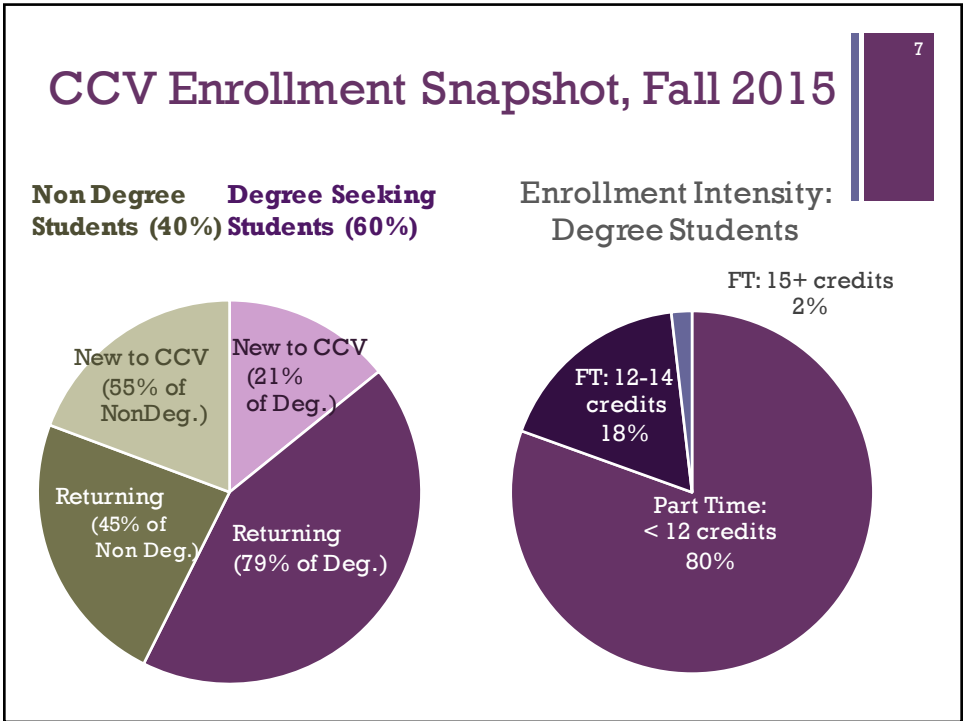
*CCV three-year (150% time) graduation rate is for first-time full-time students beginning in Fall 2011. This represents <300 CCV students.
**Benchmark data lags one year (2008 cohort).

Graduation Rate History

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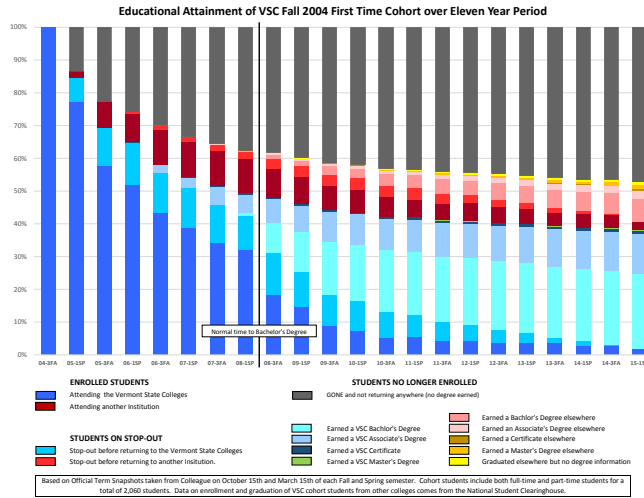


Percentage of First-time, Full-Time Students graduating within 150% of time for degree (3 years for CCV and 6 years for all other colleges)



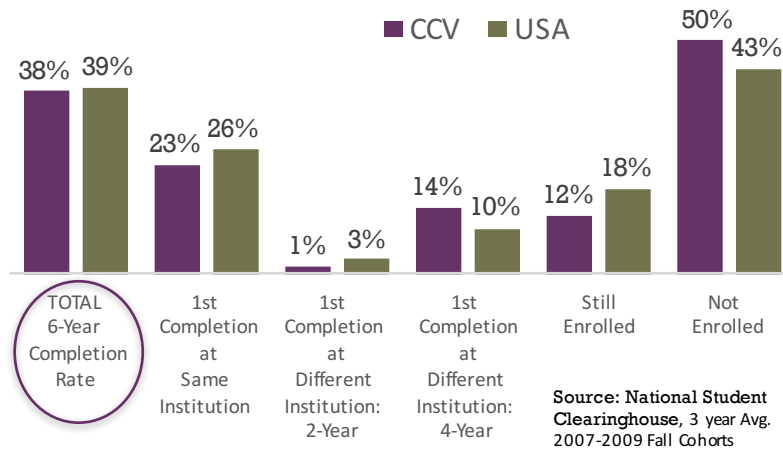
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What happens over 11 years? all 2004 first time students in VSC, full & part time



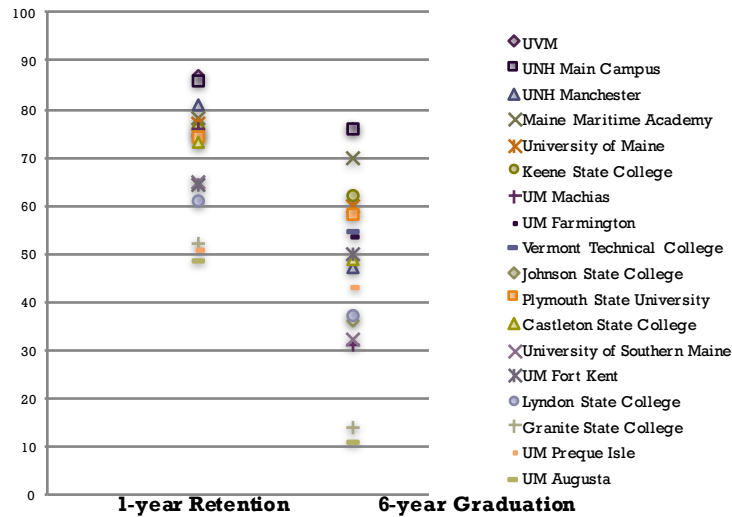
10

Community College Students: 6-Year Persistence



Comparative Context: 4-Year Publics in Northern NE

11



Current Strategies Across the VSC

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“Relevant, Relational Advising” and Building Community

- CCV New Student Advising Appointments (since 2013)
- CCV expansion of career advising services (new 2015)
- Johnson first-year learning communities
- Castleton first-year seminar and student orientation peer mentors

Early Warning Systems & Supports

- Castleton Success Coach, Faculty Advising Handbook (new 2016)
- Johnson first-year professional advising staff (new 2015)
- Lyndon data-driven interventions (unmet financial need, h.s. GPA)
- Vermont Tech drop-in math tutoring during faculty office hours, academic readiness working group (summer 2016)

Curriculum Streamlining & Degree Maps

- Vermont Tech limit on max credits for degree, first-year math revision
- Lyndon degree maps, winter & summer terms to complete 30 cr.
- Johnson “Finish in 4” degree maps (new 2016)

National Evidence-Based Strategies to Increase Success

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- Degree maps to guide student choices
- Limit maximum credits required for a degree (60/120)
- Mandatory and intrusive advising
- Support completion of 30 credits annually
- Academic support combined with credit-bearing coursework (“corequisite remediation”)

*For Discussion:
Challenges for Improvement*

14

System Policies & Practices That Support Student Success

15

- ✓ **This presentation, and annual review of data and efforts!**
- ✓ Tuition policy: full-time tuition at four-year institutions covers 12-18 credits, incentivizing students to enroll full time (15 credits) or higher
- ✓ Policies 106 and 111: VSC-wide general education equivalencies and single course database
- ✓ **New** transfer pathways from CCV to 4-year programs

Item 1:
Minutes of the May 25-26, 2016
Regular Meeting

[Back to Agenda](#)

Unapproved minutes of the Board of Trustees regular meeting Wednesday, May 25, 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 Wednesday, May 25, 2016 in the Burke Mountain Room, Lyndon State College, Lyndonville, Vermont.

The following were present:

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

Absent: Kraig Hannum

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

Office of the Chancellor:

Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic and Academic Technology Officer

From the Colleges:

Thom Anderson, LSC Associate Dean for Academic Programs and Faculty
Nolan Atkins, LSC Interim Academic Dean
Tanya Bradley, LSC Director of Financial Aid
Derek Campbell, LSC Adjunct Faculty, Music and Performing Arts
Christina Cotnoir, LSC Assistant to the Dean of Students
Dan Daley, LSC Professor, Math and Vice Chair of Faculty Assembly
Jonathan Davis, LSC Dean of Students
Mike Dente, LSC Chief Technology Officer
Miranda Fox, LSC Registrar
Sandy Franz, LSC Director of Human Resources
Joe Gittleman, LSC Professor, Music and Performing Arts
Kate Gold, LSC Director of Advising Resources
Jenny Harris, LSC Executive Director of Development and Alumni Affairs
Loren Loomis Hubbell, LSC Dean of Administration

David Johnston, LSC Professor, English, Philosophy, and Film Studies and Chair of Faculty Federation

Brandon Heansler, LSC Web & Digital Designer

Greer Lemnah, LSC Content Specialist & Social Media Coordinator

Sara Lussier, LSC Assistant Director of Annual Giving

Vinnie Maloney, LSC Director of Admissions

Meaghan Meachem, LSC Professor, Electronic Journalism Arts

Darcie Miles, Executive Assistant to the President

Ann Nygard, Director, LSC Director of the Center for Rural Entrepreneurship

Zane Pfefferle, LSC Professor, Exercise Science

Sylvia Plumb, LSC Executive Director of Communications and Marketing

Erin Rossetti, LSC Director of Student Life

Sam Roya, LSC Center for Rural Entrepreneurship

Chris Ummer, LSC Director of Athletics

Guests: Lyndsay Calkins-Beattie
Brady Callahan
Adrian Guyer
Sierra Hargrave
John Kascenska
Kimberly Watson

From the Public: Daren Houck, Headmaster, Lyndon Institute
Heidi Pelletier, former trustee

The meeting began at 3 pm. President Bertolino gave a presentation about Lyndon State College.

President Bertolino and Lyndon Insititute Headmaster Darren Houck discussed the Lyndon Learning Collaborative and the current working relationship between the two institutions.

Academic Dean Dr. Nolan Atkins updated the Board on the work of the Curriculum Task Force.

Ann Nygard shared a presentation on LSC's new Hospitality & Tourism Management certification program and the LSC Center for Professional Studies.

Student and Alumni Panel

LSC Dean of Students Jonathan Davis moderated a panel of current students and alumni to share their experiences while attending LSC and the benefits their LSC education brought to their lives and careers.

Lyndsay Beattie '09, Exercise Science and Accounting
Brady Callahan '15, Mountain Recreation Management
Adrian Guyer '07, Exercise Science
Sierra Hargrave '17, Psychology and Human Services
John Kascenska '82, Recreation
Kimberly Watson '18, Elementary Education

The Board adjourned at 5:30 pm. The Board then joined staff, faculty, and students for dinner at President Bertolino's home. The Board adjourned after dinner to return at 9 a.m. on May 26th.

Unapproved minutes of the Board of Trustees regular meeting Thursday, May 26, 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 Thursday, May 26, 2016 in the Moore Community Room, Lyndon State College, Lyndonville, Vermont.

The following were present:

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

Absent: Kraig Hannum

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

Office of the Chancellor:

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

From the Colleges:

Thom Anderson, LSC Associate Dean for Academic Programs and Faculty
Tom Archer, LSC Director of Physical Plant
Meredith Atchison, LSC Assistant Director of Student Life
Nolan Atkins, LSC Interim Academic Dean
Jennifer Aubin, LSC Senior Financial Aid Officer
Tanya Bradley, LSC Director of Financial Aid
Kristen Brooks, LSC Assistant Director of Student Life
Jody Card, LSC Assistant Director of Financial Aid
Tess Conant, LSC Lab Technician/Chemical Hygiene Officer
Elizabeth Conklin, LSC Interlibrary Loan Specialist
Christina Cotnoir, LSC Assistant to the Dean of Students
Jonathan Davis, LSC Dean of Students

Mike Dente, LSC Chief Technology Officer
Lori Drew, LSC Tutor Coordinator, Academic Support
Morgan Easton, VTC incoming Student Trustee
Tim Egan, LSC Adjunct Faculty, English, Philosophy, and Film Studies
Jinai Gordon, LSC Assistant Director of Student Life
Jenny Harris, LSC Executive Director of Development and Alumni Affairs
Brandon Heansler, LSC Web & Digital Designer
Ted Jacques, LSC Maintenance Technician
David Johnston, LSC Professor, English, Philosophy, and Film Studies and Chair of Faculty Federation
Tom Leiper, LSC Senior Mechanical Systems Technician, Plumber
Greer Lemnah, LSC Content Specialist & Social Media Coordinator
Tim Lewis, LSC Professor, Electronic Journalism Arts
Loren Loomis Hubbell, LSC Dean of Administration
Vinnie Maloney, LSC Director of Admissions
David Martin, LSC Financial Aid Officer
Darcie Miles, LSC Executive Assistant to the President
Richard Moye, LSC Professor Emeritus
Robert Patton, LSC Student
Dan Peal, LSC Senior Mechanical Systems Technician, Electrician
Kevin Pezanowski, LSC Director of Intramurals/Men's Lacrosse Coach
Sylvia Plumb, LSC Executive Director of Communications and Marketing
Monique Prive, LSC Acquisitions Coordinator
Elaine Razzano, LSC Professor, English, Philosophy, and Film Studies
Dianne Rivers, LSC Staff Assistant to the Dean for Academic Programs and Faculty
Erin Rossetti, LSC Director of Student Life
Kate Roy, LSC Associate Athletic Director/Compliance Officer
Tracy Sherbrook, LSC Assistant to the Academic Dean
Sharron Scott, JSC Dean of Administration
Barclay Tucker, LSC Professor, Visual Arts and Chair of the Faculty Assembly
Chris Ummer, LSC Director of Athletics
Aaron Young, LSC Director of Technical Services

From the Public: Alan Boye
 Sherry Fitch
 Jon Fitch
 Linda Wacholder

A. PRESENTATIONS

President Bertolino introduced Prof Richard Moye. The Board unanimously approved granting humanities emeritus status upon Professor Moye at its December 2015 meeting. President Bertolino thanked Professor Moye for his dedication to and advocacy for the quality of LSC's curriculum and the experience of students. He introduced Professor Alan Boye, who nominated Professor Moye for emeritus status. Professor Boye spoke of Professor Moye's deep scholarship and passion for teaching. Professor Moye thanked the Board and President Bertolino for the honor.

Chancellor Spaulding, CFO Steve Wisloski, CAO Yasmine Ziesler, and Director of External & Governmental Affairs Tricia Coates updated the Board on VSC system progress on the strategic priorities identified by the Board earlier in the year.

At this time Trustee Milne left the meeting.

B. ITEMS FOR DISCUSSION AND ACTION

1. Approval of Meeting Minutes

Trustee Lippert moved and Trustee Diamond seconded the approval of the three sets of minutes presented to the Board. The Board approved all three set of minutes unanimously.

2. Report of the Meeting of the Nominating Committee

Trustee Diamond moved the slate of nominees for the positions of Vice-Chair, Secretary, and Treasurer: Trustees Jerman, Milne, and Luneau respectively. He also moved a slate of members to the Audit Committee: Trustees Milne, Dickinson, Pieciak, Hindes, and Luneau. Trustee Macfarlane seconded both slates. Trustee Masland amended the slate so that Trustee Luneau would serve as Secretary and Trustee Milne would serve as Treasurer. Trustee Dickinson seconded this amendment. The Board unanimously approved both slates as amended.

3. Personnel Actions: President Reappointments

Chancellor Spaulding introduced the resolution, recommending that all presidents be reappointed. Trustee Richards moved and Trustee Jerman seconded the resolution. The resolution was approved unanimously.

4. Report of the Finance & Facilities Committee

a. Approval of FY 2017 Budgets

Trustee Hindes moved and Trustee Richards seconded the resolution to approve FY2017 budgets. The resolution was approved by a vote of 11 in favor, one against (Trustee Macfarlane voted against; Trustees Hannum and Milne were absent).

b. Consent agenda

Trustee Hindes moved and Trustee Diamond seconded the consent agenda. No items were removed. The consent agenda was approved unanimously.

5. Report of the Audit Committee

Committee Vice-Chair Trustee Dickinson explained the revision to the Audit Committee charter to allow for five members. Trustee Dickinson moved and Trustee Macfarlane seconded approval of the charter change. The charter change was approved unanimously.

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

a. Faculty Fellows Nominations

Committee Vice-Chair Trustee Masland moved the resolution for Faculty Fellows Nominations. Trustee Macfarlane seconded. The resolution nominating Castleton Professor Andre Fleche and Lyndon State College Professor Alexander Strokanov as Faculty Fellows was approved unanimously.

b. Consent Agenda

Trustee Masland moved the consent agenda. Trustee Lippert noted that Policy 208 needs to be further amended to comply with new statutory requirements known as “Ban the Box” legislation. Associate General Counsel Sophie Zdatny informed the Board that the policy had been amended but that the copy in the Board materials was incorrect. A correct version of the policy will be brought to the Board at its July meeting for approval. The Board approved the consent agenda items—including Policy 208 as currently revised—unanimously.

Trustee Luneau reviewed the visit to the Committee by Dr. Harry Chen, Commissioner of Health, at its last meeting. She moved that the Chancellor’s Office work with the colleges, through the deans of students, to develop a system-wide tobacco free campus policy and implementation plan for consideration at the late fall Board meeting, with the expectation said policy would be in effect no later than the fall of 2018. Trustee Macfarlane seconded the

motion. The motion passed by a vote of 11 in favor, one against (Trustee Simone voted against; Trustees Hannum and Milne were absent).

7. Report of the Long Range Planning Committee

Trustee Diamond reported on the last two meetings of the Committee. The Committee will meet on 6/9 to begin decision making for recommendations to the Board for future strategic alliances.

3. Report of the Executive Committee

Chair O'Connor stated that the Committee met on May 16th to review the Chancellor. She reminded the Board the annual retreat will be held at the Lake Morey Resort, and requested suggestions for topics from Trustees. She announced that the Hall of Fame event for next year will be held at the Capitol Plaza in Montpelier on March 16, 2017.

C. ITEMS FOR INFORMATION AND DISCUSSION

1. Preliminary FY2017 Board of Trustees Schedule of Meetings

Chair O'Connor asked Trustees to review the proposed schedule and send comments to her. If Board decides to hold only four meetings there will need to be a bylaw change. Chair O'Connor announced that she will make Committee assignments after the May meeting.

2. Other Business

Chancellor Spaulding updated the Board on the current update of the system website, and shared that he has hired Campus Works to undertake a review of system IT.

3. Presidents Reports

The presidents each provided campus updates.

4. Comments from the Public

Student Robert Patton spoke to the Board about Lyndon State College.

Trustee Simone thanked the Board for a good year and moved to adjourn the meeting. Trustee Diamond seconded. Chair O'Connor adjourned the meeting at 12:07 p.m.

Date of Next Meeting: July 20 & 21, 2016, hosted by Castleton University

UNAPPROVED

Item 2:
FY2017 Schedule of Meetings

[Back to Agenda](#)

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 Board Meeting Thursday, September 29, 2016	Lake Morey Resort, Fairlee, VT
Board Meeting Wednesday, November 30, 2016- Thursday, December 1, 2016	Community College of Vermont Montpelier Academic Center
Board Meeting Wednesday, March 24, 2017- Thursday, March 25, 2017	Johnson State College, Johnson, VT
Board Meeting Wednesday, June 21, 2017- Thursday, June 22, 2017	Castleton University, Castleton, VT
Board Retreat Wednesday, September 20, 2017 Board Meeting Thursday, September 21, 2017	TBD

Schedule of Regular Board of Trustees Committee Meetings 2016-2017

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

Committee Meeting/Date

Audit Committee Meetings

Wednesday, July 18, 2016

Wednesday, October 19, 2016

Monday, January 9, 2017

Wednesday, April 12, 2017

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

Committee Meeting/Date

Education, Personnel and Student Life Committee Meetings

Wednesday, September 28, 2016

Wednesday, March 24, 2017

Wednesday, June 21, 2017

Executive Committee Meetings

Monday, November 7, 2016

Monday, February 20, 2017

Monday, May 15, 2017

Finance & Facilities Committee Meetings

Wednesday, August 24, 2016

Wednesday, September 28, 2016

Wednesday, October 19, 2016

Wednesday, November 30, 2016

Wednesday, January 9, 2017

Wednesday, February 6, 2017

Wednesday, March 13, 2017

Wednesday, April 10, 2017

Wednesday, May 31, 2017

Wednesday, June 21, 2017

Long Range Planning Committee Meetings

Wednesday, August 24, 2016

Wednesday, November 30, 2016

Wednesday, March 24, 2017

Wednesday, June 21, 2017

VSC Board of Trustees 2016-2017 Calendar

2016

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

24 F&F, LRPC Committee meetings

2017

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

9 Audit, F&F Committee meetings

	M	T	W	T	F
SEPT	5	6	7	8	9
	12	13	14	15	16
	10	20	21	22	23
	26	27	28	29	30

28 F&F, EPSL Committee meetings
28,29 BOT Retreat / Q1 meeting

	M	T	W	T	F
FEB	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			

6 F&F Committee meeting
20 Executive Committee meeting

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

19 F&F, Audit Committee meetings

	M	T	W	T	F	Sa	Su
MAR	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	

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

	M	T	W	T	F
NOV	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

7 Executive Committee meeting

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

10 F&F, Audit Committee meetings

	M	T	W	T	F
DEC			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 Q2 BOT meeting dates
11/30 F&F, LRPC Committee meetings

	M	T	W	T	F	Sa	Su
MAY	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 Executive Committee meeting
31 F&F Committee meeting

- College Calendar Items**
- First day of classes
 - Fall break
 - Thanksgiving break
 - Last day of classes
 - Winter break
 - Spring break
 - Commencement

	M	T	W	T	F	Sa	Su
JUNE	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 Q4 BOT meeting dates
21 EPSL, F&F, LRPC Committee meetings

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

19 F&F, Audit Committee meetings

	M	T	W	T	F
AUG	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

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

20,21 BOT Retreat/ Q1 meeting

Item 3:
Materials for Approval of Tuition, Fees, Room & Board Rates
for the 2017-2018 Academic Year

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VERMONT STATE COLLEGES
BOARD OF TRUSTEES
RESOLUTION

Tuition, Fees, Room & Board Rates for the
2017-2018 Academic Year

- WHEREAS, Students, their families, and the Colleges all require and deserve timely and accurate information to plan for 2017-2018 academic costs and budgets; and
- WHEREAS, The Colleges have continued to work diligently to maximize revenue, decrease costs and maximize efficiencies to help minimize tuition, fees, room and board increases; and
- WHEREAS, As part of their revenue maximization efforts, the Colleges are acting upon the recommendation of their consultant, AGB Institutional Strategies, Inc., to set tuition for the 2017-2018 academic year during the summer of 2016; and
- WHEREAS, The Presidents have submitted tuition recommendations for their respective Colleges to the Chancellor based upon careful considerations both of their revenue requirements and their market perspectives; and
- WHEREAS, The Chancellor has considered the Presidents' tuition recommendations in the context of revenues and the corresponding budgetary impact for the entire Vermont State Colleges System; and
- WHEREAS, For the 2017-2018 academic year the Chancellor has proposed tuition, fees, room and board rates attached hereto; and
- WHEREAS, In accordance with Policy 403, *Annual Operating Budget*, the Board of Trustees is responsible for setting maximum tuition, fees, room and board rates, and the Colleges are responsible for setting tuition, fees, room and board rates that are at or below these rates; therefore be it
- RESOLVED, That the Finance and Facilities Committee of the Board of Trustees has reviewed and discussed the 2017-2018 academic year rate requests by Vermont State Colleges management, and endorses their approval to the full Board; therefore be it further
- RESOLVED, That the Board of Trustees of the Vermont State Colleges establishes for the 2017-2018 academic year the maximum tuition, fees, room and board rates attached hereto.

July 21, 2016

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

Maximum Full Time Undergraduate Tuition

	Proposed FY2018	\$ Change	% Change	FY2017
<u>CCV (per credit hour)</u>				
Vermont	261	8	3.2%	253
Non-Vermont	522	16	3.2%	506
<u>Castleton University</u>				
<u>Regular programs</u>				
Vermont	10,872	624	6.1%	10,248
Non-Vermont	26,424	768	3.0%	25,656
<u>Nursing</u>				
Vermont	14,208	888	6.7%	13,320
Non-Vermont	26,424	(2,304)	-8.0%	28,728
<u>Johnson State College</u>				
Vermont	10,632	408	4.0%	10,224
Non-Vermont	23,592	912	4.0%	22,680
<u>Lyndon State College</u>				
Vermont	10,632	408	4.0%	10,224
Non-Vermont	22,800	888	4.1%	21,912
<u>Vermont Technical College</u>				
<u>Regular programs</u>				
Vermont	13,512	552	4.3%	12,960
Non-Vermont	25,824	1,032	4.2%	24,792
International	29,688	1,200	4.2%	28,488
<u>Dental Hygiene</u>				
Vermont	16,920	696	4.3%	16,224
Non-Vermont	26,448	1,056	4.2%	25,392
International	30,312	1,224	4.2%	29,088
<u>Nursing</u>				
Vermont	14,184	576	4.2%	13,608
Non-Vermont	29,928	1,200	4.2%	28,728
International	33,792	1,368	4.2%	32,424
<u>VSC SYSTEM AVERAGE</u>			4.0%	

Notes

1. Per credit rates are full time divided by 24, unless otherwise noted.
2. Non-Vermont includes students who do not meet VT residency requirements, except for those in special programs with individually identified rates.
3. New England Board of Higher Education Board (NEBHE) rate is 150% of Vermont rate (except CCV, for which NEBHE rate equals the Vermont rate).
4. JSC and VTC Online rates are same as Vermont rate for all students.

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

Maximum Full Time Graduate Tuition

	Proposed FY2018	\$ Change	% Change	FY2017
<u>Castleton University</u>				
Vermonters	14,400	4,500	45.5%	9,900
Non-Vermonters	14,400	0	0.0%	14,400
<u>Johnson State College</u>				
Vermonters	10,296	396	4.0%	9,900
Non-Vermonters	14,976	576	4.0%	14,400
<u>Lyndon State College</u>				
Vermonters	10,134	396	4.1%	9,738
Non-Vermonters	21,312	828	4.0%	20,484
<u>Vermont Technical College</u>				
Vermonters	12,672	522	4.3%	12,150
Non-Vermonters	24,228	990	4.3%	23,238
International	27,828	1,116	4.2%	26,712

Notes

1. Per credit and summer rates are full time divided by 18.
2. Non-Vermonters includes students who do not meet VT residency requirements, except for those in special programs with individually identified rates.
3. New England Board of Higher Education Board (NEBHE) rate is 150% of Vermonters rate.

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

Fees, Room & Board

	Proposed FY2018	\$ Change	% Change	FY2017
<u>Individual Service Fees:</u>				
<u>Set by Board</u>				
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 (after normal drop/add period)	25	1	4.2% all	24
Facilities Fee	820	24	3.0% /yr	796
<u>Set by Colleges</u>				
Orientation/Basic Skills Testing/Assessment			(can be adjusted for inflation as necessary)	
Course Fees				
Partial Payment				
Penalty Fees				
<u>Room Rates:</u>				
Double Room	6,128	180	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
<u>Board Rates:</u>				
Gold Plan/unlimited meals with \$100/yr	4,162	122	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

Item 4:
Minutes of the June 29 and July 11, 2016
Executive Committee Meetings

[Back to Agenda](#)

**Unapproved minutes of the VSC Board of Trustees Executive Committee meeting
Wednesday, June 29, 2016**

The Vermont State Colleges Board of Trustees Executive Committee conducted a Committee meeting on Wednesday, June 29, 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

Other Trustees: Jerry Diamond (by phone), Chris Macfarlane, Mike Pieciak

Office of the Chancellor:

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

Chair O'Connor called the meeting to order at 8:13 a.m.

Chair O'Connor requested that the Committee discuss items #3 and #5 first.

3. Approval of the minutes of the May 16, 2016 Executive Committee meeting

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

5. Confirm proposed FY17 Board meetings calendar

The Committee confirmed the proposed calendar of FY17 meeting dates and recommended it to the full Board for approval at its July meeting.

1. Discussion of plans to fill the presidential vacancy at Vermont Technical College

The Committee discussed generally the need to fill the presidential vacancy at VT Tech. They agreed that the Board should look for an interim president to begin in mid- to late August. Once an interim president is in place the Board will then consider a search process for a permanent president.

Trustee Jerman moved that the Committee go into executive session pursuant to 1 V.S.A. §313(a)(3) to discuss the appointment or employment of a public officer. The Committee included Chancellor Spaulding and other attending Trustees in the executive session. Trustee

Milne seconded. The motion was approved unanimously. The Committee entered executive session at 8:50 a.m. The Committee exited executive session at 10:06 a.m. and took no action.

2. Compensation levels of college presidents and VSC senior management

The Committee discussed the Chancellor's recommendations for compensation of VSC presidents and senior management in FY17.

4. Agenda for two-day meeting in Castleton

The Committee recommended scheduling of committee meetings on July 20th prior to the start of the full Board meeting that afternoon. Staff will notify Board members and warn the meetings accordingly.

6. Schedule meeting for 2017 Hall of Fame planning committee

Trustees O'Connor and Luneau will again serve as co-chairs of the committee, joined by Trustee Pieciak. Staff will schedule a committee meeting for early July.

7. Discuss plans for upcoming Board retreat

The Committee discussed start times and possible presentations to be heard. The Chancellor will work with Chair O'Connor to set the agenda for the retreat.

8. Other business

Chancellor Spaulding confirmed with the Committee the terms of his contract related to vacation time and sick time.

Chair O'Connor instructed staff to schedule the next Executive Committee meeting for Monday, July 11th at 10 a.m.

The Committee adjourned at 10:52 a.m.

Unapproved minutes of the VSC Board of Trustees Executive Committee meeting Monday, July 11, 2016

The Vermont State Colleges Board of Trustees Executive Committee conducted a Committee meeting on Monday, July 11, 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

Other Trustees: Church Hinds, Chris Macfarlane

Office of the Chancellor:

Tricia Coates, Director of External & Governmental Affairs
Jeb Spaulding, Chancellor

From the Colleges: Todd Comen, Johnson State College, Full Time Faculty Federation

Chair O'Connor called the meeting to order at 10:07 a.m.

1. Discussion of plans to fill presidential vacancies at VTC and LSC

Trustee Jerman moved that the Committee go into executive session pursuant to 1 V.S.A. §313(a)(3) to interview candidates for, and to consider the appointment of, public officers—specifically the interim president of Vermont Technical College and the interim president of Lyndon State College. Permitted in executive session were the Committee members, other Trustees, the Chancellor, the VSC Director of External & Governmental Affairs, and, as called upon, candidates for the interim presidency of Vermont Technical College. Trustee Luneau seconded. The motion was approved unanimously. The Committee entered executive session at 10:10 a.m. The Committee exited executive session at 2:43 p.m. and took no action.

The Committee adjourned at 2:45 p.m.

Item 5:
EPSL Committee consent agenda

- [Revisions to Policy 208: Criminal Background Checks](#)
- [Revisions to Policy 102: Approval of New Degrees and Majors](#)
- [Revisions to Policy 109: Annual Enrollment Review of Existing Academic Programs](#)
- [Revisions to Policy 111: Academic Data Management](#)
- [Preliminary Program Proposal: LSC Master of Science in Clinical Mental Health Counseling](#)

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Manual of Policy and Procedures

Title CRIMINAL BACKGROUND CHECK POLICY	Number 208	Page 1 of 2
	Date 7/29/16	

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. It shall not inquire into an applicant's criminal record history. The form shall specify that providing false information on the form is grounds for immediate termination. The Chancellor's Office and the member Colleges may inquire about a prospective employee's criminal history record during an interview or once the prospective employee has been deemed otherwise qualified for the position.

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: Jeb Spaulding, Chancellor
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Manual of Policy and Procedures

Title	Number	Page
APPROVAL OF NEW DEGREES AND MAJORS	102	1 of 6
	Date	
		7/21/16

PURPOSE

The overall purpose of the policy is to support the mission of the VSC: for the benefit of Vermont, to provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study consistent with student aspirations and local, state, regional, national, and global needs. In addition, the policy:

1. links the development of new programs directly to institutional and system priorities and strategic planning,
2. encourages early program planning collaboration across VSC colleges,
3. requires proposed new programs to identify student learning outcomes and begin to plan for their assessment,
4. maintains flexibility for colleges to respond to market demands, and
5. streamlines and accelerates the program approval process.

The VSC supports the development of new academic programs that meet the changing educational needs of students and the State. This policy affects proposals for new degrees, ~~and~~ new majors, and new fully online, distance-delivery, or low-residency programs.

CRITERIA FOR REVIEW

At a minimum, a new academic program will:

1. align with and support the mission of the VSC and the college,
2. support institutional and system strategic planning directions,
3. assist in meeting State needs and/ or serve a new student market,
4. provide a clear and viable career path for program completers, and
5. strengthen the fiscal stability/ health of the college.

In addition, a new academic program will complement, extend and/ or diversify the educational offerings of the VSC, as well as contribute to the fiscal stability of the system.

PROPOSAL AND REVIEW PROCESS

Step 1: Early Notification

The President of the college initiating the program idea sends an electronic message to the Council of Presidents.

- The message provides a brief notification of the program planning idea and an invitation to collaborate across colleges.
- The message also provides an opportunity for other VSC presidents and/or the Chancellor's Office to voice reservations or endorse the program idea.

Step 2: Proposal Development

- The Chancellor, in collaboration with the presidents, will determine whether or not the proposal is endorsed for further development.
- Proposals for the delivery of existing degree programs via new online, low-residency, or telepresence models, if approved by the Chancellor, will be presented to EPSL in a summary update by the President.
- For all other new program proposals, the President will inform the Board via electronic message or informational update with the anticipated submission date of the completed New Program Proposal (see attached template) to the EPSL Committee for review.

Step 3: Proposal Review

- The President submits a New Program Proposal to EPSL for review and recommendation to the Board of Trustees. EPSL may identify specific issues/questions for the college to address in a proposal revision before considering whether to recommend the proposal for approval by the Board.
- If forwarded by EPSL, the full Board of Trustees reviews the New Program Proposal and makes a final decision about whether or not to approve the new program.

Signed by:	Jeb Spaulding Chancellor
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**VERMONT STATE COLLEGES
NEW PROGRAM PROPOSAL TEMPLATE**

Part I: General Information

1. Institution:
2. Name of new program:
 - a) Individual(s) with responsibility for program development:
 - b) Academic Department(s):
3. Proposed start date of program:
4. Title of degree to be conferred (if applicable):
5. Brief description of proposed program (150 words or less):

Part II: Rationale

1. How the program will strengthen the institution (refer to institutional mission, institutional priorities and existing institutional programs) and how the perceived interest in the program at the institution was determined:
2. Specific student, educational and/ or employment need(s) to be addressed, including in-person, hybrid, low-residency, or distance mode(s) of program delivery, and whether these needs are local, state, regional, national or global (attach documentation of need in the form of supporting data from external or internal sources such as professional organizations, feedback from corporate partners, or market research):
3. How the program will strengthen the System. If the program approximates existing programs within the System, describe why the development of an additional program will serve particular need(s). If it is a distinct program that expands System offerings, please describe what value it offers, any intended collaboration with other VSC colleges or organizations in planning or delivering this program, and, if appropriate, indicate specific benefits to the State of Vermont):

Part III: Program Description

1. Specific program objectives, including career and learning outcomes for students:
2. How the program will integrate professional, liberal and career study:
3. What peer programs or model curricula served as a basis for the proposal:
4. How the program will assess its effectiveness in achieving student learning outcomes:
5. How the program incorporates current standards and/or emerging directions in the field, and what the program will require to maintain licensure, certification, or accreditation standards with external entities, if any.
6. Program outline; include brief descriptions of all new courses:

Course Name & Number	Credits	New or Existing?

7. TOTAL CREDITS in proposed program: _____
8. TOTAL GENERAL EDUCATION CREDITS beyond those in the program: _____
9. TOTAL CREDITS for the degree: _____
10. For associate and baccalaureate degree programs, provide a 2- or 4-year degree map showing intended semester-by-semester sequence of courses including program courses, general education requirements, and electives. For graduate degree programs, describe the intended timeframe and sequence for completion of the degree.

Part IV: Budget Considerations

1. Expenditures for the proposed program:

	Year One	Year Two
Faculty		
Admin/Other Staff		
Facilities/Equipment		
Library/Other Materials		
Other Costs (e.g. accreditation/licensure expenses)		
TOTAL COSTS:		

2. Revenue/sources to meet new expenditures

	Year One	Year Two
Tuition		
Reallocation		
Other Sources		
TOTAL REVENUES:		

Part V: Enrollment, Marketing and Public Relations Considerations

a. Projected enrollment for new program:

	Year One	Three Years Out
Full-Time		
Part-Time		
In-State		
Out-of-State		

2. Describe how you arrived at these projections:
3. Describe the marketing strategies for the new program.
4. Competition:
 - a. In state and region
 - b. Web-based
5. How the program will impact enrollments in existing programs at the College:
6. How the program will impact enrollments in existing programs at other VSC colleges:
7. How the program will impact existing and/ or future external relations:



Manual of Policy and Procedures

Title ANNUAL ENROLLMENT AND COST EFFECTIVENESS REVIEW OF EXISTING ACADEMIC PROGRAMS	Number 109	Page 1 of 2
	Date 7/21/16	

PURPOSE

The overall purpose of the policy is to support the mission of the VSC: for the benefit of Vermont, to provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study. To fully implement this mission, VSC academic programs must be of high quality and remain current, competitive, and cost-effective. Through this policy, the Board of Trustees charges the colleges with establishing guidelines for an Annual Enrollment and Cost Effectiveness Review: annual college reviews of degree program enrollment, retention, graduation, and cost data, with a summary report of each college's plans to evaluate and address program enrollment and cost effectiveness.

This policy affects graduate, baccalaureate and associate degree programs. The criteria and processes for the Annual Enrollment Review follow. This policy is designed to complement VSC Policy 101: Program Review and Continuous Improvement Process (PreCIP).

Annual Enrollment Review: Policy and Procedures

Each president will review program enrollment, retention, graduation, and cost data on an annual basis within the context of ongoing institutional planning and improvement. Annual data on all VSC degree programs and summary reports of each college's plans to evaluate and address program enrollment and cost effectiveness will be submitted to the Board of Trustees for review.

These reports are intentionally quantitative in nature and are designed to complement some of the more qualitative aspects of VSC Policy 101: Program Review and Continuous Improvement Process. The Board of Trustees recognizes that analyses of cost effectiveness and improvement strategies are best conducted on a college-wide basis by the individual institution. The Board further recognizes that the VSC mission requires full support of general education curriculum system-wide. New programs (in existence three years or less) will be included and identified as such. Each president will provide a rationale for any programs identified for closure as a result of the college's annual data review.

The process for Annual Enrollment and Cost Effectiveness Review follows:

1. The Council of Presidents will confirm the format, data collection methodology and requirements of the data and summary reports to be submitted to the EPSL Committee.
2. Reports may include data such as enrollment history, retention and graduation rates, class size average, and net program revenue.
3. Each college's summary report will address key discoveries from the data and explain institutional plans for acting on that data.
4. By December of each year, the colleges will submit data and summary reports to the Chancellor, including data and reports on programs identified for closure. Any evaluation, planning, or implementation of potential program closures shall be undertaken in a manner consistent with applicable terms of bargaining agreements and accreditation standards.
5. The Chancellor will review the reports of the colleges and provide a recommendation to EPSL regarding the summary reports and any additional action steps that may be warranted.
6. EPSL will review reports and Chancellor's recommendations and submit a resolution to the Board of Trustees.

Signed by: Jeb Spaulding Chancellor
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Manual of Policy and Procedures

Title	Number	Page
ACADEMIC DATA MANAGEMENT	111	1 of 7
	Date	
	7/21/16	

PURPOSE

The Vermont State Colleges (“VSC”) shall maintain a system of academic data management that allows comprehensive and timely access to data that inform college and system planning, management and decision-making. The purpose of this policy is to maintain the integrity and effectiveness of the VSC's academic data system.

STATEMENT OF POLICY

The VSC supports transparent, student-centered access to learning opportunities at all colleges. To do so, the VSC shall maintain a single course database, student records system and official transcript. Credits earned within the VSC are not considered transfer credits. Requirements related to graduation, class-level, enrollment status, course repeat and transfer shall be standardized. The VSC shall have a common grade scheme and common standards for academic and graduation honors. The VSC shall have standard definitions related to academic standing, probation and dismissal.

To implement this policy, VSC colleges shall follow the procedures below. All college catalogs and other related documents must reflect this policy and the procedures below. These procedures are subject to change and shall be reviewed annually.

PROCEDURES

1. Maintenance of single course database

To maintain the single course database while allowing for the natural development and change of curriculum at each college over time, on an annual basis the VSC shall review those courses defined by colleges as equivalent for the purposes of transfer and when appropriate reassign a single course number, title, and single-sentence course description. Such system-level definitions shall not preclude individual college elaboration of course

descriptions and learning objectives in college catalogs, syllabi, and other related documents.

2. Transcripts

Consistent with its single course database and its vision of student-friendly academic policies and procedures, for courses taken since and including summer 2002, the VSC shall have a single official transcript format with these characteristics:

- a. Credits earned within the VSC are not considered transfer credits.
- b. All VSC courses taken and grades received shall be listed.
- c. All VSC courses count in the determination of quality points and in the determination of cumulative Grade Point Average (“GPA”).
- d. The transcript shall clearly identify the college where each course was taken, and the college from which the transcript was issued.
- e. Colleges shall maintain institutional amelioration policies, whereby students may request to remove certain grades from their GPA calculation. In all cases, grades cannot be ameliorated if they've already been included in calculations for awarding a degree. Grade history shall be removed from cumulative totals only; no courses or grades shall be deleted from the transcript.
- f. For students attempting to ameliorate grades at a different VSC college than the VSC college at which the grades were awarded:
 - amelioration requires one semester and at least 6 credits of satisfactory academic progress (2.0 GPA or better) following the semester for which amelioration is requested.
 - amelioration is allowed only once in a student's career.
 - approval must be granted by the academic dean at the home institution in consultation with the academic dean at the other institution.

3. Graduation requirements for undergraduate programs

- a. Each college shall determine which courses must be taken by its matriculated students to fulfill specific degree program requirements.
- b. For a bachelor's degree 30 credits, including substantial advanced work in the major or concentration must be taken at the institution conferring the degree. For an associate's degree, at least 15 credits must be taken at the institution conferring the degree; institutions may require more than 15 credits at their institution for an associate's degrees.
- c. Students must complete major program and earn a minimum 2.0 cumulative GPA.
- d. Students must complete all other graduation requirements, as detailed in college catalogs.

4. Class level

The class level of a student is determined system-wide for standard two and four-year programs as follows:

First Year:	0-29.9 credits
Sophomore:	30-59.9 (all students in all two-year programs remain at sophomore level after 60 credits)
Junior:	60-89.9
Senior:	90 and above

The class level of a student is determined in VTC's three-year program as follows:

First Year:	25.9 credits
Second Year:	26-51.9
Third Year:	52 and above

5. Course Repeat

Students may repeat a course once without permission. For repeated courses the initial grade remains on record and does not count towards GPA. Only the most recent grade and credits count for GPA.

6. Transfer Credits

- Courses taken outside of the VSC must have grades of C- or better to be accepted.
- In a sequence of inter-related courses, if the first course is passed with a grade below C-, but the second grade is C- or higher, both courses shall be accepted.
- For transfer students who hold a two-year degree, credits applied to that degree shall be accepted as transfer credit.

Note: See also VSC Policy 108: Transfer of Credit.

7. Full-time/Part-time and Overload Status

Full-time, part-time and overload status per semester are defined as follows:

Undergraduate

Less than half-time:	0-5.9 credits
Half-time:	6-8.9 credits
3/4 time:	9-11.9 credits
Full-time:	12-18 credits
Overload for CCV, CSC, JSC and LSC:	over 18 credits
Overload for VTC:	over 19 credits

Graduate

Half-time:	4.5-8.9 credits
Full-time:	9 or more credits

7. Grade scheme

The VSC shall have a common grade scheme and quality points at the undergraduate and graduate levels for all colleges (see below).

8. Good standing

Defined as 2.0 GPA, except 1.75 GPA for students with fewer than 30 earned or GPA credits, whichever is higher.

9. Probation

- a. Probationary status takes effect when cumulative GPA falls below “good standing” level.
- b. A student already on probation whose cumulative GPA remains below “good standing” level is subject to dismissal.
- c. Students subject to academic dismissal or who leave a college while on probation shall remain on probation upon their return.

10. Dismissal

- a. The following requirements apply to students dismissed from one VSC institution with respect to enrollment at another VSC institution (all are subject to institutional exception/waiver):
 - generally, students dismissed from one VSC institution for academic reasons, if admitted, may take courses at another VSC institution.
 - students must reapply to colleges from which they've been dismissed if they wish to re-enroll.
 - colleges shall maintain all other/ current processes related to dismissal.
- b. Students may be dismissed for disciplinary reasons.

11. Auditing

- a. The choice to audit a course must be made prior to the end of the Add/Drop period.
- b. An audited course does not count toward a student’s credit load.

12. Academic honors

Honors apply to full-time, matriculated undergraduate students with no incomplete or failing grades. Criteria are:

- a. GPA of 3.5-3.9: Dean’s List
- b. GPA of 4.0: President’s List

Semester honors are based on 12 or more letter graded credits per semester, with the exception that full-time nursing students at VTC are eligible for semester honors. Honors shall not be awarded if an incomplete is outstanding when grades are formally reported for the term or if grades are changed.

Part-time students may be eligible to receive semester honors, in accordance with individual college policy.

13. Graduation honors

Effective for the graduating classes of spring 2006, criteria for graduation honors are:

- a. Of total credits required for graduation, at least 30 graded credits for a two-year degree and 60 graded credits for a four-year degree must be earned at the VSC.
- b. Graduation honors for two and four-year programs require final, cumulative GPA as follows:
 - Cum laude: 3.5-3.6
 - Magna cum laude: 3.7-3.8
 - Summa cum laude: 3.9-4.0
- c. Graduation honors for certificate programs require final, cumulative GPA as follows:
 - Honors: 3.0-3.49
 - High Honors: 3.5 or above

Note: credits earned before 2002 are not used in this calculation.

- d. Students in the final two years of a “2+2” degree program may petition to receive graduation honors provided they have earned a minimum of 30 graded credits at the VSC.

14. Transcript charge

The colleges may charge for transcripts and shall have uniform policies for transcript, grade, and diploma holds.

15. VSC undergraduate grading scheme

<i>Grade</i>	<i>Point Value</i>	<i>Credit Earned</i>	<i>P/NP Equivalent</i>
A+	4.00	Y	P
A	4.00	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
B	3.00	Y	P
B-	2.70	Y	P
C+	2.30	Y	P
C	2.00	Y	P

C-	1.70	Y	P
D+	1.30	Y	P
D	1.00	Y	P
D-	0.70	Y	P
F	0.00	N	NP

16. VSC transcript notations for undergraduate student work receiving other than letter grades

<i>Grade</i>	<i>Legend</i>	<i>Point Value</i>	<i>Credit Earned</i>
P	Pass	0.00	Y
NP	No Pass	0.00	N
AU	Audit	0.00	N
TR	Transfer Credit	0.00	Y
CR	Credit Granted (non-course work)	0.00	Y
I	Incomplete	0.00	N
NG	No grade has yet been submitted	0.00	N
W	Withdrawn	0.00	N

17. Miscellaneous Undergraduate Grading Provisions

1. Comments on Midterm Grade Reports:

Instructors shall be able to add comments to grades at midterm that will be printed on the grade report. Comments must be selected from one or more "notes" that have been set up in the system such as "please see instructor", "student never attended", "student missed midterm exam", or "poor attendance". Additions to the notes may be made upon request by a college registrar, on an ongoing basis, provided that the notes apply to situations that are encountered by a significant number of instructors at various VSC colleges as determined by the VSC registrars.

2. The Effects of Dropping or Withdrawing From a Course on Grading:

The standard VSC add/ drop period is 2 weeks for CSC, JSC, LSC and VTC; and 3 weeks for CCV. If a student drops or withdraws from a course:

- during the Add/Drop period, the course is not listed on the student's transcript; VTC may develop special "add" constraints to limit students' adding/ dropping courses beyond the first week.
- after the Add/Drop period and up until 60% of the course is completed, the course is listed with a grade of W (there is always an ability to award a W at any point in the semester).
- after the ninth week of classes, the student receives the earned grade determined at the end of the semester unless a special course withdrawal is granted with approval of the Academic Dean. A special course withdrawal from a course taken outside the home institution can be approved only by the Academic Dean of the institution offering the course, following consultation with the Academic Dean of the home institution.

3. Incomplete Grades (I):

Grades of "Incomplete" automatically revert to an F at the end of the 7th week of the semester immediately following award of the I, unless otherwise determined by the instructor. Instructors have the option of assigning a default grade other than F. Courses carried through an I to the following semester do not count toward the student's credit load for tuition billing purposes or for additional credit toward graduation.

4. Credit Granted (CR) for Non-Course Work:

Students who are granted credit on the basis of College Level Examination Program ("CLEP") examinations, military credit, lifetime experience portfolios, AP courses or other similar circumstances (as determined by the institution where the student is matriculated) shall receive a CR in the grade field. CR distinguishes the credit from TR, which is used for credits that are transferred in from another college or university.

Students who demonstrate success in meeting the learning objectives of an existing course at an institution via a "Course Challenge" or "Challenge by Exam" (as determined by the institution where the student is matriculated) shall have the course recorded as institutional credit with a CR in the grade field.

5. Not Graded (NG):

Where a student's grade is submitted after the deadline for grades, or where the instructor is permitting a student to continue the course into the next semester (such as with a thesis), a student shall receive an NG for the course until such time as the final grade is submitted.

Coursework carried into a second semester with a grade of NG does not count towards a student's credit load for tuition billing purposes or for additional credit toward graduation in the second semester.

18. VSC Graduate Grading Scheme

<i>Grade</i>	<i>Point Value</i>	<i>Credit Earned</i>	<i>P/NP Equivalent</i>
A	4.00	Y	P
A-	3.70	Y	P
B+	3.30	Y	P
B	3.00	Y	P
B-	2.70	Y	P
C+	2.30	N	NP
F	0.00	N	NP

Signed by: Jeb Spaulding Chancellor
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VERMONT STATE COLLEGES NEW PROGRAM PROPOSAL
Final Proposal Form

Part I: General Information

1. Institution: **Lyndon State College**
2. Name of new program: **Master of Science in Clinical Mental Health Counseling**
3. a) Individual(s) with responsibility for program development: **Dr. Meri Stiles, Associate Professor Psychology and Human Services**
b) Academic Department(s): **Psychology and Human Services**
4. a) Date of Preliminary Proposal: **1/1/16**
b) Proposed start date of program: **Fall 2018**
5. Title of degree to be conferred (if applicable): **Master of Science in Clinical Mental Health Counseling**
6. **Brief description of proposed program (150 words or less):**

This program provides students with two options for completing a 60-credit MS in Clinical Mental Health Counseling. The 5-year program allows students to complete a BS in Applied Psychology and Human Services and a MS in Clinical Mental Health Counseling within five years. This fast-track degree is designed for first-year and early transfer students in the Applied Psychology and Human Services program. A second option is a traditional two-year graduate program designed for students with an undergraduate degree and for students that find the 5-year pace too challenging.

The goals of the program include:

- i. Providing students a high quality, affordable graduate degree leading to clinical mental health counselor licensure that can be completed in a shortened period of time.
- ii. Providing a pathway to clinical mental health counselor licensure for students in the NEK who otherwise would not be able to pursue a graduate degree.
- iii. Providing a pathway for non-traditional transfer students to complete their undergraduate degree and continue into the MS degree program.

Part II: Rationale

1. How the program will strengthen the College (refer to institutional mission, institutional priorities and existing institutional programs):
 - Based upon the recommendations of the Curriculum Task Force we have proceeded with the design of this new degree.

- Our proposed program is reflective of the LSC mission to prepare students for personal and professional success through experience-based professional studies.
 - Our program capitalizes on the expertise of the Psychology and Human Services department, as four full-time faculty members are licensed mental health clinicians. Adding the MS degree to our current program is a wise use of existing resources.
 - The 5-year track retains undergraduate students for completion of a graduate degree. This helps the college financially while fulfilling the mission of serving the needs of the local community.
2. Specific educational and/or employment need(s) to be addressed (attach documentation of need):

There is a growing need for license-eligible mental health clinicians to provide treatment for Veterans, older adults, children and adolescents, and substance abuse in the NEK, and across Vermont. According to the Vermont Department of Labor 2012 – 2022 Long Term Occupation Projections report, mental health counselor is the fastest growing profession in Vermont with a growth rate of 2.6% per year (<http://www.vtlmi.info/projlt.pdf>).

It is common for rural areas to experience shortages of licensed mental health clinicians and the NEK is no exception.

Research suggests three main barriers to the provision of mental health treatment in rural areas: 1) availability of clinicians; 2) access to treatment (e.g. transportation and insurance); and 3) acceptability of seeking care that often is related to social stigma and discrimination (<https://www.ruralhealthinfo.org/topics/mental-health>). We think our new program will help to address all three of these barriers to help seeking.

Our program will meet a significant need in the NEK for mental health practitioners with advanced degrees. As shared in a meeting initiated by Doug Bouchard, Executive Director of Northeast Kingdom Human Services, NKHS hires 25-30 graduate-level clinicians a year; positions they are not always able to fill with qualified candidates. Our graduates will qualify for these positions.

3. How the program will strengthen the System (consider existing programs throughout the VSC, describe any collaboration with other VSC colleges or organizations in planning or delivering this program, indicate specific benefits to the State of Vermont):

5-year model:

This program will benefit the State of Vermont by preparing license-eligible clinical mental health counselors to meet the growing need in the NEK and throughout Vermont.

Currently the Lyndon Psychology and Human Services department is working with CCV to define an articulation that better facilitates the transition of CCV AS in Human Services students into the BS in Applied Psychology and Human Services program. We think CCV students as well as other transfer students will make excellent candidates for our BS/MS 5-year program. This program will be a pathway to keep current VSC students in the VSC system through the completion of a master's degree.

Our 5-year program is unique in the VSC. This program allows entering first-year and early transfer students to be provisionally accepted into the 5-year program. We think this program will increase our first-year and early transfer enrollment. Students meeting the acceptance criteria for the 5-year program (reviewed at the end of junior year) would begin to take graduate courses in fall of their 4th year.

2-year model:

Given that Johnson State College (JSC) currently offers a two-year MA in Counseling degree, we have reached out to faculty in the JSC Counseling Department to invite conversations around potential areas for collaboration. From those conversations, we understand the Lyndon program will not be in competition with JSC for students as our program will attract students in the local area that would otherwise attend Springfield College in nearby St. Johnsbury. We expect as the Lyndon program develops there will be opportunities to collaborate with JSC.

Part III: Program Description

1. Specific program objectives, including career and learning outcomes for students:

As part of their successful program completion, students will:

- Obtain a MS in Clinical Mental Health Counseling and qualify to take the National Counselor Examination for Licensure and Certification (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE) needed for the Licensed Clinical Mental Health Counselor (LCMHC) credential in the State of Vermont;
- Demonstrate competency in clinical mental health counseling skills, including the acquisition of knowledge in clinical treatment approaches and practices appropriate for mental health disorders that impact clients across the lifespan;
- Demonstrate ethical and competent mental health clinical practice through 700 hours of internship and practicum placement in a “clinical mental health counseling” practice setting; and
- Demonstrate status as a highly qualified clinical mental health counselor.

2. How the program will integrate professional, liberal, and career study:

The MS degree program requirements are strictly delineated by the National Board for Certified Counselors (NBCC), Council for Accreditation of Counseling & Related Educational Programs (CACREP), and the Vermont Office of Professional Regulation. Our 60-credit program follows those requirements. Information on the degree requirements can be found here: <https://www.sec.state.vt.us/media/663037/AMH-Rules-Adopted-Final-SoS-Jan-2015.pdf>

Briefly, the MS degree includes 700 hours of supervised practice in a clinical mental health setting as part of the coursework requirements. The remaining coursework focuses on counseling theory, skills, practice, professional ethics, counseling approaches, treatment approaches, career counseling, group counseling, pharmacology, specializations (addictions, family and couples), research methods, human sexuality, and electives.

3. How the program will assess its effectiveness in achieving student learning outcomes:

The evaluation of student learning in this program will be determined through: (a) students demonstrating knowledge, competency, and professional ethics and skills by progressing through the sequenced coursework on time, with at least a B grade; (b) by demonstrating professional ethics, and competent skills and practices in the 100-hour Practicum and 600 hours of Internship; and (c) by passing the National Counselor Examination for Licensure and Certification (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE). These are the criteria students must meet for the Licensed Clinical Mental Health Counselor (LCMHC) credential in the State of Vermont.

- i. Students will take a defined sequence of courses over four semesters at Lyndon. Students must pass all courses with at least a B grade or they will retake the course to improve their depth and demonstration of knowledge.
 - ii. Students will be required to engage in a 100-hour Practicum and 600-hour Internship throughout their coursework. Students' grades in the field courses will be determined by professional behaviors including ethics, cultural competency, counseling skills and practice, and application of coursework in a clinical mental health counseling setting. If a student does not perform competently in the field setting, the student will retake the course (or courses) to improve their depth and demonstration of mental health counseling knowledge, skills, and practice.
 - iii. Students will pass the NCE and NCMHCE, and complete their application for the Licensed Clinical Mental Health Counselor (LCMHC) credential in the State of Vermont.
4. Relation of program to external entities, if any (e.g., accreditation agencies, partnership organizations, State agencies):

A recent change made by the National Board for Certified Counselors (NBCC) will require our program to have Council for Accreditation of Counseling & Related Educational Programs (CACREP) accreditation by January 1, 2022 (http://www.nbcc.org/assets/Change-announcement-flyer_2014.pdf).

We will continue to work with the Vermont Office of Professional Regulation (<https://www.sec.state.vt.us/professional-regulation.aspx>) to ensure our program is current with all rules and regulations set by the Board of Allied Mental Health Practitioners.

5. Program outline; include brief descriptions of all new courses:

MS in Clinical Mental Health Counseling

Students meeting the acceptance criteria for the 5-year program (reviewed at the end of junior year) would begin to take graduate courses in fall of their 4th year.

Rotation for the 5-year program

Fall Semester Senior Year: 12 graduate credits (at undergrad tuition); 6 of which count toward both graduate and undergraduate degree; 3 more credits just to undergrad; 6 credits count toward the graduate degree only

Fall Semester: 12 grad credits; Spring Semester: 15 grad credits **Total grad credits = 27**

Undergraduate/Graduate Fall		Graduate Spring	
<i>Credit</i>	<i>Course</i>	<i>Credit</i>	<i>Course</i>
3 *u/g	Counseling Theory & Practice	3	Lifespan Across Cultures
3 u/g	Psychological Testing	3	Practicum
3 **g	Counseling in Groups	3	Legal & Ethical Issues
3 g	Multicultural Studies	3	Assessment, Diagnosis, and Treatment
3 ***u	Undergraduate course	3	Laboratory Experience I

*u/g = counts as both undergraduate/graduate credit; **g = graduate credit only; ***u = undergraduate credit only

Summer Semester: Take at least 3 credits = **3 grad credits**

<i>Credit</i>	<i>Course</i>
3	*Elective

Graduate: 13.5 or 16.5 credits Fall; 13.5 or 16.5 credits Spring = **27 or 30 credits**

Fall		Spring	
<i>Credit</i>	<i>Course</i>	<i>Credit</i>	<i>Course</i>
4.5	Counseling Internship 300 hours	4.5	Counseling Internship 300 hours
3	Counseling & Addictive Behaviors	3	Therapeutic Psychopharmacology for Counselors
3	Laboratory Experience II	3	Family & Couples Counseling
3	Research Methods	3	Career Counseling
3	*Elective		

Rotation for the 2-year MS in Clinical Mental Health Counseling Program

Year 1: 15 credits Fall; 15 credits Spring = 30 credits

Fall		Spring	
	Course		Course
3	Counseling Theory & Practice	3	Lifespan Across Cultures
3	Psychological Testing	3	Practicum
3	Counseling in Groups	3	Legal & Ethical Issues
3	Multicultural Studies	3	Assessment, Diagnosis, and Treatment
3	Elective	3	Laboratory Experience I: Counseling Skills

Year 2: 16.5 credits Fall; 13.5 credits Spring = 30 credits

Fall		Spring	
	Course		Course
4.5	Counseling Internship 300 hours	4.5	Counseling Internship 300 hours
3	Counseling & Addictive Behaviors	3	Therapeutic Psychopharmacology for Counselors
3	Laboratory Experience II: Treatment Modalities	3	Family & Couples Counseling
3	Research Methods	3	Career Counseling
3	Elective (optional – can be taken summer or spring)		

Course Name & Number	Credits	New or Existing?
<p>CSL 5*** Lifespan Across Cultures Cross-listed with PSY 3090 Lifespan Across Cultures This course explores the study of human development across the lifespan from a cross-cultural perspective and provides students with opportunities to expand their awareness, sensitivity, understanding, and appreciation of similarities and differences in behaviors across diverse cultural settings around the world.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 5*** Psychological Testing Cross-listed with PSY 4020 Psychological Testing This course provides a practical understanding of the principles of psychological and educational measurement. The course surveys standardized tests, their function, selection, administration, statistical summarization, interpretation, and their use in social, educational, industrial, and counseling settings.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 5*** Counseling Theory & Practice Cross-listed with PSY 4151 Counseling This course provides an overview of the counseling process and an introduction of the counseling profession. Students acquire an understanding of and practice of basic effective helping skills and ethical issues. Instruction also focuses on the assumptions and techniques of a variety of theoretical approaches to counseling.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 5*** Therapeutic Psychopharmacology for Counselors This course provides an introduction to neuroanatomy, neurophysiology, and pharmacology as they pertain to mental health counseling. It also covers commonly prescribed medications, ethical issues and the referral process.</p>	<u>3</u>	<u>New</u>
<p>CSL 5*** Counseling in Groups Cross-listed with PSY 4160 Counseling in Groups The course covers group counseling theories, methods, and skills. Group leadership skills are developed, practiced, and refined through in-class experiences that focus on live group processes.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 5030 Laboratory Experience I: Counseling Skills This course provides opportunities for students to develop and practice counseling skills. Students work with each other as clients, supervisors and observers in this process. Formal approaches to skill development serve as the</p>	<u>3</u>	<u>New</u>

basis for initial skill training.		
CSL 5011 Career Counseling This course helps the student develop a personal approach to career counseling by studying career theories, developing a personal theory of career counseling and learning a variety of strategies to help clients in the career-development process throughout life.	<u>3</u>	<u>New</u>
CSL 5110 Counseling & Addictive Behaviors This course is a survey of appropriate treatment strategies for working with a range of addictive behaviors, including chemical dependency, eating disorders, gambling and sexual addiction.	<u>3</u>	<u>New</u>
CSL 5*** Family and Couples Counseling This course covers theories and processes of counseling with families and couples including family theory and family therapy orientations and intervention skills. An emphasis is on practice of counseling interventions.	<u>3</u>	<u>New</u>
CSL 5*** Multicultural Studies This course examines how multicultural factors such as gender, ability, race, religion, ethnicity, class and sexual orientation influence the counselor, the client and the counseling relationship. Students explore the structural nature of oppression including micro and macro responses to such oppression. This course provides knowledge of diverse perspectives and competencies for multicultural counseling.	<u>3</u>	<u>New</u>
CSL 5*** Assessment, Diagnosis, and Treatment in Counseling This course is designed to provide students with knowledge about common assessment tools and processes used in clinical mental health practice. It includes etiology and diagnosis of mental disorders in children, adolescents, and adults according to the DMS. Intake, evaluation, treatment planning, and clinical documentation skills are highlighted.	<u>3</u>	<u>New</u>
CSL 5140 Legal & Ethical Issues This course explores the legal and ethical issues students will encounter as counselors. Students are challenged to examine major issues within the field through discussion and case presentations. Students will become familiar with all relevant Codes of Ethics and Standards of Practice. Students are also introduced to the laws governing the counseling profession, including the distinction among legal, ethical and clinical issues.	<u>3</u>	<u>New</u>
CSL 5*** Practicum in Counseling This course provides a supervised experience in counseling in a field setting. The course includes 100 hours working as a counselor with a minimum of 40 direct service hours.	<u>3</u>	<u>New</u>
CSL 5*** Human Sexuality Counseling This course covers counseling issues, strategies, and resources in human sexuality relative to mental health professionals.	<u>3</u>	<u>New</u>
CSL 5*** Mindfulness for Wellbeing Cross-listed with PSY 3325 Mindfulness for Wellbeing This experiential course teaches students the self-care mindfulness practice of cultivating the capacity to be fully present in each moment while simultaneously recognizing one's own thoughts and sensations. The course provides clinicians with the tools to utilize mindfulness interventions with clients.	<u>3</u>	<u>Existing</u>
CSL 5710 Special Topics in Counseling This course offers students the opportunity to concentrate on topics not covered in the general Counseling curriculum.	<u>3</u>	<u>New</u>
CSL 5910 Research Methods This course introduces students to the role of research in counseling and related fields. It covers basic research design, the application of online research databases, and program evaluation design.	<u>3</u>	<u>New</u>

<p>CSL 5*** Interventions for Health Behavior Change Cross-listed with PSY 3280 Interventions for Health-Behavior Change This course provides students with a comprehensive understanding of the key issues, theories, and models in health psychology. Evidenced-based interventions for health behavior change will be emphasized.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 6*** Creative Therapies Cross-listed with PSY 4110 Creative Therapies This course provides an introduction to the theory and practice of a number of the creative therapies which may include dance/movement, art, music, poetry, or drama. The course addresses application of the creative therapies to the field of psychology.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 6*** Responding to Psychological Trauma Cross-listed with PSY 4145 Responding to Psychological Trauma This course offers an integration of contemporary theories, empirical research, and evidence-based practices for the assessment and treatment of psychological trauma in adults and children. Students will acquire knowledge and skills in Psychological First Aid (PFA) and other crisis intervention strategies.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 6*** Understanding and Working with At-Risk Families Cross-listed with PSY 4150 Understanding and Working with At-Risk Families This course offers an integration of contemporary theories and evidence-based practice approaches in working with families with special emphasis on oppressed and vulnerable populations.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 6*** Developmental Psychopathology Cross-listed with PSY 4170 Developmental Psychopathology This course introduces students to the DSM diagnostic criteria related to a variety of psychological disorders which occur in childhood and adolescence. Students will identify the biopsychosocial factors associated with these disturbances, as well as associated strategies for assessment, intervention, treatment, and prevention.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 6*** Substance-Abuse Treatment Cross-listed with PSY 4215 Substance-Abuse Treatment This course explores assessment of substance abuse, therapeutic approaches, and supportive aftercare for those dealing with drug and/or alcohol addiction.</p>	<u>3</u>	<u>Existing</u>
<p>CSL 6050 Laboratory Experience II: Treatment Modalities This course provides students with practice and training in a variety of treatment modalities applied to a diverse range of client situations and presenting issues. Students are encouraged to apply treatment modalities appropriate to the therapeutic context.</p>	<u>3</u>	<u>New</u>
<p>CSL 6*** Counseling Internship This course is a supervised work experience in a setting appropriate to the student's area of specialization. The student will be supervised on site by an agency supervisor with appropriate credentials. The requirement is 300 hours.</p>	<u>4.5</u>	<u>New</u>
<p>EDU 5040 Adolescent Development Cross-listed with PSY 3260 Adolescent Development This course explores the physical, psychological, and social development of adolescents. In addition to understanding various theories that attempt to explain adolescent research, a main objective of the course is to be able to evaluate critically the theories and research findings concerning adolescent development.</p>	<u>3</u>	<u>Existing</u>
<p>EDU 5350 Child Development Cross-listed with PSY 3050 Child Development This course takes a topical approach in examining the biophysical, cognitive, psychosocial, and ecological changes that occur from infancy to adolescence. The instruction stresses the practical implications of current theory and research in developmental psychology and related fields.</p>	<u>3</u>	<u>Existing</u>

6. TOTAL CREDITS in proposed program: 60

Part IV: Budget Considerations

1. Expenditures for the proposed program:

	Year One	Year Two
Faculty	\$77,267	\$151,595
Admin/Other Staff	\$28,465	\$29,319
Facilities/Equipment	\$0	\$0
Library/Other Materials	\$0	\$0
Other Costs	\$3,000	\$3,000
TOTAL COSTS:	\$108,733	\$183,914

rev. 3/29/11

2. Revenue/sources to meet new expenditures

	Year One	Year Two
Tuition	\$172,038	\$237,380
Reallocation	\$0	\$0
Other Sources	\$640	\$1,160
TOTAL REVENUES:	\$172,678	\$266,635

Part V: Enrollment, Marketing and Public Relations Considerations

1. Projected enrollment for new program:

	Year One	Three Years Out
Full-Time	8	20
Part-Time	4	8
In-State	12	28
Out-of-State		

Describe how you arrived at these projections:

These projections are based on former and current students' stated interest in Lyndon offering a clinical graduate degree. Over the past eight years we have investigated the viability of offering a clinical graduate degree. For example, we pursued collaborations with both UVM and Simmons College that entailed outreach in the NEK and Northern NH to assess the viability of offering a MSW. We held a meeting at Lyndon to gauge interest in which 40 people attended including potential students and agency directors interested in supporting a program.

2. Describe the marketing strategies for the new program.

Marketing for the program will be done through email to former and current students, through email and marketing materials sent to our community partners (human services agencies and clinical settings where students complete field placements), marketing the program during recruitment events, during SOAR advising and open houses, through a press release, through outreach to local high schools, and possibly through kick-off professional development trainings at Lyndon. We will also use social media. For example the Psychology and Human Services department has a very active Facebook page with 320 members.

3. Competition:

Although there are programs in the NEK (Springfield College) and northern Vermont (Johnson State) that offer graduate degrees in counseling, our proposed 5-year design differs significantly from these programs. While the existing programs are designed for working professionals, our program will serve new students; primarily incoming first-year and transfer students as well as current students interested in becoming licensed clinical mental health counselors. More specifically, we think our program will attract CCV AS in Human Services graduates in addition to recent high school graduates from Vermont, New Hampshire, and other New England states. Additionally, we believe this program will increase retention of current students who plan to seek an advanced degree after graduation from the BS program.

The traditional 2-year program will allow individuals in the NEK with Bachelor's degrees to pursue a graduate degree locally. Offering the traditional program doesn't add extra cost for the program delivery, but it does increase the number of potential students. We expect a number of our Lyndon alumni to enroll in the traditional program. In addition, the traditional program offers a cushion for students who find the pace of the 5-year program too challenging.

4. How the program will impact enrollments in existing programs at the College:

Given this program is a graduate degree, enrollment in other programs at the college should not be impacted. We do expect enrollment in our BS in Applied Psychology and Human Services degree to increase.

5. How the program will impact enrollments in existing programs at other VSC colleges:

We do not expect our program will impact enrollment at other VSC colleges. Currently we are the only college offering a BS in Applied Psychology and Human Services. Potential students thinking about attending a VSC are already selecting our program or a more traditional psychology program based on their interest. Our degree is designed for those students focused more on clinical practice; adding the MS in CMHC and creating a 5-year program will appeal to a new student pool.

The 2-year program will appeal to students in our local area who would otherwise attend Springfield College in St. Johnsbury.

6. How the program will impact existing and/ or future external relations:

The Psychology and Human Services department has strong relationships with many human service agencies in Vermont and New Hampshire. We anticipate that our community partners will welcome this program, as the program will fulfill a great need for clinical mental health providers in our community.

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

WHEREAS, At its July 20, 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:

- Revisions to *Policy 208: Criminal Background Checks*
- Revisions to *Policy 102: Approval of New Degrees and Majors*
- Revisions to *Policy 109: Annual Enrollment Review of Existing Academic Programs*
- Revisions to *Policy 111: Academic Data Management*
- Preliminary Program Proposal: LSC Master of Science in Clinical Mental Health Counseling

July 21, 2016

Item 6:
Finance & Facilities Committee consent agenda

- [Establishment of Endowment, CCV: Karen Raylene Clark Memorial Scholarship Fund](#)
- [Revisions to Policy 403: Annual Operating Budget](#)
- [Approval of Vermont Technical College Classroom Naming Request](#)
- [Uniform Guidance Working Group recommendation for new Policy 431: Internal Controls](#)
- [Establishment Endowment, LSC: President Joe Bertolino and Dr. Bil Leipold Student Success Endowment](#)

[Minutes of the June 20, 2016 Committee meeting](#)

[Back to Agenda](#)



PO BOX 489

MONTPELIER, VT 05601-0489

T 802-828-2800 F 802-828-2805

July 5, 2016

Jeb Spaulding, Chancellor
Vermont State Colleges
PO Box 7
Montpelier, VT 05601

Dear Chancellor Spaulding:

It is my privilege to present our request to establish a new endowment at the Community College of Vermont in honor of Karen Raylene Clark, who worked as Coordinator of Academic Services from 2002 until her passing in 2015 and was a beloved member of the CCV community.

This endowment is made possible by a generous gift of \$25,000 we have received from Karen's parents, Helen M. Clark and T. Wayne Clark, supplemented by numerous gifts in Karen's honor from other members of her family and her many friends.

Karen believed very personally in the value of hard work, commitment, and in the power of learning from our life experiences. For more than fifteen years, as a teacher, advisor, colleague, and friend, Karen brought her boundless energy, sunny disposition, and belief in the power of education to the CCV community where she worked passionately to instill these values in the students she advised.

Karen worked hard for all she accomplished in life, believing that those who struggle the most have the potential to go the farthest. Always learning and adapting from the successes and the failures in her life, Karen found her way to CCV where the work of academic advisor gave her the role she most treasured: helping others succeed.

Through good humor, compassion, and constant reassurance, Karen helped hundreds of students adjust to the demands of their classes and plan a bright future for themselves. Her students could present no excuse strong enough to hold up under the pressure Karen applied to keep them on track in their studies. For many, Karen's guidance meant climbing out of poverty; it meant an improved quality of life for all.

Karen's family and friends establish this endowed scholarship fund in Karen's honor to help her passion and her memory endure by encouraging students to persist in their studies, complete their degrees, and reach their career goals.

We seek approval from the Vermont State Colleges Board of Trustees to establish the Karen Raylene Clark Memorial Scholarship Fund.

Most sincerely,

A handwritten signature in blue ink that reads 'Joyce Judy'.

Joyce Judy
President

enc: VSC Policy 412 Form C

FORM C

- NEW FUNDING SOURCE DOCUMENT - ENDOWMENTS ONLY

COMMUNITY COLLEGE OF VERMONT

(College Name)

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 endowment: (type in all CAP'S)

KAREN RAYLENE CLARK MEMORIAL SCHOLARSHIP FUND

2) Granting agency/donor/other funding source: (Attach supporting Documentation)

HELEN M. CLARK AND T. WAYNE CLARK; FAMILY AND FRIENDS OF KAREN RAYLENE CLARK

3) Purpose of endowment: (Attach supporting Documentation)

TO ENCOURAGE STUDENTS TO PERSIST IN THEIR STUDIES, COMPLETE THEIR DEGREES, AND REACH THEIR CAREER GOALS.

4) Proper accounting fund: Regular Endowment Term Endowment5) General Ledger Activity Code(s): (as proposed or assigned)

#17013

6a) Date Endowment Reach Endowment Status:

DATE OF BOARD OF TRUSTEES APPROVAL: JULY 21, 2016

7) Reporting requirements: (format/to whom/frequency/other)

MARKET VALUE OF THE CORPUS, EARNINGS, AND EXPENDITURES TO HELEN M. CLARK AND T. WAYNE CLARK TWICE PER YEAR: AT THE END OF THE SECOND QUARTER AND AT THE END OF THE FISCAL YEAR.

8a) Funding amount:

\$25,000

8b) One-time - OR Ongoing funding (indicate timeframe:)9a) Is principal use allowed:
(w/Board OK?)

NO

9b) If yes, is replenishment of principal allowed or required:10) If investment proceeds generated, indicate intended disposition: Per Board Approved Spending Procedure Fully expend for program as prescribed Increase principal for inflation and expend remainder All Investment earnings added for ___ years before expending for endowment purposes begins Other (describe:)11) President:

Joyce Judy

12) Date to Ch's Ofc:

July 5, 2016

13) Date Board Approved:



Manual of Policy and Procedures

Title	Number	Page
ANNUAL OPERATING BUDGET	403	1 of 4
		Date
		7/21/2016

PURPOSE

The VSC Board of Trustees considers the annual Vermont State Colleges operating budget as the primary financial plan for operations of the System and its components for a given fiscal year (July 1 through ensuing June 30). This policy prescribes the dimensions of the development, adoption, and subsequent administration of the annual Vermont State Colleges operating budget and the annual operating budgets for the individual colleges plus the System Offices and Services within the Vermont State Colleges System.

STATEMENT OF POLICY

1) Development of the Annual Operating Budget

Development of the annual Vermont State Colleges operating budget for recommendation to the Board of Trustees is the responsibility of the Chancellor. Budget development will be conducted in a collaborative manner with the Council of Presidents to assure application of revenue and expenditure factors as well as other dimensions in a consistent fashion appropriate to functioning as an integrated System. Annual general fund budgets (also called operating budgets) will be developed for individual colleges plus System Offices & Services and are consolidated as the Vermont State Colleges operating budget.

Development of the annual general fund budget will embrace the following key components and considerations:

State Operating Appropriations

- All State operating appropriations shall be allocated to the colleges equally.

System Office Allocation

- The System Offices & Services annual operating budget will be funded by a “System Services Charge” levied equally amongst the colleges. The amount, basis, and administration of the “System Services Charge” shall be determined by the Chancellor and Council of Presidents, and shall be an integral part of the annual operating budget recommended to the Board.

Student Tuitions & Fees

- Each college will retain all student tuitions & fees the college generates, and in consultation with the Chancellor can determine the use of these funds.
- During each year student tuitions & fees available to each college will be as actually generated, whether below or above budgeted levels. Each college will assume responsibility for confronting the financial impacts from under-realized or over-realized student enrollments.
- The Board is responsible for approving not-to-exceed maximum tuition rates, room and board program charges, and selected fees. Each college is responsible for setting individual tuition rates, room and board program charges, and selected fees at or below the approved maximum rates. Further, each college may set such waivers, merit aid programs, and need-based financial aid as the individual presidents believe are best designed to maximize net tuition revenue and support overall enrollment. Additionally, the VSC as a whole may enter into a waiver program (for example: NEBHE) with the approval of the Chancellor in consultation with the Council of Presidents. The proposed impact of the rate setting and waivers must be shown in the materials included with the Vermont State Colleges operating budget presented for Board approval. Actual tuition rates approved and implemented will be included in the budget materials provided to the Board. Each college will be responsible for the impact of the college’s setting of rates, charges and fees, tuition waiver programs, and discounting practices.

Further Provisions

- Incentive for sound college cash management will be provided by allocation to the colleges of all System investment income, returning this revenue to those whose funds produce it and doing so according to each college’s invested cash balances averaged over 12 months.
- Each college will retain all entrepreneurial revenues the college generates and, in consultation with the Chancellor, can determine the use of these funds.

Periodic Review of the Operating Budget Model

- Because the public higher education environment will continue to evolve, the Vermont State Colleges operating budget model and its key components should be periodically reviewed and, if necessary, recommendations made to the Board for recalibration or changes.

2) Adoption of the Annual Operating Budget

The VSC Board of Trustees is responsible for reviewing the Vermont State Colleges operating budget recommendations by the Chancellor, and for adopting the official annual operating budget. This is consistent with the Board's ultimate fiduciary responsibility for the Vermont State Colleges System. Timing of the Chancellor's recommendations will allow the Board to conduct its review and take action no later than the final Board meeting of each fiscal year. The Chancellor's annual operating budget recommendations are to include individual colleges plus System Offices & Services and are to reflect combined System totals, within each current operating fund or group of VSC activities.

3) Administration of the Annual Operating Budget

On behalf of the Chancellor and Council of Presidents, the System chief financial officer in the Chancellor's Office and the chief business officers at each college are expected to collaborate and work with other appropriate college and System officials to assure the proper and effective administration of all annual operating budgets as adopted by the Board.

Actual operating results compared to budgeted results for activities will periodically be provided by each college through the Chancellor to the Board, by means of quarterly financial statements which reflect budgeted, projected actual, and variance to budget numbers for key enrollment, revenue, and expenditure areas.

To hedge shortfalls in annual operating budgets, each college will maintain college contingency reserves in the amount of 2.50% of unrestricted fund budget. Use of funded reserves is subject to approval of the Chancellor, and depletion of a college's reserves must be replenished by the college in a timeframe determined in consultation with the Chancellor.

The colleges may reserve up to an additional 5.0% as a strategic or discretionary reserve. Such reserve may be budgeted and expended by the president with concurrence from the chancellor.

Upon the audited close of each fiscal year's books, any carry-over funds available (net of encumbrances forward, commitments forward, maintained college contingency and strategic and discretionary reserves) may be proposed by the president for one-time uses subject to concurrence of the Chancellor and approval by the Board of Trustees.

As circumstances confronting the annual operating budget change over the course of a year, budget modifications may be authorized by the Chancellor's Office for the purpose of realistically reflecting increases, decreases, or shifts among budgeted revenue and expenditure categories.

Signed by: Jeb Spaulding Chancellor

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,



Dan Smith, President



Manual of Policy and Procedures

Title INTERNAL CONTROLS	Number 431	Page 1 of 1
	Date July 21, 2016	

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 large, handwritten signature in cursive script, which appears to read "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 COLLEGESBOARD OF TRUSTEESRESOLUTIONVSC 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:

- Establishment of Endowment, CCV: Karen Raylene Clark Memorial Scholarship Fund
- Revisions to *Policy 403: Annual Operating Budget*
- Approval of Vermont Technical College Classroom Naming Request
- Uniform Guidance Working Group recommendation for new *Policy 431: Internal Controls*
- Establishment Endowment, LSC: President Joe Bertolino and Dr. Bil Leipold Student Success Endowment

July 21, 2016

**Unapproved minutes of the Finance & Facilities Committee meeting Monday,
June 20, 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 June 20, 2016 at the Chancellor's Office in Montpelier.

Committee members present: Church Hindes (Chair), Jerry Diamond, Tim Jerman, Bill Lippert, Chris Macfarlane (Vice Chair), Martha O'Connor, Aly Richards (by phone)

Absent: Linda Milne

Other trustees: Karen Luneau (by phone), Mike Pieciak

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

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

From the Colleges: Nolan Atkins, Interim Academic Dean, Lyndon State College
Scott Dikeman, Dean of Administration, Castleton University
Maureen Hebert, Associate Dean of Continuing Education & Workforce Development, VTC
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Barbara Martin, Dean of Administration, Community College of Vermont
Maurice Ouimet, Director of Admissions, Castleton University
Toby Stewart, Controller, Johnson State College
Lit Tyler, Dean of Administration, Vermont Technical College
Beth Walsh, President, VSCUP, Johnson State College

Chair Hindes called the meeting to order at 1 p.m.

Trustee Lippert informed the Committee about a VPR report regarding tuition offerings in neighboring states, and gubernatorial candidates' plans for free tuition. Chair Hindes asked CFO Wisloski to provide data on the average net revenue for out-of-state students. Trustee Lippert asked that the gubernatorial candidates' plans be fact checked. Chancellor Spaulding stated that the VSC does not endorse any candidates or plans, but will provide information or feedback.

1. Consent agenda

Trustee Diamond moved the consent agenda. There were no requests to remove items from the consent agenda. Trustee Macfarlane seconded. The consent agenda was approved unanimously.

2. Exercise: Creation of a "top-down" FY2018 pro-forma System budget projection

CFO Wisloski led the Committee through a pro forma budget for FY2018. He asked the Committee to consider a change to VSC Policy 403 to allow presidents to modify tuition rates under the maximum recommended amounts. Regarding Item #5, the Committee gave its initial approval of a more simplified tuition presentation format. Trustee Richards joined the meeting via phone at this time.

3. Chancellor's remarks, and Presidents' discussion of tuition requests by College

Each president presented tuition requests for the colleges and answered questions from the Committee. Trustee Lippert asked for enrollment figures for the colleges to accompany budget data. Trustees Pieciak and Luneau left the meeting at this time. Trustee Diamond suggested that the Board receive guidance on how to communicate the varying tuition rates being discussed. Chair Hindes instructed Committee members to contact CFO Wisloski for any additional data points needed prior to the July Board meeting.

4. Presentation of "bottom-up" System budget with Colleges' tuition requests

5. Discussion of form of tuition request

Items 4 and 5 were discussed as part of Item 3.

6. Update on AGB Report initiatives

CFO Wisloski distributed a draft report (attached) of status on many of the recommendations made by AGB in their report.

7. Other business

Trustee O'Connor shared that there will be a number of committee meetings on the morning of July 20th at Castleton University before the full Board meeting begins.

Maureen Hebert briefed the Committee on the details of the \$4M Working Families grant from the US Department of Labor that Vermont Tech and CCV just received.

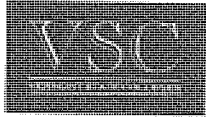
8. Public comment

There was no other business or public comment.

Trustee Diamond moved to enter executive session pursuant to 1 V.S.A. § 313(a)(1)(F) and (3), 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; and (2) discuss the appointment or employment of a public officer. Other VSC Board members, the Chancellor, the Associate General Counsel, the Chief Financial Officer, the Director of External & Governmental Affairs, and the Presidents were included in the executive session, in addition to the Committee.

The motion was seconded by Trustee Macfarlane and the Committee voted unanimously to enter executive session. The Committee entered executive session at 3:40 p.m. The Committee exited executive session at 3:45 and took no action.

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



**Vermont State Colleges
AGB Institutional Strategies, Inc.
DRAFT External Review and Revenue Enhancement Project Report**

#	Entity	Strategy	Brief Description	Cost or Needed Re/Investment	Revenue or Savings Target	Target Net Revenue	Timeframe	Update
1	Chancellor's Office	System Efficiencies	Review wages & benefits, cost reduction synergies to eliminate duplication, collaboration on supplies and services	750,000	3,000,000	2,250,000	FY2017	
2	Chancellor's Office	Programming	System-wide online strategy, credentials & certificates, revenue sharing/buy vs. build, residential Associates degree programs					
3	Castleton	Graduate Students	Add 500 students, increase marketing, add one or two graduate admissions staff; cost includes \$200k new investment	3,350,000	5,000,000	1,650,000	5-7 years	
4	Johnson	Online Programs	Add 1,000 students, increase servicing and marketing to target adding first 150; cost includes \$200k new investment	3,476,000	5,200,000	1,724,000	5-7 years	
5	Johnson	Residential Capacity	Add 120 students to room & board	480,444	1,163,520	683,076	5-7 years	
6	Lyndon	Residential Capacity	Add 100 students room & board	400,370	969,600	569,230	5-7 years	
7	Vermont Tech	Residential Capacity	Add 120 students room & board	480,444	1,163,520	683,076	5-7 years	
8	Systemwide	Transfer Students	Add 275 transfer students across the system	976,800	2,640,000	1,663,200	5-7 years	
9	VSC Board	Tuition Increases	From Report: "... it is recommended that the VSC Board continue to approve modest increases in tuition each year..."				FY2018 and beyond	
10	VSC Board	Prior Prior FAFSA	From Report: "To stay competitive the VSC Board will need to make the decision on fiscal 2018 tuition in the summer of 2016."				Summer 2016	
11								
12		AGB Report Cost		150,000				

TOTALS:

10,064,058

19,136,640

9,222,582

Item 7:
**Resolution: Chancellor's Recommendation for Merger
of Johnson and Lyndon State Colleges**

[Back to Agenda](#)

VERMONT STATE COLLEGES
BOARD OF TRUSTEES
RESOLUTION

This is a draft version of a resolution that the Committee will discuss at its meeting next week. Committee members are asked to review this draft and provide feedback to Chancellor Spaulding before the meeting—we expect to revise the resolution prior to the discussion on Wednesday.

Chancellor's Recommendation to Merge Johnson State and Lyndon State Colleges

WHEREAS, The Vermont State Colleges Board of Trustees recognizes that Lyndon State College and Johnson State College provide essential access to affordable, high quality public higher education opportunities for students across the northern region of the State of Vermont; and

WHEREAS, The Board of Trustees recognizes that each campus is an important economic and cultural resource for their regions and the State of Vermont; and

WHEREAS, Many reliable sources, including Moody's Investors Service, predict that financial challenges caused by inadequate state financial support, demographic changes, increased expenses, and technology-caused disruption will cause a significant increase in college closures across the country; and

WHEREAS, Despite providing high quality programs, small tuition-dependent colleges are particularly vulnerable to such financial challenges; and

WHEREAS, The Board of Trustees recognizes the potential for a larger size institution to achieve an optimal economy of scale, increase opportunities and supports for students, and create a larger, more diverse community of faculty and staff; and

WHEREAS, Chancellor Jeb Spaulding recommends that the Board merge Lyndon and Johnson State Colleges into one larger and stronger college with two campuses, with Dr. Elaine Collins as president of the newly created college; therefore, be it

Long Range Planning Committee DRAFT RESOLUTION

7/13/16

RESOLVED, That the Board of Trustees affirms its commitment to maintaining vital and vibrant campuses as points of access to affordable public higher education at both Lyndon and Johnson; and, be it further

RESOLVED, That the Board of Trustees requests the Chancellor prepare all of the necessary documentation addressing the relevant issues, including, but not limited to, legal, financial, academic, contractual, communications, response to campus and public outreach, and a transition and implementation process to include faculty, staff, students, and community members from each college in time for the Board to consider this information and make a decision as to whether to accept the Chancellor's recommendation to merge Johnson and Lyndon State Colleges at its September 29th Board meeting.

DRAFT

Long Range Planning Committee DRAFT RESOLUTION

7/13/16

July 21, 2016

DRAFT

Information Items:

[Presidents Reports](#)

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President's Report

July 2016

We've been doing some very exciting work with businesses all over Vermont to make sure they have the workforce they need to thrive. Our workforce education team has established partnerships with companies in a variety of growing industries, including manufacturing and healthcare. When I meet with Vermont employers, I hear about their need for qualified employees with technical skills. But I also hear about the need for workers who can write well, think critically, and solve problems. CCV is helping to meet both of these needs.

A major highlight of our workforce initiatives is the Certified Production Technician (CPT) program, which has taken off in every corner of the state. With the input of Vermont manufacturers such as GE Aviation, Global Foundries, and several smaller companies, CCV developed this industry-recognized credential that prepares workers for entry-level manufacturing jobs. The CPT program consists of training and assessment in four modules: Safety, Manufacturing Processes & Production, Quality Practices & Measurement, and Maintenance Awareness. CCV launched the CPT program in October 2015, and we have dramatically expanded our offerings in the last nine months. This credential provides workers the skills they need for careers in the advanced manufacturing field and gives them an advantage when competing for these positions.

In Rutland, we have created an innovative, three-pronged manufacturing pipeline with GE Aviation and the Adecco staffing agency. This unique program is designed to ensure applicants understand the manufacturing environment and have the skills needed to be successful in permanent positions at GE. Adecco recruits and interviews potential employees; most of them have no previous experience in manufacturing. Successful applicants are referred to CCV for the CPT program, and applicants who complete it are then referred by Adecco to GE. For these applicants, GE waives one year of the required three years of manufacturing experience in order to fast-track trainees into permanent positions. Forty-one participants have enrolled in the program, and 10 people have been placed at GE. Other participants who have successfully completed the CPT program have opted for employment with a variety of manufacturers in the Rutland County region.

CCV's [partnership with G.S. Precision](#) in Brattleboro works in a similar way. CCV has started offering a Certified Production Technician training program to prospective employees, which is intended to help G.S. Precision close a skills gap at its Brattleboro facility and prepare individuals to fill open positions. Participants are recruited from the community by the local VT Department of Labor office and referred to the company for interviews. The company then refers participants to the training program and guarantees employment to people who finish the program. Incumbent G.S. Precision employees will also be referred to the training. The first round of the training began in late May, and we are optimistic that this program will be as successful as our partnership with GE.

CCV has also undertaken a successful collaboration with the Franklin-Grand Isle Workforce Investment Board. The Workforce Investment Board has promoted the CPT program to area businesses, resulting in three groups of participants attending classes at CCV-St. Albans. Two are currently underway with 18 participants each. A third cohort starts on July 12th and so far has 10 participants enrolled. Ben & Jerry's and Mylan employees and temporary workers make up a significant portion of the trainees. We have also had a handful of students from the St. Albans Co-op, Century Arms, and Keurig.

Additionally, we are partnering with Global Foundries and Edlund's, each of which have 2 CPT cohorts, with Global Foundries starting a third soon. This fall, CCV will be offering two public sections and will be recruiting participants from a number of agencies working with individuals with barriers to employment. We are running a fall section of CPT at Vermont Technical College in Williston, as part of our ongoing CCV – VTC collaboration. CCV-St. Johnsbury is starting its first cohort of CPT in September and will be holding an information breakfast for area employers in July. In addition to its value as direct job training, the CPT program is the first step on a manufacturing pathway to career-oriented degrees at CCV and Vermont Tech. There are open manufacturing jobs across the state, and this program is training Vermonters to fill them.

This fall, CCV is launching a new, [accelerated training program](#) to fill Brattleboro Memorial Hospital's need for trained Medical Assistants. CCV's workforce group has collaborated with hospital staff to identify the competencies Medical Assistants need to be successful in the workplace. The program, which will be available to up to sixteen participants, consists of five courses (15 credits) completed over 14 weeks. Brattleboro Memorial Hospital is providing scholarships for eight participants they select for the program, and will offer employment to these eight people upon successful training completion.

Our first 42-hour Community Health Worker training for English Language Learners in Chittenden County recently finished. Community Health Workers bridge the gap between English-speaking healthcare and social services providers and people in need of care who do not speak or understand much English. The class of 14 was extremely varied in terms of country of origin—including Bhutan, Nepal, Somalia, Sudan, Egypt, Congo, and Croatia—, age, and experience. There were seven different languages spoken in the course. This program is a TAACCCT funded course and was developed in collaboration with the Visiting Nurse Association of Chittenden and Grand Isle Counties and UVM.

We are always working to find creative ways to connect with people who wouldn't otherwise imagine themselves in college. CCV staff has been spending time doing outreach at community events around the state, increasing CCV's visibility in nontraditional environments and answering questions about our programs. We have had tables at several Vermont Lake Monsters games and sent a large contingent of CCV folks to Thunder Road in June. And we're all excited for the superhero-themed CCV-Morrisville Comic-Con on July 22nd to engage local families and future students of all ages in conversations about the importance of a college degree.

Graduation was a wonderful event, and it was terrific to have members of the Board join us to see hundreds of CCV students receive their degrees in front of friends and family. The various speakers shared inspiring stories and advice with the graduates and the rest of us. It was a day filled with energy, excitement, and pride. You can find photos and coverage of graduation on [CCV Now](#).



Castleton University

INTRODUCTION

With commencement in the rear-view mirror our summer is in full swing at Castleton. First-year and transfer registrations have been very well attended, and with an incredible spirit and excitement for the future. While our students are on break, there has been a world of activity on campus thanks in large part to the entrepreneurial efforts of the Castleton Center for Schools and the Office of Conferences and Events. We've already welcomed thousands of new guests through various residential camps, academic residencies, and professional development opportunities. In addition to these exciting summer events, we've also hosted a number of high school all-star events, and look forward to once again welcoming the Shrine Maple Sugar Bowl in August. Summer is a great time to be on campus, and it has never looked better.

ACADEMIC AFFAIRS

\$3.6 MILLION TO BE INVESTED IN STEM

With a laser focus on preparing current and future students for high skill, high demand, high paying jobs in Vermont, Castleton University has committed to investing more than \$3 million in a renovation and modernization project at the University's Jeffords Science Center, after recently acquiring a \$1 million capital investment from the state of Vermont.

The Castleton STEM Improvement Project includes funds from the Capital Adjustment Bill containing \$500,000 up front from the state, paired with \$500,000 upon match from the University, totaling \$1.5 million to be combined with federal and private funds for upgrades to its science laboratories.

The grant marks Castleton's first state capital bill earmark. Funds are directly allocated for the renovation project, and do not effect the university's current operating budget.

FIRST DOCTORAL PROGRAM ANNOUNCED

Castleton University is pleased to announce the addition of its first doctoral program, the Doctor of Education in Leadership. This new program is set to debut in the fall of 2016.

The Doctor of Education in Leadership at Castleton University prepares system-level leaders and administrators in PK-12 education and higher education for senior positions within their respective fields. The 62-credit program seeks to nurture dynamic educational leaders who will hone data-driven practices and policies, which will further develop their own local professional organizations and educational contexts at the school, district, state, and institutional levels.

600+ STUDENTS EARN ACADEMIC DISTINCTION

More than 600 students earned academic distinction for the spring 2016 semester by being named to the President's and Dean's Lists. President's List students must maintain full-time status and achieve a grade point average of 4.0, while members of the Dean's List must maintain full-time status and achieve a grade point average of at least 3.5.

NEW LEADERSHIP IN ACADEMIC AFFAIRS

To better strengthen our efforts in graduate program growth, institutional research and library services, as well as to continue our international student support efforts, Tony Peffer was recently appointed as special assistant to the president in those key areas. Jonathan Spiro was also appointed as the university's chief academic officer, leading all undergraduate programming and academic oversight. Dean Spiro will represent the university in all VSC academic matters moving forward. His background as an award-winning member of the Castleton faculty, as well as his proven track record in our recruitment and retention efforts will serve the university well now and in the future.

ADVANCEMENT

EXCITING CHANGES IN ADVANCEMENT

With the retirement of Director of Alumni Relations Vy Swenson and the transition to a part-time role for Director of the Annual Fund Liz Garside, we have undergone a reorganization in the Office of Advancement Services. Jeff Weld will now serve as Dean of Advancement, overseeing all functions of the department including fundraising, relations, marketing, and communications. Joining Jeff with new roles in the department are Courtney Widli as Assistant Director of University Relations and Molly DeMellier as Assistant Director of the Castleton Fund.



Castleton University

PUBLIC SERVICE

CASTLETON TO HOST U.S. SPECIAL OLYMPICS

Special Olympics USA is proud to announce Killington, Vermont and Castleton University as the site of its one and only team training camp, prior to when it will send a 210 member delegation to represent the United States at the 2017 Special Olympics World Winter Games, being held March 18-25, 2017 in Austria.

The training camp will be held December 12-15, 2016. Killington Resort will serve as the team's home base and Castleton will host speed and figure skating at Spartan Arena and floor hockey in the Spartan Athletic Complex.

"We are proud of our long relationship with Special Olympics Vermont," said Castleton President Dave Wolk. "And so grateful for the opportunity to host these wonderful athletes on our campus, giving them the opportunity to train to compete at the highest level while welcoming them with the warm embrace of our loving family."

MIDDLE GRADES INSTITUTE COMES TO CAMPUS

Castleton served as the perfect venue for summer professional development, as more than 120 educators flocked to campus for the Middle Grades Institute. Coordinated through the Middle Grades Collaborative, the program represents a unique collaboration of faculty from Castleton University, Johnson State College, St. Michael's College and the University of Vermont, providing ongoing professional development for aspiring and practicing teachers of 10-14 year olds.

Since 1991, the Collaborative has been enhancing teacher education in the middle grades and providing courses leading to a Vermont's Middle Grades Endorsement. Traveling around the state each summer, the week-long institute is now in its 23rd year of developing strong middle level teaching practices.

The summer program marks just one of the many professional development opportunities endorsed by Castleton.

SUMMER PROJECT CELEBRATES BIODIVERSITY

With the help and support of more than two-dozen Castleton students, the Vermont National Geographic

Alliance, based out of Castleton University, recently sponsored a BioBlitz event at the Helen W. Buckner Nature Preserve in West Haven, Vermont.

A grouping of like-minded science-orientated individuals of various ages, the event was planned as a Civic Engagement project by 28 students in Professor Scott Roper's Globalization and the Environment course and Professor Chris Boettcher's Expository and Argumentative Writing class during the spring semester. The gathering was one of over 100 events planned across the U.S. this summer.

Working in conjunction with the National Geographic Society and National Park Service, approximately 35 students from Fair Haven Union High School and Castleton Village School took part in the BioBlitz, along with four teachers, twelve expert scientists, and four Castleton University students. Expert scientists included Cynthia Moulton, Brad Coupe, Mary Droege, and Ann Honan, all faculty and staff from the Castleton Department of Natural Sciences.

STUDENT LIFE

GRAD STUDENTS LEARN FROM ART PROS

Using the community as a classroom, students enrolled in the University's Master of Arts in Arts Administration recently took to campus to learn about local community arts as part of the newly established graduate curriculum.

The low-residency program, which launched in the summer of 2016, is project-focused, with an emphasis in all courses on the practical application of material. Out of the nine students enrolled in the program, two are Castleton University alumni, while the additional seven are new to the Castleton experience, each respectively coming from various locations across the country.

"This residency brought nine very different people with very diverse backgrounds and interests together for a week of learning, sharing, inspiring, and becoming part of the Castleton family," said program faculty member and Director of the Castleton Fine Arts Center Rich Cowden.



JOHNSON STATE COLLEGE PRESIDENT'S REPORT

to the Vermont State Colleges Board of Trustees

JULY 20, 2016

JSC EARNS COPLAC DESIGNATION

We received official word on June 29 that the board of the [Council of Public Liberal Arts Colleges](#) (COPLAC) had voted unanimously that day at its annual meeting in Utah to approve JSC for membership in the organization. The move designates JSC as Vermont's premier public liberal arts college — a recognition that establishes JSC as the public version of Vermont's more selective and costly private liberal arts colleges, such as Middlebury and Bennington.

COPLAC recognizes institutions that “commit to providing superior liberal arts and sciences education to their students” and generally accepts only one college or university per state (or province, in Canada) for membership following an extensive application and review process. The recognition not only reinforces Johnson's alignment with the mission of liberal arts education, it speaks to the quality of the academic and student experience at JSC. It also serves to clarify the college's institutional identity within the five-college Vermont State Colleges system.

COPLAC membership is reserved for predominantly undergraduate and residential colleges and universities that confer more than half of their degrees in traditional liberal arts disciplines and “provide students of high ability and from all backgrounds access to an outstanding liberal arts education.” Member schools provide many opportunities for students in community service and other civic engagement, support a range of activities beyond academics, and typically have fewer than 5,000 students.

Our affiliation with COPLAC extends a number of benefits to JSC students and faculty. Opportunities for undergraduates include regional research conferences, grant-funded research with mentors at other schools, publication of student work in the periodical *Metamorphosis*, campus exchanges and summer study-abroad programs. Faculty opportunities include short- and long-term exchanges, mentoring students at other institutions, and academic department and program reviews through peer visits. COPLAC also works with members to advance their goals and advocate the value of a liberal arts education with federal and state policymakers.



'JSC ONLINE' DEBUTS NATIONWIDE

We launched “[JSC Online](#)” in early June with a highly targeted, nationwide digital advertising campaign. As noted in our previous report, JSC Online is a “repackaging” and rebranding the online degrees available through our External Degree Program, with the addition of a completely online B.S. in Wellness & Alternative Medicine and some accelerated course options. We have heard from people as far away as Arizona, California and Washington state. As of July 8, we had received three deposits and were reviewing more than a dozen applications. We have completed interviews for the position of Associate Dean of Distance Learning to oversee this new program as well as our existing External



We welcomed a great group of high school students to campus in June for the 45th (!) Upward Bound program at Johnson State College in June. JSC hosts the longest-running Upward Bound program in Vermont. The college-preparatory program aims to increase the college-aspiration level of students who are from modest-income families and/or who would be the first in their family to attend college.



Degree Program. We hope to have someone on board by the time classes begin in late August.

The five JSC Online programs to launch in the fall are: **Wellness & Alternative Medicine** (B.S.); **Professional Studies** (B.A.); **Interdisciplinary Studies** (B.A.); **Psychology** (B.A.); and **Business** (B.A.), accounting or management concentration. These majors plus the B.A. in **Childhood Education**, with a dual licensure track for both elementary and special education, continue to be available through our [External Degree Program](#), which offers classes online and/or on weekends at select CCV locations.

TEACH-OUT FOR VT WOODWORKING SCHOOL

With the sudden closure of Burlington College in May, the director of the nearby Vermont Woodworking School — which offered a fine arts degree in woodworking through BC — approached us to explore a potential teach-out plan that would allow currently enrolled students to complete their studies through JSC. (A “teach out” refers to a situation in which no new students can be enrolled in a course of study, and arrangements are in place to ensure that all existing enrolled students can either complete the course of study or transition to a mutually agreed course at no disadvantage to the student.)

Following numerous meetings on campus and in Fairfax at the Vermont Woodworking School, as well as discussions with our accrediting agency (NEASC) and with faculty at both institutions, we have finalized an agreement that allows VWS students to finish their studies and earn a degree from Johnson State College.

Students will complete their woodworking coursework at VWS and will also need to complete additional coursework at JSC, with specific requirements based on each student’s academic background. Upon successful completion of degree requirements, students in the school’s A.A. program would earn an A.A. in General Studies from JSC, and students in the school’s B.F.A. program would earn a B.F.A. in Studio Arts from JSC.

STUDENT-ATHLETES RECOGNIZED FOR ACADEMIC ACHIEVEMENT

Fourteen JSC student-athletes made the North Atlantic Conference (NAC) Winter/Spring All-Academic Team. In order to receive the award, students must have reached sophomore standing and have a cumulative GPA of 3.5 or higher. The 14 recipients came from women’s basketball, men’s and women’s lacrosse, women’s softball, and men’s and women’s track and field.

INTERNSHIP & CAREER HIGHLIGHTS

As we continue to increase the percentage of students who participate in internships, our Career

& Internship Center has compiled [a summary of internship highlights](#) from fall 2014 through spring 2016 that provides a taste of the multiple opportunities students have for high-impact, “real world” experience as a student at JSC. Task Force reports

Members of our seven task forces — **Academic Quality, Enrollment & Retention, Institutional Effectiveness, Information Technology, Integrated Marketing, Diversity, and Fundraising** — have submitted reports to President Collins summarizing their work through June 30. President Collins established the task forces in late fall as part of her vision for a system of “shared governance” at JSC. She will be reviewing those reports in the coming weeks to lay the groundwork for the next steps. We plan to include a summary of each group’s recommendations in our annual report to the Board of Trustees in September.

ATHLETICS & ACADEMICS COLLABORATE ON NEW CONCENTRATION

In a creative approach to meeting needs in both areas, JSC’s Department of Athletics partnered with the Business & Economics Department in hiring JSC alum Andrew Lafrenz to serve as both our women’s soccer coach and coordinator of the Sport Management concentration in our B.A. in Business. More information about Lafrenz and his new role is available [here](#).

RETIREMENTS & TRANSITIONS

Several longtime staff members retired on June 30: Reference & Instruction Librarian **Linda Kramer**, Academic Dean **Dan Regan**, and EDP Director **Valerie Edwards**. As well, Dean of Students & College Relations **Dave Bergh** has moved on to Cazenovia College in New York, where he will assume the role of vice president for planning and institutional effectiveness. All have provided extraordinary service to JSC and will be greatly missed.

Sharon Twigg, former associate professor of writing and literature, has been appointed interim academic dean, and **Michele Whitmore**, former assistant dean of students, has been named interim dean of students. Michele also plans to continue her role as women’s tennis coach at JSC. As part of these transitions, **Jeff Bickford** has been promoted to director of Residence Life.

JSC PARTNERS WITH CCV ON STUDENT IDs

JSC’s Office of Public Safety is helping CCV fulfill its long-noted need for college IDs for its students, which CCV lacks the technology to provide.

Starting this fall, JSC will make ID cards for CCV students upon request. Any resulting revenue will be shared between CCV and our Office of Public Safety.



Please see our accompanying [Supplement of Recent Accomplishments](#) for highlights of recent achievements by JSC students, faculty and staff.

The President's Report

JULY 20-21, 2016 | LYNDON STATE COLLEGE



Early Childhood Education Program with Licensure Accepts First Students for Fall 2016

Students have begun to enroll and interest is high in the new Early Childhood Education with licensure program. It is Lyndon's first 90% online degree program. The program, which received NEASC approval in May, is designed to allow students to complete their bachelor's with licensure swiftly, while continuing to work full-time. Students with a bachelor's or associate's degree from an accredited institution can complete their degree in five semesters. LyndonState.edu/EarlyChildhood.

Fundraising in 2016 Surpasses Goal

A comprehensive fundraising strategy meant great success for the Department of Institutional Advancement and Alumni Relations. The team increased fundraising visits by 23% and solicitations by 15% to exceed their external fundraising goal of \$550,000 by 15% to \$641,620. Included in this total is: \$88,000 in endowment gifts, \$72,000 in Annual Fund gifts, \$56,000 in Promise Scholarships, \$31,000 in athletic support, \$30,000 in in-kind gifts, \$25,000 from the Canaday Family Charitable Trust for Promise Administration, \$226,000 in planned gift pledges, and gifts directed to 31 other funds.

LSC at NECC Approved by NEASC

The long-awaited Lyndon State and Northern Essex Community College collaboration was approved by the New England Association of Schools and Colleges in July. Starting fall 2016, LSC is offering three bachelor degree completion programs on the NECC campus in Lawrence: Computer Information Systems, Music Business and Industry, and Visual Communications. The program is designed so that NECC grads with associate's degrees in the same programs can seamlessly complete their bachelor's from Lyndon State. LyndonState.edu/NECC

Lyndon First In National Collegiate Fitness

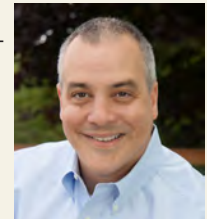
Lyndon State was named the top small public college by the National College Fitness Index, a collaboration between the National Academy of Kinesiology, the American College of Sports Medicine (ACSM), and the American Kinesiology Association. The ranking was based on how LSC ranked in transportation, recreation infrastructure, and recreation and educational policies and services. Lyndon scored well in categories such as walk score, fitness facilities, and available outdoor activities.

LSC Launches First Vermont Certiport Testing Center

LSC's Center for Professional Studies (CPS) launched Vermont's first Authorized Certiport Testing Center in June. Certiport, an in-state solution for globally recognized, performance-based certification testing, will allow CPS to prepare Vermonters for success in technology-driven learning and workforce environments in skills areas employers' value. The goal of CPS is to teach people new skills and advance careers through online, classroom-based, and hybrid programs so they can grow personally, excel in their careers, and enhance their communities.

President Bertolino to Depart Lyndon

President Joe Bertolino will step down as Lyndon State's 15th president August 19 to become the president of Southern Connecticut State University. The move will bring Joe closer to his family in New York and New Jersey.



During President Bertolino's tenure, the College received national awards for degree programs, established the first online degree program (Early Childhood Education), and created a new Center for Professional Studies. LSC also expanded services to students and built or renovated facilities, including science labs, a Music Business and Industry lab, a new Electronic Journalism Arts studio, smart classrooms, a veterans' lounge, and academic department annexes. Bertolino also supported faculty research in a variety of disciplines. The College developed its first Facilities Master Plan and rolled out the new Strategic Plan, *Building Relationships*. LSC also began the Lyndon Learning Collaborative, an early college program with Lyndon Institute, and a bachelor's degree completion program with Northern Essex Community College.

The College raised millions during his tenure. In the past two years, Lyndon secured a record number of gifts from a record number of donors, surpassing fundraising goals and growing the endowment.

Chancellor Spaulding will make an announcement about the interim president in July.



Lyndon State College and Lyndon Institute held a ceremony to sign an agreement for a second year of the very successful Lyndon Learning Collaborative, an innovative early college program. Fifteen out of the participating seventeen students are matriculating to Lyndon State College this fall. The LLC provides LI students with an opportunity to earn a full year of college credit while satisfying the Lyndon Institute graduation requirements. The program substantially lowers the cost of college by reducing the college years from four to three when a student matriculates at Lyndon.

The President's Report

JULY 20-21, 2016 | LYNDON STATE COLLEGE



Rugby Pitch among Most Incredible in World

Lyndon's rugby pitch has been picked as one of the most magnificent fields in the world by USA Sevens Rugby. Lyndon's field overlooks the town of Lyndonville and Burke Mountain. Other fields on the list are in exotic locations such as Hawaii, New Zealand, Australia, and Fiji. bit.ly/LSCBestRugby

LSC to Find \$1 Million in Savings and Revenue

At the end of May, President Joe Bertolino alerted the LSC community that despite all best efforts, the College faces a \$1.9 million deficit in FY17. Though reserves will be sufficient to fund this deficit, the College must find revenues and expenses to bring LSC back to equilibrium. We will start with \$1 million this summer.

At faculty and staff summits in June, President Bertolino announced that a steering committee will make recommendations in three areas: revenue growth, expense reduction, and one-time funds. At the meeting, the President made clear that because the greatest expenses are personnel based that expense reduction will include personnel action. Implementation is targeted for the end of summer and early fall, though some recommendations could take longer.

Curriculum Task Force Looks at Career Readiness

The Curriculum Task Force (CTF) continues to meet to discuss additional curriculum revisions. A leading topic is "career ready" or "soft skills," including skills such as the ability to write and speak well, work well in a diverse team, think clearly about complex problems, and demonstrate adaptability.

Employers are increasingly looking for college graduates who have developed these skills, in some cases even more so than

discipline-specific content. As a college based in professional degree programs with a liberal arts core, Lyndon and its students will benefit from a sharper focus on addressing these skills in its curriculum. The CTF is working to systematically infuse these career-ready skills throughout Lyndon's curriculum, in every degree program and in general education classes. A meeting with the LSC community will take place this July.

From Labs to Lounges to Bathrooms — Facilities Improvements Abound

It's been a tricky balancing act combining capital projects with a busy camp and conference season. Projects include a substantial investment in handicap accessible bathrooms across campus, a new dining hall roof, the grant-funded renovation of a science classroom into a research lab for faculty and student research, installation of roof-mounted solar panels to heat the pool and ground-mounted solar units for demonstration and research for Sustainability Studies students, replacing the pool's 25-year-old dehumidification and temperature control system, installing student kitchens and group study areas in residence halls, and partnering with VTC to renovate the distance learning classroom for nursing.

Water Repairs Beautify Outdoor Areas

Dredging of Library Pond and repair of broken water pipes near the pond turned the center of campus into a beautiful gathering place for students, employees, and visitors.

These much-needed repairs resulted in a new bridge, benches, beautiful new stone retaining walls, and an open outflow channel flowing over rocks. A new fountain aerates the pond and adds scenic value. The fire pit was regraded and reseeded. Most importantly, new water lines solved the massive campus water leakage problem.



VERMONT TECH

President Smith to Resign

On June 21st, President Smith announced to the Vermont Tech staff and faculty that he had accepted the position of President and CEO of the Vermont Community Foundation. The Chancellor, Board Chair Martha O'Connor, and Vice Chair Tim Jerman led a college-wide discussion on June 29th to gather input on the interim president appointment and presidential search process. Vermont Tech is proud of the work President Smith has done for the college and of the positive momentum we now have thanks to his leadership. We wish him all the best in his new role at VCF.

Summer Working Groups

Several faculty and staff of the Vermont Tech community have been asked to serve on working groups during the summer. Their topics include academic readiness, gender issues and telepresence. Each working group was provided with a charge from the president in May with a request to provide action items and recommendations by August 15th. This deadline has been accelerated to August 3rd in light of President's Smith's resignation.

Rolling Admissions, Application and Deposits

As of July 1, 2016, we have 592 deposits of the 1,530 applications received to date. This reflects a 3% increase over the 2015 deposit figures. There have been important areas of growth at the college, including 30% increases in the incoming VAST and Computer Information Systems students, as well as a significant enrollment increase in the agriculture programs. The sharp increase in CIS students is largely attributable to enrollments in the new master's and certificate programs launched for fall 2016. The summer's first of seven orientation session was very productive, hosting 101 students and a total of 225 guests.

CCV/VTC Alliance: Working Groups

Cross-college working groups were formed at the request of Presidents Smith and Judy in May after the colleges' leadership teams met for an all-day retreat to discuss alliance opportunities. The working groups were identified for program alignment, workforce training and development, dual admissions/co-enrollment, and distance education. Additional areas of inquiry included residential options, veteran's services, funding mechanisms for cross-college general education, utilization of Vermont Tech's Norwich farm, connecting the Chittenden County campuses, and a joint registrar and transfer collaboration. Each working group submitted their action plans by July 1st.

Dental Therapy Legislation Passes

Vermont has a new type of dental professional to serve rural and Medicaid patients, thanks to new legislation that authorized the new practitioner license, Act 161, which was signed into law on June 2nd. Vermont Tech will provide the state's only educational program in Dental Therapy

VERMONT TECH

by extending its existing Dental Hygiene education a year to create a four-year therapy program. The college will apply for accreditation as quickly as possible.

Vermont Tech Receives \$4M US Department of Labor Grant

The college, in collaboration with the Community College of Vermont, received the US DOL grant to provide training and education to prepare low- to middle-skilled Vermonters to enter the workforce with better-paying jobs in industries relevant to Vermont's growth. The grant will support a comprehensive, statewide, public/private partnership to focus on removing barriers faced by working, low-income Vermont families in accessing and succeeding in education and training. This aims to improve their job prospects and put them on a path to economic independence.