

November 21, 2016

MEMORANDUM

TO: Board of Trustees, Vermont State Colleges

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



SUBJECT: Materials for Board of Trustees Meeting November 30, 2016

Attached are the agenda and supporting materials for the upcoming regular Board meeting, Wednesday, November 30th.

Wednesday will begin at 9 a.m. sharp with a Finance & Facilities Committee meeting. The Board meeting will begin at 10:30 a.m. with a presentation by President Joyce Judy and her staff. Materials for the Committee and Board meetings are available on your iPads and in the Board portal.

Meetings will take place in the Great Room on the first floor of the CCV Montpelier Academic Center, at 660 Elm Street. Here is a link for directions: <https://goo.gl/maps/scKvfCSfynA2>

We will break for lunch at noon to hold a luncheon in honor of our retiring General Counsel Bill Reedy. We will resume the Board meeting at 1:30 p.m.

cc: VSC Board of Trustees
Council of Presidents
Academic Deans
Business Affairs Council
Student Affairs Council



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

Board of Trustees Meeting

November 30, 2016

Community College of Vermont
Montpelier, 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 Hindes
(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 Hindes
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 Hindes, 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 Hindes
Tim Jerman

Board Meeting Dates

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

**Community College of Vermont
Montpelier Academic Center**

November 30, 2016

AGENDA

All meetings to take place in the Great Room on the first floor

9 AM – 10:15 Finance & Facilities Committee Meeting

10:30 – 12 PM Presentation: Twenty Years of Online Learning at CCV

To celebrate its 20th anniversary, CCV's Center for Online Learning will offer a look at online education from the perspectives of both faculty and students. A long-time online faculty member will show how online courses can be as engaging and interactive as on-ground courses, and a panel of students will reflect on their experiences as online learners.

12 – 1:15 PM Luncheon in honor of Retiring General Counsel Bill Reedy

1:30 – 5 PM Board of Trustees Regular Meeting

Reflections on 20 Years of Online Learning at CCV

by *Eric Sakai, Dean of Academic Technology*

When CCV ran its first online course in spring 1996, many of our current students had not yet been born. There was no YouTube, no Twitter, no Facebook—in fact, the public internet was barely five years old, and online learning was regarded warily by many in higher education. As CCV now celebrates 20 years of online learning, students move as easily from on-ground to online classrooms as they do from desktop computers to smartphones. Every semester, over a third of CCV students take an online course, and 83% of our 2016 graduates took at least one.

At CCV, online learning has always been about access. Just a year before we launched that first online course, CCV's President's Council had been pondering the problem of not being able to deliver all of our academic programs to students at all 12 of our academic centers. Several of our centers served—and still serve—student populations too small to support course offerings in all programs. It appeared that we would have to advise some students of the need to limit their aspirations to certain degree programs or plan on driving long distances to a larger CCV center.

Fortunately, at about the same time, CCV's Emerging Technologies Committee (ETC) was exploring a new approach to course delivery. Emboldened by the success of the 1992 Virtual Campus project, which brought the transformative communication medium of email to our far-flung college, the ETC decided that it was time to test the waters in the new field of distance education. Honestly, we had little expertise in academic technology, but at the urging of then-Dean of Administration Tim Donovan, the ETC decided to venture a single online course for the spring 1996 semester.

At the time, there were few models to emulate. There was no Moodle or anything like what is now known as a learning management system, and only a handful of colleges and universities had developed online platforms for access to course materials and instruction. We ended up cobbling together an online course using electronic bulletin board software and a web page built by a tech-savvy CCV office manager, Megan Tucker. CCV's first online course was Introduction to Political Science, taught by the late Bill MacLeay, a Johnson State External Degree Program mentor and faculty member. Because we were launching an untried delivery system, we decided to offer the course free to 25 pioneering CCV students. We were pleasantly surprised by the success of the course, which included a rather daring experiment with a guest “speaker,” Vermont Senator Patrick Leahy, who participated in an online chat session with students.



Three more online courses followed in the fall, including a second offering of MacLeay's Introduction to Political Science, along with The Constitution, taught by Anne Buttimer, and Science Fiction Literature, taught by CCV academic coordinator John Christensen. John became the guiding light of online learning at CCV, growing the program from those three initial offerings to what is now the largest provider of online courses in Vermont, with over 300 course sections offered each semester. Sadly, John lost a long fight with cancer in 2015, but he remains the inspiration for those of us who, as John liked to put it, "toil beneath the decks" at CCV's Center for Online Learning. Anne, another inspiring online teacher, continues to teach criminal justice and business courses to this day.

New technologies have expanded the curricular breadth of distance education. Who would have thought 20 years ago that CCV would offer courses like Anatomy and Physiology, Drawing I, and Effective Workplace Communication online? The majority of CCV's 15 degree programs and seven certificates can now be completed entirely online, although most students mix on-ground courses with online courses that allow them to fit college studies into busy work and family schedules. Advances in the delivery of videoconference-based courses at CCV and the VSC promise another option to help students progress toward their degrees.

As we celebrate two decades of online learning at CCV, we are also extremely proud of what has not changed. Our online courses are still small, averaging 14 students rather than the more typical 25 elsewhere, which allows them to be as richly interactive as our classroom courses. They still conform to the same College-prescribed learning objectives required of on-ground courses, and students benefit from online advising, tutoring, and other support services also available at CCV academic centers. Almost 80% of CCV online students complete their courses successfully—the same high rate as that of on-ground students and including nearly 200 high school students who learn online through Vermont's Dual Enrollment program.

One student's reflections about an online course mirror the 20-year trajectory of this now-essential learning mode at CCV: "I've never taken an online class, and to be honest I struggled a bit in the beginning. However, as the weeks have gone on, I've gotten the hang of it. This course challenged me, which is good. I've learned so much in the past 13 weeks, it's been a great experience." We feel the same way and hope all of our online students do, too, over the next 20 years and beyond.

Vermont State Colleges Board of Trustees Regular Meeting

Community College of Vermont Montpelier Academic Center

November 30, 2016

AGENDA

A. ITEMS FOR DISCUSSION AND ACTION

1. Presentation: School-to-Work by Trustee Masland
2. Consent agenda
 - a. Approval of September 28-29, 2016 Retreat & Meeting Minutes
 - b. Approval of the July 14, 2016 Special Meeting Minutes
3. Approval of Name for Unified Institution
4. Report of the Education, Personnel & Student Life Committee
 - a. Program Approvals under Policy 102
 - b. Approval of Policy 314, *Tobacco Use Reduction and Prevention Policy*
 - c. Approval of Programs under 2017 PReCIP Review and Commendation of 2016 PReCIP Committee Members
5. Report of the Finance & Facilities Committee
 - a. Consent Agenda
6. Report of the Audit Committee
 - a. Approve Audited Financial Statements
7. Report of the Hall of Fame Planning Committee
 - a. Approval of Nominees for 2017 VSC Hall of Fame (Resolution to be hand carried)
8. Discussion of Vermont Technical College Presidential Search

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Discussion of Nominations for Board Membership
2. Other Business
3. Presidents Reports
4. Report of the VSCSA
5. Comments from the Public
6. Date of Next Meeting
Friday and Saturday, March 24 & 25, 2017 hosted by Johnson State College

Meeting Materials

Agenda Item A2:

- Minutes of the July 14, 2016 Board of Trustees Special Meeting [Page 10](#)
- Minutes of the September 28-29, 2016 Board of Trustees Retreat & Meeting [Page 12](#)

Agenda Item A3:

- Memo from Chancellor Spaulding Regarding Renaming of the Unified Institution [Page 20](#)

Agenda Item A4:

- EPSL Committee Business
- a. Program Approvals Under Policy 102 [Page 27](#)
- b. Proposed Policy 314, *Tobacco Use Reduction and Prevention Policy* (redlined and clean versions) [Page 28](#)
- c. PReCIP Materials [Page 33](#)
 - i. List of 2016 PReCIP Committee Members
 - ii. List of Programs to be Reviewed in 2017 PReCIP Process
- d. Minutes of the November 16, 2016 Committee Meeting [Page 37](#)

Agenda Item A5:

- Finance & Facilities Committee Business: Consent Agenda Items [Page 45](#)
- a. FY2018 VSC Capital Budget Proposal and State Appropriation Request [Page 47](#)
- b. Revised Policy 411, *Deferred Payment of Tuition and Fees* [Page 50](#)
- c. Revised Debt Restructuring Resolution [Page 52](#)
- d. Proposed Uniform Guidance New Policy and Policy Revisions [Page 53](#)
- e. Endowments Documentation [Page 63](#)
- f. Minutes of the October 16, 2016 Committee Meeting [Page 67](#)

Agenda Item A6:

- Audit Committee Business [Page 75](#)
- a. Resolution Approving FY20167 Audited Financial Statements
- b. Minutes of the October 19, 2016 Audit Committee Meeting [Page 77](#)

Agenda Item A8:

- Timeline for Vermont Technical College Presidential Search [Page 80](#)

Agenda Item B1:

- Nominating Committee Charter [Page 83](#)
- Act 19 Pertaining to the Governance of the Vermont State Colleges [Page 84](#)

Agenda Item A2:

Minutes of the July 14, 2016 Board of Trustees Special Meeting

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Minutes of the September 28-29, 2016 Board of Trustees Retreat & Meeting

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Unapproved minutes of the Board of Trustees special meeting Thursday, July 14, 2016

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

The Vermont State Colleges Board of Trustees conducted a special meeting Thursday, July 14, 2016 via conference call and in conference room 101 of the Chancellor's Office in Montpelier, Vermont.

The following were present:

Trustees:

By phone: Jerry Diamond, Lynn Dickinson, Morgan Easton, Church Hinds, Kraig Hannum, Tim Jerman, Jim Masland, Chris Macfarlane, Mike Pieciak

In person: Bill Lippert, Linda Milne, Martha O'Connor (Chair)

Absent: Karen Luneau, Aly Richards, Gov. Shumlin

Office of the Chancellor:

In person: Tricia Coates, Director of External & Governmental Affairs
Jeb Spaulding, Chancellor
Yasmine Ziesler, Chief Academic & Academic Technology Officer

By phone: Steve Wisloski, Vice President and Chief Financial Officer
Sophie Zdatny, Associate General Counsel

From the Colleges:

In person: Todd Comen, JSC Professor

By phone: Nolan Atkins, LSC Interim Academic Dean
Barb Flathers, JSC Assistant to the Dean of Students
Phil Petty, VTC Academic Dean
Chris Smith, VTC Professor
Lit Tyler, VTC Dean of Administration
Beth Walsh, JSC, VSCUP President

From the Public:

In person: Shelly Holt Allen, WCAX
Pat Moulton, Secretary, VT Agency of Commerce & Community Development
Tim O'Connor

Chair O'Connor called the meeting to order at 12:05 p.m.

1. Appointment of an Interim President to Lyndon State College

Trustee Milne moved pursuant to 16 V.S.A. §2174 that the Board appoint Nolan Atkins interim president of Lyndon State College subject to terms and conditions of employment negotiated with the Chancellor. Trustee Jerman seconded, and the Board approved the motion unanimously.

2. Appointment of an Interim President to Vermont Technical College

Trustee Milne moved pursuant to 16 V.S.A. §2174 that the Board appoint Patricia Moulton interim president of Vermont Technical College subject to terms and conditions of employment negotiated with the Chancellor. Trustee Jerman seconded, and the Board approved the motion unanimously.

3. Comments from the Public

There were no comments from the public.

Trustee Milne moved and Trustee Jerman seconded to adjourn. Chair O'Connor adjourned the meeting at 12:17 p.m.

Unapproved minutes of the Vermont State Colleges Board of Trustees retreat held Wednesday and Thursday, September 28-29, 2016

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

The Vermont State Colleges Board of Trustees conducted its annual retreat Wednesday and Thursday, September 28-29, 2016 at the Lake Morey Resort in Fairlee, Vermont.

The following were present:

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

Absent: Chris Macfarlane

Presidents: Nolan Atkins, Elaine Collins, Joyce Judy, Pat Moulton, Dave Wolk

Office of the Chancellor:

Tricia Coates, Director of External and Governmental Affairs
Kevin Conroy, Vice Chancellor for Technology Services
Sheilah Evans, System Controller and Senior Director of Financial Operations
Bill Reedy, Vice Chancellor for Legal Affairs
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Vice Chancellor for Finance and Administration
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Vice Chancellor for Academic Affairs

From the Colleges:

Todd Comen, FTF Faculty and Grievance Chair, Johnson State College
Connor Cyrus, Student, Lyndon State College
Jonathan Davis, Dean of Students, Lyndon State College
Scott Dikeman, Dean of Administration, Castleton University
Terry Dwyer, VSCF Union Steward
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Jennifer Harris, Director of Development, Lyndon State College
Sam Hartley, Student, Johnson State College

Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Meaghan Meachem, Associate Professor, Lyndon State College
Sandy Noyes, VSCSF Unit Chair
Phil Petty, Academic Dean, Vermont Technical College
Sylvia Plumb, Executive Director of Marketing, Lyndon State College
Jay Schaefer, Professor, Lyndon State College
Sharron Scott, Dean of Administration, Johnson State College
Jim Smith, Chief Technology Officer, Vermont Technical College
Julie Theoret, Professor, Johnson State College
Barclay Tucker, Professor, Lyndon State College
Sharron Twigg, Interim Academic Dean, Johnson State College
Littleton Tyler, Dean of Administration, Vermont Technical College
Beth Walsh, VSCUP President
Margo Warden, Director of First Year Experience, Johnson State College

Wednesday Guests:

Cheryl Morse, PhD, Geography Department, University of Vermont
Jill Mudgett, PhD, Cultural Historian, CCV and JSC EDP

Thursday Guests:

Liz Murphy, CEO, CampusWorks (by phone)
Joe Rossmeier, COO, CampusWorks (by phone)

From the Public:

Kyle Midura, WCAX
Gary Moore, Former Chair, VSC Board of Trustees
Amy Nixon, Caledonian Record
Adam Norton, VSEA Strategic Analyst
Tiffany Pache, VT Digger
Cindy Polinsky, AFT Field Rep
Dr. Peggy Williams, Former President, Lyndon State College

Board Retreat, Day 1: Wednesday, September 28

Chair O'Connor called the meeting to order at 9:39 a.m.

1. Board of Trustees Self-Assessment

The Board spent time reviewing and assessing their work over the last year.

2. “Academic Collaboration and Youth Retention: The Findings of the VT Roots Migration Project”

Prof. Cheryl Morse and Prof. Jill Mudgett presented their findings on the reasons why people leave and return to Vermont. A copy of their presentation is attached to the minutes.

At 12:15 Chair O'Connor adjourned the retreat for lunch and a Finance & Facilities Committee meeting.

Chair O'Connor called the meeting back to order at 2:45 p.m.

3. Discussion on the Proposed Unification of Johnson State College and Lyndon State College

Chancellor Spaulding presented his report and recommendation for the unification of the two colleges. A copy of his report is attached to these minutes.

Chair O'Connor thanked the staff of the Chancellor's Office and the teams at Johnson State and Lyndon State for their work on the report.

The Board discussed the potential unification at length. After discussion Chair O'Connor opened the floor for public comments.

Beth Walsh presented the results of a survey of VSCUP membership. The results are attached to these minutes. Former LSC President Dr. Peggy Williams, LSC Professor Jay Schaefer, LSC Professor Meaghan Meachem, JSC Professor Julie Theoret, VSCSF Unit Chair Sandy Noyes, JSC Interim Academic Dean Sharon Twigg, LSC Professor Barclay Tucker, and LSC student Connor Cyrus provided comments.

Chair O'Connor thanked audience members for their comments and assured them they would be taken under consideration. She announced the resolution will be discussed tomorrow at the regular Board meeting.

At 4:50 p.m. Chair O'Connor adjourned the retreat for dinner, to be reconvened next morning at 8:30 a.m.

Board Retreat, Day 2: Thursday, September 29

Chair O'Connor called the meeting to order at 8:40 a.m.

1. CampusWorks IT report, new VSC website

Vice Chancellor for Technology Services Kevin Conroy facilitated a presentation by Liz Murphy and Joe Rossmeier of CampusWorks on the results of their analysis of VSC IT systems. A copy of their presentation is attached to the minutes.

Executive Assistant to the Chancellor Elaine Sopchak briefly demonstrated to the Board the new VSC.edu website currently under construction.

At 10:00 a.m. Chair O'Connor adjourned the retreat.

Unapproved minutes of the Vermont State Colleges Board of Trustees regular meeting held Thursday, September 29, 2016

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

The Vermont State Colleges Board of Trustees held a regular meeting Thursday, September 29, 2016 at the Lake Morey Resort in Fairlee, Vermont.

The following were present:

Trustees: Jerry Diamond, Lynn Dickinson, Morgan Easton, Kraig Hannum, Church Hindes, Tim Jerman, Bill Lippert, Karen Luneau, Jim Masland, Linda Milne, Martha O'Connor, Mike Pieciak

Absent: Chris Macfarlane, Aly Richards

Presidents: Nolan Atkins, Elaine Collins, Joyce Judy, Pat Moulton, Dave Wolk

Office of the Chancellor:

Tricia Coates, Director of External and Governmental Affairs

Kevin Conroy, Vice Chancellor for Technology Services

Sheilah Evans, System Controller and Senior Director of Financial Operations

Bill Reedy, Vice Chancellor for Legal Affairs

Elaine Sopchak, Executive Assistant to the Chancellor

Jeb Spaulding, Chancellor

Steve Wisloski, Vice Chancellor for Finance and Administration

Sophie Zdatny, Associate General Counsel

Yasmine Ziesler, Vice Chancellor for Academic Affairs

From the Colleges:

Connor Cyrus, Student, Lyndon State College

Jonathan Davis, Dean of Students, Lyndon State College

Terry Dwyer, VSCF Union Steward

Jennifer Harris, Director of Development, Lyndon State College

Loren Loomis Hubbell, Dean of Administration, Lyndon State College

Sandy Noyes, VSCSF Unit Chair

Sylvia Plumb, Executive Director of Marketing, Lyndon State College

Sharron Scott, Dean of Administration, Johnson State College

Beth Walsh, VSCUP President

From the Public:

Kyle Midura, WCAX
Adam Norton, VSEA Strategic Analyst
Tiffany Pache, VT Digger
Cindy Polinsky, AFT Field Rep

Chair O'Connor called the meeting to order at 10:05 a.m.

A. ITEMS FOR DISCUSSION AND ACTION

1. Approval of July 20-21, 2016 Meeting Minutes

Trustee Luneau moved and Trustee Jerman seconded the approval of the minutes. The Board approved the minutes 11-0-1. Trustee Milne abstained.

2. Consideration of Chancellor's Proposal for Unification of Johnson State College and Lyndon State College

Chancellor Spaulding briefly reviewed his presentation regarding unification from the day before. The Board further discussed the issue. Trustee Jerman read aloud and moved the resolution to unify Lyndon State College and Johnson State College. Trustee Diamond seconded the resolution. Chair O'Connor invited President Collins to make some remarks. Chair O'Connor opened the floor to public comment. The Board approved the resolution unanimously.

3. Report of the Finance & Facilities Committee

Trustee Hindes moved and Trustee Diamond seconded the consent agenda. The Board approved the resolution unanimously.

4. Report of the Long Range Planning Committee

Trustee Diamond stated the Committee's most recent work has culminated in the approval of the unification resolution.

5. Report of the Audit Committee

Trustee Milne reported that the Committee met in August to receive the report of the internal audit. She stated that the Committee recommends the establishment of an internal audit policy.

Chair O'Connor notified the Board that the 11/30-12/1 meeting may possibly be shortened to a one-day meeting on 11/30. The Board will be notified as soon as a decision is made.

6. Report of the Hall of Fame Planning Committee

Trustee Luneau shared that planning for the next event, March 16, 2017, is underway and encouraged the participation of the entire Board.

7. Discussion of Legislative Funding Request

Chancellor Spaulding discussed with the Board proposed plans for budget adjustment request appropriations request, and capital appropriations request.

8. Executive Session: Presidents' Performance Evaluations

This item was moved to the end of the meeting.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Report of the VSCSA

Chair O'Connor asked Trustee Easton to provide the report of the VSCSA.

2. Presidents Reports

Presidents Atkins, Collins, Judy, Moulton, and Wolk provided college updates.

3. Other Business

There was no other business.

4. Comments from the Public

Audience members Beth Walsh and Loren Loomis Hubbell made comments.

Previous Item 8. Executive Session: Presidents' Performance Evaluations

Trustee Jerman moved that the Board enter executive session pursuant to 1 VSA §313 (a)(3) and (6) through 1 VSA §317 (c)(4) and (9) to discuss the evaluations of the presidents, with Chancellor

Spaulding permitted in the executive session. Trustee Lippert seconded the motion. The Board voted unanimously to enter executive session at 11:52 a.m. The Board exited executive session at 12:45 p.m. and took no action.

The meeting adjourned at 12:45 p.m.

DRAFT


Agenda Item A3:

Memo from Chancellor Spaulding Regarding Renaming of the
Unified Institution

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Memorandum

To: Board of Trustees; Interested Parties
From: Jeb Spaulding, Chancellor 
Date: November 22, 2016
RE: **Name for Unified Johnson and Lyndon State Colleges**

On September 25, 2016, the Vermont State Colleges' Board of Trustees unanimously voted to unify Johnson and Lyndon State Colleges into one single, accredited college with two distinctive campuses, effective July 1, 2018.

At that time the Board directed the Chancellor, with advice from Dr. Elaine Collins' unified leadership team and the Unification Advisory Committee, to make a recommendation on a name for the new entity for the Board's consideration at or before, its December 1st meeting. It is critical the new name be approved at the upcoming Board meeting in order to have marketing materials in place by next summer, when the recruitment cycle for academic year 2018-19 formally begins. Further, as exciting as the prospects are for unification, uncertainty about the future may cause anxiety for some and could impact recruitment in the short run. Settling on a new name now will end one of the major points of uncertainty and allow us to build enthusiasm for the future.

RECOMMENDATION

While some have recommended making only a minor change and choosing the name that feels the most familiar, a strong majority, including those with marketing and higher education leadership experience, recommend that we use unification as a rare strategic opportunity to select a new name that will provide maximum benefit in the short term and years into the future.

The criteria used to evaluate possible names have remained the same throughout the process:

- A new name will include "Vermont."
- A new name will provide for inclusion of each campus. For example, Vermont State College - Lyndon and Vermont State College - Johnson.
- A new name should not lead to confusion between the unified institution and the University of Vermont.
- A new name should be concise, be easy to remember, and lend itself to effective marketing.

President Collins, Interim President Atkins, and I unanimously and enthusiastically recommend *Northern Vermont University - Johnson and Lyndon* to you as the new name for a unified Johnson State College and Lyndon State College.

Our recommendation is consistent with the stated criteria, reflects both our current reality and our aspirations for the future, and seeks to take advantage of unification to build a stronger brand and improve our recruitment efforts for new students in-state, out-of-state, and internationally.

BACKGROUND

As some of you know, this recommendation is not what I expected at the beginning of the process when we began to solicit suggestions and evaluate possibilities. That speaks to the importance and success of an extensive and inclusive process. While there is no name that will be embraced by all, I am confident that *Northern Vermont University - Johnson and Lyndon* will best position the unified institution for success and is the name that will be welcomed by the vast majority of interested parties.

Two comprehensive memos on the naming topic were shared with the entire campus communities, one on September 9, 2016 and another on October 27, 2016. Those memos stated what criteria would be used to evaluate possible names, what the process would be, and solicited input. We conducted a nonscientific online survey that generated 475 responses. I will refer to the findings of the survey later in this memo.

Presidents Collins and Atkins and I conducted numerous meetings with groups of students, faculty, staff, and alumni. I had a very productive session with the Unification Advisory Committee, spoke to many individuals with marketing experience, as well as college and university leadership experience, and read what I could about the impacts of such name changes at other institutions. There were numerous articles about the naming process in newspapers and on television, radio, and the Internet.

There was no way we could up with a name that will make everyone happy. Some feel strongly the unified institution should be a college; others a university. Some think we should find a way to select a new name with the least amount of change possible; others think we should use unification as an opportunity to go big. Some people have asked whether we really need to come up with a new name for the unified institution at all, if there are going to be two distinct campuses.

We must choose a new name to comport with the standards of the New England Association of Schools and Colleges, our accrediting body, and because the name we choose should accurately reflect what the new institution really will be.

We recognize that those who provided input on a new name desired both to put our best foot forward as a new institution and to retain the distinctive identities of each campus. The pride that alumni, students, faculty, staff, and community members feel for each college creates an important attachment and support for the institutions that we will work hard to retain and grow with the newly unified institution.

Knowing that Vermont would be in the name, the biggest piece of the naming puzzle was the question of whether the new institution would be a college or university. I was surprised that a solid majority of all groups favored university status, especially students and faculty. The survey with 475 responses I mentioned earlier showed that nearly 60 percent of respondents favored the university moniker for a unified Lyndon and Johnson. This was the position of the Unification Advisory Committee as well.

There are no specific or required criteria for an institution to be called a college or university and many colleges have switched to university status in recent years. Just a few New England examples of institutions with a similarly sized enrollment include:

- Salve Regina of Rhode Island became a university in 1991. Enrollment 2,618
- Husson University of Maine was Husson College until 2008. Enrollment 2,800
- Bay Path University of MA was Bay Path College until 2014. Enrollment 2,370
- Our own Castleton State College became Castleton University in 2015. Enrollment 2,342

As a single institution, a unified Lyndon and Johnson would have an enrollment of 2,781.

The reasons many institutions transition to university status include:

- Recognition of their graduate programs;
- Clarification for international students that they are not secondary institutions (as the word “college” indicates high school in many countries);
- Recognition that prospective distance learning students appear to gravitate to universities; and
- Recognition that our in- and out-of-state students value having the word “university” on their diplomas, which indicates a preference for this status among our prospective students as well.

Research indicates that merely changing an institution’s name from college to university is not likely to be a panacea leading to increased enrollment and revenue. However, if we consider that as a unified institution Johnson and Lyndon will have two campuses with a number of distinctive programs, will have a total enrollment on par with many other small universities, and already confer a significant number of graduate degrees; if we aspire to grow our enrollment in graduate, international, and distance learning programs; if our faculty are to be as competitive as possible in the pursuit of grant funding; if we want to be as attractive as possible to prospective new students in a very challenging higher education environment; and if we take into account the

desires of our students and campus communities as a whole, conferring a unified Johnson and Lyndon with university status is the right thing to do.

For a host of reasons, we recommend “Northern” be included in the new name. Our survey indicated a real sense and pride of place for many respondents, with “Northern,” “Kingdom,” and “Northeastern” being recommended for inclusion by many respondents. That’s where most of our Vermont students come from. One participant at a naming forum at Johnson pointed out that including “Northern” in the name would be a real unifying agent for the two campuses, illustrating something tangible both campuses have in common. President Collins intends the new unified institution to become a more valuable and visible player in the economic and community development efforts in the northern part of the state, and having “Northern” in the new institution’s name would be supportive of that goal. Finally, we need to include a regional reference to reflect the reality of what the institution will be. While calling a unified Johnson and Lyndon a regional state university is entirely appropriate, it will not be a Michigan, Penn, Arizona, or Florida State type university. Vermont State University would be too much of a stretch and would, in many peoples’ minds, violate naming criterion #3, leading to confusion between the unified institution and the University of Vermont.

The main argument in favor of including “State” in the new name is that doing so would make it clear that we are proud to be public and a public access institution. Some thought it also might provide a measure of confidence to prospective parents and students at a time when many colleges may be closing, and might engender more favor in the Legislature, thereby increasing support for a funding increase. On the other side of the equation, most people felt it unnecessary to include “State,” and that it would make the name too long, especially if we are to include reference to each of the campuses when the name is used; for example, Northern Vermont State University at Lyndon (NVSU at Lyndon), instead of Northern Vermont University at Lyndon (NVU at Lyndon). It is very common for public universities not to have “State” in their name: Northern Arizona University, University of Northern Colorado, Northern Iowa University, or, closer to home, Rutgers University and Castleton University. Students told me NVSU sounds like a supervisory union or high school, and it would be harder to work into a chant at athletic contests. Both Presidents Collins and Atkins favored not having “State” in the name and going with *Northern Vermont University - Johnson and Lyndon*.

This is an exciting time in the evolution of both campuses. Starting as a small college for the training of teachers, evolving into a comprehensive state college, and eventually becoming a vibrant public university is a path many successful institutions have taken before us. Northern Vermont University – Johnson and Lyndon will provide a stronger financial foundation for both campuses. More importantly, it will expand opportunities for students, faculty, and staff. I hope you will be as enthusiastic about our naming recommendation as President Collins, Interim President Atkins, and I are.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Naming the New Unified Johnson State College and
Lyndon State College Institution

- WHEREAS, On September 25, 2016, the Vermont State Colleges' Board of Trustees unanimously voted to unify Johnson State College and Lyndon State College into one single, accredited institution with two distinctive campuses, effective July 1, 2018; and
- WHEREAS, At that time the Board directed the Chancellor, with advice from Dr. Elaine Collins' unified leadership team and the Unification Advisory Committee, to make a recommendation on a name for the new entity for the Board's consideration at or before its December 1st meeting; and
- WHEREAS, The Chancellor, President Collins, and Interim President Atkins have conducted numerous community forums and a dialogue with the Unification Advisory Committee; solicited community input via email, surveys, facilitated and individual conversations; consulted experts in marketing and higher education; and conducted relevant research on the possibilities; and
- WHEREAS, Feedback from all constituencies—faculty, staff, students, alumni, and community members—demonstrates a desire for the new name to reflect the unified institution's regional nature and to indicate status as a university; and
- WHEREAS, Unification provides a rare strategic opportunity to select a new name that will provide maximum benefit in the short term and years into the future; therefore, and
- WHEREAS, The Chancellor, President Collins, and Interim President Atkins are unanimous in the recommendation of Northern Vermont University – Johnson and Lyndon as the name for the unified colleges; and

WHEREAS, Chancellor Spaulding has provided the Board of Trustees with a thorough memorandum dated November 23, 2016 detailing the reasons for the recommended name and the process used to generate it; therefore be it

RESOLVED, That the VSC Board of Trustees approves *Northern Vermont University – Johnson and Lyndon* as the new name of the unified institution.

November 30, 2016

Agenda Item A4:

EPSL Committee Business

- a. Program Approvals Under Policy 102 [Page 27](#)
- b. Proposed Policy 314, *Tobacco Use Reduction and Prevention Policy*
(redlined and clean versions) [Page 28](#)
- c. PReCIP Materials [Page 33](#)
 - i. List of 2016 PReCIP Committee Members
 - ii. List of Programs to be Reviewed in 2017 PReCIP Process
- d. Minutes of the November 16, 2016 Committee Meeting [Page 37](#)

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VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Approval of New Programs Proposed under Policy 102

WHEREAS, At its November 16, 2016 meeting the Education, Personnel and Student Life Committee received presentations from three VSC institutions on the following proposed new programs:

- Castleton University B.A. in Graphic Design
- Castleton University 3+2 Athletic Training Program: B.S. in Kinesiology/Pre-Athletic Training and Master of Athletic Training (M.A.T.)
- Johnson State College A.A. and B.F.A. in Fine Woodworking and Furniture Design
- Lyndon State College B.S. in Climate Change Science; and

WHEREAS, Each of the institutions has developed a budget to deliver their programs based on admissions applicant data projecting enrollment growth; and

WHEREAS, In accordance with Policy 102, following the Council of Presidents discussion of the proposals, the Education, Personnel, and Student Life Committee reviewed and recommends them to the full Board for approval; therefore, be it

RESOLVED, That the VSC Board of Trustees authorizes Castleton University, Johnson State College, and Lyndon State College to offer the above outlined new programs.

November 30, 2016



Manual of Policy and Procedures

<p>Title</p> <p style="text-align: center;"><u>TOBACCO FREE USE REDUCTION AND PREVENTION POLICY</u></p>	<p>Number</p> <p style="text-align: center;">314</p>	<p>Page</p> <p style="text-align: center;">1 of 2</p>
	<p>Date</p> <p style="text-align: center;">November 30, 2016</p>	

PURPOSE

The Vermont State Colleges (“VSC”) are committed to maintaining a healthy and safe working and learning environment for all of its students, faculty, and staff. Cigarette smoking causes more than 480,000 deaths in the United States each year, which includes 42,000 deaths from exposure to secondhand smoke.¹ Secondhand smoke is a serious health hazard and a human carcinogen with no known safe level of exposure. Even brief exposure to secondhand smoke can have adverse health effects, especially for those with asthma or other lung-related conditions. No one should have to risk his or her health in order to enter, exit, or stand outside any VSC building. In addition, the evidence shows that many people start to smoke and use tobacco products in college and that tobacco-free policies are effective in decreasing smoking rates in society.² Accordingly, the purpose of this policy is to reduce harm from tobacco use and secondhand smoke, to provide an environment that encourages persons to become and/or remain tobacco-free, and to promote a culture of wellness.

DEFINITIONS

“Tobacco” is defined as any manufactured product containing tobacco or nicotine, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, shisha, pipes, water pipes (hookah), dissolvable tobacco products, electronic cigarettes, other electronic or battery-powered vaping devices, and all forms of smokeless tobacco. However, “tobacco” does not include any product that has been approved by the U.S. Food and Drug Administration, pursuant to its authority over drugs and devices, for sale as a tobacco use cessation product or for other medical purposes and is being marketed and sold solely for that approved purpose.

¹ Centers for Disease Control and Prevention at http://www.cdc.gov/tobacco/data_statistics/fact_sheets/fast_facts/ (viewed November 2, 2016).

² See generally <http://www.ttac.org/services/college/facts/alarm.html> (viewed November 2, 2016)

“VSC property” is defined as property owned, leased, or operated by the VSC and its member institutions, including, but not limited to, campus buildings, campus grounds, residential buildings, parking areas, walkways, recreational and supporting facilities.

SCOPE

Tobacco use is prohibited on all VSC property, both indoors and outdoors, as well as in vehicles owned by the VSC or its member institutions.

EDUCATION, SUPPORT AND COMPLIANCE

It is the responsibility of all members of the VSC’s communities to comply with this policy. Compliance efforts will focus on education and collaboration with each member institution’s community.

Educational information and smoking cessation services, programs, and resources will be made available to students, faculty and staff through student health services and Human Resources offices. This policy will be posted in employee and student handbooks, on VSC websites, and in other relevant publications. Key components of the policy will be posted on signage around the VSC and its member institutions.

It is expected that peer support, supervisory oversight, and voluntary compliance will lead to behavioral and cultural change. However, repeat offenders of the policy may be subject to existing disciplinary or other applicable procedures. Students who disregard instructions to comply with this policy may be referred for discipline in accordance with the student discipline procedures at the applicable member institution. Employees who disregard instructions to comply with this policy should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Director of Human Resources for the VSC or the applicable member institution. Visitors who refuse to comply with this policy may be asked to leave VSC property.

EFFECTIVE DATE

This policy shall go into effect at the Office of the Chancellor and at each member institution no later than July 1, 2019.



Manual of Policy and Procedures

<p>Title</p> <p style="text-align: center;">TOBACCO USE REDUCTION AND PREVENTION POLICY</p>	<p>Number</p> <p style="text-align: center;">314</p>	<p>Page</p> <p style="text-align: center;">1 of 2</p>
	<p>Date</p> <p style="text-align: center;">November 30, 2016</p>	

PURPOSE

The Vermont State Colleges (“VSC”) are committed to maintaining a healthy and safe working and learning environment for all of its students, faculty, and staff. Cigarette smoking causes more than 480,000 deaths in the United States each year, which includes 42,000 deaths from exposure to secondhand smoke.¹ Secondhand smoke is a serious health hazard and a human carcinogen with no known safe level of exposure. Even brief exposure to secondhand smoke can have adverse health effects, especially for those with asthma or other lung-related conditions. No one should have to risk his or her health in order to enter, exit, or stand outside any VSC building. In addition, the evidence shows that many people start to smoke in college and that tobacco-free policies are effective in decreasing smoking rates in society.² Accordingly, the purpose of this policy is to reduce harm from tobacco use and secondhand smoke, to provide an environment that encourages persons to become and/or remain tobacco-free, and to promote a culture of wellness.

DEFINITIONS

“Tobacco” is defined as any manufactured product containing tobacco or nicotine, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, shisha, pipes, water pipes (hookah), dissolvable tobacco products, electronic cigarettes, other electronic or battery-powered vaping devices, and all forms of smokeless tobacco. However, “tobacco” does not include any product that has been approved by the U.S. Food and Drug Administration, pursuant to its authority over drugs and devices, for sale as a tobacco use cessation product or for other medical purposes and is being marketed and sold solely for that approved purpose.

¹ Centers for Disease Control and Prevention at http://www.cdc.gov/tobacco/data_statistics/fact_sheets/fast_facts/ (viewed November 2, 2016).

² See generally <http://www.ttac.org/services/college/facts/alarm.html> (viewed November 2, 2016)

“VSC property” is defined as property owned, leased, or operated by the VSC and its member institutions, including, but not limited to, campus buildings, campus grounds, residential buildings, parking areas, walkways, recreational and supporting facilities.

SCOPE

Tobacco use is prohibited on all VSC property, both indoors and outdoors, as well as in vehicles owned by the VSC or its member institutions.

EDUCATION, SUPPORT AND COMPLIANCE

It is the responsibility of all members of the VSC’s communities to comply with this policy. Compliance efforts will focus on education and collaboration with each member institution’s community.

Educational information and smoking cessation services, programs, and resources will be made available to students, faculty and staff through student health services and Human Resources offices. This policy will be posted in employee and student handbooks, on VSC websites, and in other relevant publications. Key components of the policy will be posted on signage around the VSC and its member institutions.

It is expected that peer support, supervisory oversight, and voluntary compliance will lead to behavioral and cultural change. However, repeat offenders of the policy may be subject to existing disciplinary or other applicable procedures. Students who disregard instructions to comply with this policy may be referred for discipline in accordance with the student discipline procedures at the applicable member institution. Employees who disregard instructions to comply with this policy should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Director of Human Resources for the VSC or the applicable member institution. Visitors who refuse to comply with this policy may be asked to leave VSC property.

EFFECTIVE DATE

This policy shall go into effect at the Office of the Chancellor and at each member institution no later than July 1, 2019.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Proposed New Policy 314, *Tobacco Use Reduction and Prevention*

- WHEREAS, The purpose of this policy is to provide an environment that encourages persons to become and/or remain tobacco-free, to promote a culture of wellness, and to reduce harm from tobacco and nicotine use and secondhand smoke; and
- WHEREAS, The Vermont State Colleges (“VSC”) are committed to maintaining a healthy and safe working and learning environment for all of its students, faculty, and staff; and
- WHEREAS, The evidence shows that many people start to smoke and use tobacco products in college and that tobacco-free policies are effective in decreasing smoking and tobacco usage rates in society; and
- WHEREAS, The VSC Board of Trustees understands that the member institutions and the Chancellor’s Office will seek to implement this policy by taking into consideration the communication necessary to achieve the behavioral and cultural change intended by this policy at each entity; and
- WHEREAS, In implementing this policy, member institutions and the Chancellor’s office will focus on making available educational information and smoking and tobacco use cessation services, programs, and resources through student health services and Human Resources offices; and
- WHEREAS, This policy and implementation deadline were developed, in part, using resource materials provided by the Commissioner of the Vermont Department of Health and with input received from the member institutions, which was informed by feedback from faculty, staff, and students; therefore be it
- RESOLVED, That the VSC Board of Trustees approves the Tobacco Use Reduction and Prevention Policy as of this date, November 30, 2016.

November 30, 2016

VERMONT STATE COLLEGES
BOARD OF TRUSTEES
RESOLUTION

Policy 101 Programs for 2017 Review

WHEREAS, On April 28, 2011, the Board replaced its Review and Approval of Existing Academic Programs Policy 101 with a new Program Review and Continuous Improvement Process; and

WHEREAS, Per Policy 101, the Council of Presidents recommends to the Board of Trustees the disciplines to be reviewed and the timeline for their review; and

WHEREAS, The Council of Presidents recommends to the Board of Trustees the following programs for 2017 review:

- Agriculture/Horticulture/Equine Studies
- Information Technology & Computing
- Biology
- Environmental Sciences
- Natural Sciences
- Outdoor Education/Recreation/Management
- STEM Studies

Therefore, be it

RESOLVED, That the VSC Board of Trustees approves the program areas listed above for Policy 101 VSC-wide review in 2017.

**VSC POLICY 101
PROGRAM REVIEW AND CONTINUOUS IMPROVEMENT PROCESS
PROGRAMS SCHEDULED FOR REVIEW IN 2016-2017**

**Agriculture and horticulture, including
equine studies**

VTC AAS, Agribusiness Management
Technology
VTC AAS, Dairy Farm Management
VTC AAS, Equine Studies
VTC AAS, Landscape Design and
Sustainable Horticulture
VTC BS, Diversified Agriculture

Information technology and computing

CCV AS, Computer Systems Management
CCV AAS., Network Administration
CU BS, Computer Information Systems
LSC AS, Computing
LSC BS, Computer Information Systems
VTC AE, Computer Engineering
Technology
VTC AS, Computer Information
Technology
VTC AS, Computer Software Engineering
VTC BS, Computer Engineering
Technology
VTC BS, Computer Information
Technology
VTC BS, Computer Software Engineering
VTC MS, Computer Software Engineering

Biology

CU BS, Biology
JSC BS, Biology
JSC BA, Biology, Field Naturalist
CU BA, Ecological Studies

Environmental sciences

CCV AS, Environmental Science
CU BS, Environmental Science
JSC BS, Environmental Science
LSC BS, Environmental Science

Natural Sciences

CU BS, Chemistry
CU BS, Geology
LSC BS, Natural Sciences
LSC BS, Sustainability Studies

**Outdoor education/recreation/
management**

CU BS, Sports Administration
JSC BA, Outdoor Education
LSC BS, Mountain Recreation Management

STEM Studies

CCV AS, STEM Studies

VERMONT STATE COLLEGES
BOARD OF TRUSTEES
RESOLUTION

Commendation to Policy 101 Program Review Committees

- WHEREAS, In 2002 the Vermont State Colleges Board of Trustees approved a revised Policy 101, Review and Approval of Existing Academic Programs, to incorporate a VSC-wide review of degree programs by discipline; and
- WHEREAS, On April 28, 2011, the Board replaced its Review and Approval of Existing Academic Programs policy with a new Program Review and Continuous Improvement Process; and
- WHEREAS, The Policy 101 process calls for the establishment of cross-college committees to review program reports submitted by the colleges;
- WHEREAS, These committees include VSC faculty and staff and external representatives with strong backgrounds in the program area under review who voluntarily commit their time and expertise to the process; and
- WHEREAS, The Board of Trustees recognizes that these Policy 101 Program Committees play a critical role in the VSC program review process, particularly by making specific program improvement recommendations back to the colleges; and
- WHEREAS, The Board of Trustees appreciates the special role of the academic deans in managing the process, chairing the committees, and authoring the committee reports; therefore be it,
- RESOLVED, That the Board of Trustees commends the thoughtful and thorough work of the 2016 Policy 101 Program Review Committees, as attached, and particularly acknowledges the extra effort of the committee chairs, to support the purpose of Policy 101, to ensure that VSC colleges regularly engage in practices designed to foster the continuous improvement of programs.

November 30, 2016

2016 PreCIP Review Committees

Business and Accounting

Facilitator: Yasmine Ziesler, VSC
Cathy Kozlik, Associate Academic Dean, Castleton
Diane Hermann-Artim, Associate Academic Dean, CCV
James Black, Business & Economics Dept. Chair, Johnson
Bill Morison, Assistant Professor, Lyndon
Allan Rodgers, Professor, Vermont Tech
Linda Rossi, State Director, VT Small Business Development Center
John Davis, CPA, Davis & Hodgson Associates

Education

Facilitator: Jonathan Spiro, Academic Dean, Castleton
Diane Hermann-Artim, Associate Academic Dean, CCV
Amethyst Peaslee, Resource Specialist, Mary Johnson Childcare Services

Mathematics

Facilitator: Sharon Twigg, Interim Academic Dean, Johnson
Susan Generazzo, Math Dept. Chair, Castleton
Julie Theoret, Math Dept. Chair, Johnson
Dan Daley, Associate Professor, Lyndon
Tony Julianelle, Dept. of Math & Statistics, University of Vermont
Zsuzsanna Kadas, Professor, St. Michael's College

Health & Exercise Sciences

Facilitator: Phil Petty, Academic Dean, Vermont Tech
Justin Carlstrom, Associate Professor, Exercise Science Program Coordinator, Castleton
Hans Christian Haverkamp, Associate Professor, Johnson
Dr. Robert Hamilton, Albany College of Pharmacy and Health Sciences
Dr. John Bisaccia, Williston Family Chiropractic & Sports Medicine

VSC Board of Trustees
Education, Personnel, and Student Life Committee
Meeting Minutes November 16, 2016 UNAPPROVED

Unapproved minutes of the Education, Personnel, and Student Life Committee meeting Wednesday, November 16, 2016

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

The Vermont State Colleges Board of Trustees Education, Personnel, and Student Life Committee met on November 16, 2016 at the Chancellor's Office in Montpelier, VT.

Committee members present: Lynn Dickinson (by phone), Morgan Easton, Kraig Hannum (Chair), Karen Luneau, Jim Masland, Martha O'Connor, Mike Pieciak

Other Trustees: Church Hindes, Tim Jerman

Presidents: Nolan Atkins, Elaine Collins, Joyce Judy, Pat Moulton

From the Chancellor's Office: Tricia Coates, Director of External & Governmental Affairs
Elaine Sopchak, Executive Assistant to the Chancellor
Jeb Spaulding, Chancellor
Sophie Zdatny, Associate General Counsel
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Nate Ball, VTC, PAT/SUP Representative
Reese Barber, Athletic Training Program Director, Castleton
Jonathan Davis, Dean of Students, LSC
Kelly Everhart, VSEA Staff Attorney
Barb Flathers, JSC, Vice President, VSCUP
Sandy Noyes, JSC Staff Federation Unit Chair
Jay Paterson, Dean of Student Affairs, VTC
Phil Petty, Academic Dean, VTC
Dennis Proulx, Dean of Students, Castleton
Mariah Sanderson, Coordinator, Tobacco Free College Initiative
Jonathan Spiro, Academic Dean, Castleton
Eoana Sturges, Tobacco Program Manager, VT Dept. of Health
Sharon Twigg, Interim Academic Dean, JSC
Heather Weinstein, Dean of Students, CCV
Michelle Whitmore, Interim Dean of Students, JSC

Chair Hannum called the meeting to order at 2:06 p.m.

VSC Board of Trustees
Education, Personnel, and Student Life Committee
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1. Approval of the Minutes of the July 20, 2016 Meeting

Chair Hannum noted the date in the first paragraph should be changed to July 20th from July 27th. Trustee Pieciak moved and Trustee Masland seconded the minutes as amended. The minutes were approved unanimously.

2. Review of PReCIP Reports and COP Recommendations

Chair Hannum asked Chief Academic Officer Yasmine Ziesler to give background information regarding the Policy 101 process. The VSC is now operating under a new set of NEASC standards that require a demonstrable record of success in using the results of assessment. She referred to the Council of Presidents' response to the committee reports and emphasized the need for more institutional research capacity.

Trustee Dickinson stated the reports were thorough and helpful. Trustee Masland asked the deans to ensure they are being efficient and nimble when adding or subtracting programs. He stated the thoroughness of the reports submitted are reflective of a good process. Chair Hannum noted the disparity between online success of CCV's early childhood program in comparison to that of on-ground courses, and asked if this trend is common in all programs. CCV President Joyce Judy answered that there are participation requirements and interactive aspects of online courses designed to boost this measure.

Chancellor Spaulding inquired how the deans use these reports once completed. Castleton Academic Dean Jonathan Spiro stated that faculty were initially resistant to the PReCIP process but now in general the attitude has changed and faculty view it as beneficial to look at programs and whether benchmarks have been achieved. In addition, faculty use the PReCIP reports to prepare for NEASC self studies. Lyndon State College Interim President Nolan Atkins stated that as dean he follows up mid-cycle with departments to see if progress was being made on recommendations in their reports. Vermont Tech Academic Dean Phil Petty stated that sometimes very little is done depending on the nature of the recommendations in the report; suggestions like new hires or new classroom space are difficult to implement short term. Also, all recommendations are not always accepted by departments; sometimes external committee members do not have a thorough enough background in the VSC to know that some recommendations may not be feasible.

Chancellor Spaulding noted the low number of graduating mathematics majors. President Atkins stated this speaks to the need for counting double majors in the data. Johnson State College Interim Academic Dean Sharon Twigg noted that student interviews of math majors indicated very good experiences with the programs. When asked how the lower graduate numbers affect staffing, President Atkins answered that the colleges need good faculty teaching general

VSC Board of Trustees
Education, Personnel, and Student Life Committee
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education courses as well as the lower enrolled higher level courses. Dr. Ziesler reminded the Committee that at their next meeting they will see Policy 109 reports with more comprehensive data regarding program enrollment.

Trustee Pieciak moved and Trustee Luneau seconded the motion to commend the 2016 PReCIP committees. The resolution passed unanimously.

Chair Hannum stated that the resolution to approve programs to be assessed in the 2017 PReCIP cycle required two amendments: to change 2016 to 2017 in the third whereas clause, and to add “CU BA Ecological Studies” to the list of programs to be reviewed on page two. Trustee Luneau moved the resolution as amended, and Trustee Pieciak seconded. The amended resolution was approved unanimously.

Trustee Easton arrived at this time.

3. Program Proposals under Policy 102

Castleton University BA Graphic Design

Academic Dean Jonathan Spiro provided the background on this new program, which involves hiring one new professor and converting one classroom to a graphic design lab. The program will provide interns to Rutland area businesses.

Trustee O’Connor arrived at this time. Chair Hannum noted this would be the only BA graphic design program in the system and that geographically it would be attractive to students who previously might not have attended a VSC. Chancellor Spaulding encouraged Dean Spiro to investigate opportunities for collaboration between similar programs at other colleges.

Trustee Pieciak moved and Trustee Luneau seconded the motion to approve the program resolution. The resolution passed unanimously.

Castleton University 3+2 Athletic Training Program: BA Science in Kinesiology/Pre-athletic training, MA Athletic Training

Reese Barber, chair of Castleton’s athletic training department, gave the proposal’s background. The accrediting body for this program recently announced that all programs must transition to a MA degree. Trustee Hindes clarified that students can enroll who are completing a degree. Professor Barber also confirmed that LSC students can graduate with a 4-year degree and then complete the MA in 2 years at Castleton. They are preparing for the change far ahead of other colleges. The MA program would begin in 2020.

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Trustee Masland moved and Trustee Pieciak seconded the motion to approve the program resolution. The resolution passed unanimously.

Lyndon State College BS Climate Change Science

Interim President Nolan Atkins shared that graduates from this program will bridge hard science with people who need access to that info in a meaningful way. It has many practical applications to current societal needs, including alternative energy, health, agriculture, risk management, communication, and education. 97% of scientists believe human impact is a cause of climate change while only 44% of Americans believe the same. Climate change has been added to middle and high school science standards. Courses will be taught by faculty from LSC's atmospheric science program and by JSC faculty. There are no known programs like this.

Vermont Tech Interim President Pat Moulton inquired whether students will engage in research that could be presented at VTC programs. President Atkins confirmed this and stated that there are three LSC faculty members and one JSC faculty member currently engaged in research that will provide the experiential research opportunities for students. Trustee Hindes noted this program may be an option that would help with retention and stemming the attrition rate out of the atmospheric sciences program. President Atkins agreed and stated there are a large number of students who want to be a part of atmospheric sciences but prefer less rigor.

Trustee Easton moved and Trustee Luneau seconded the motion to approve the program resolution. The resolution passed unanimously.

Johnson State College AA/BFA Fine Woodworking and Furniture Design

President Collins stated that when Burlington College closed the school in charge of their woodworking program needed a partner institution to be able to grant degrees. Johnson State made temporary arrangement to do teachouts for existing students. Interim Academic Dean Sharon Twigg stated the program is an opportunity for a community partnership and that Vermont Woodworking School is close to campus. The partnership combines core general education curriculum with artisan, experiential aspects of the woodworking program.

Trustee O'Connor asked whether this program required any on campus facilities. Dean Twigg answered that the Woodworking School has its own fully equipped facilities. Trustee O'Connor inquired whether JSC would need to lease space in that facility. Dean Twigg answered that the program partnership does not require this. President Collins noted a significant number of returning veterans are enrolled in the program.

Trustee Luneau moved and Trustee Easton seconded the motion to approve the program resolution. The resolution passed unanimously.

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Chancellor Spaulding shared that there is interest in developing a partnership between Johnson State and the Granite Museum; Dr. Ziesler will follow up.

4. Discussion of Tobacco-free Policy Options and updates from colleges

Chair Hannum reminded the Committee that the Board directed the Chancellor's Office to develop a tobacco-free policy. Associate General Counsel Sophie Zdatny provided background and reviewed the four policy options that were developed after review of many Vermont-based and national resources. The policy was drafted and circulated to the colleges and unions. A conference call discussion was held and changes made based on feedback. Ms. Zdatny noted that the colleges are in different places regarding this new policy, which is why four variations have been provided:

- Option A: A straightforward tobacco-free policy to be implemented by July 1, 2018, which allows the colleges to implement sooner than the deadline if preferred.
- Option B: A policy that allows for a safety exception, providing an accessible area off campus for tobacco users.
- Option C: Same as option B but with a 2-year sunset.
- Option D: Same as Option A but with the deadline extended to July 1, 2019.

The proposed policy is drawn from other colleges' policies, including UVM and St. Michael's College. Vaping is included in the policy. There is a focus on education more than compliance. Chancellor Spaulding noted that of the four options there is no definite right or wrong, but that the Chancellor's Office has a recommendation.

Castleton University Dean of Students Dennis Proulx shared that they have had an alcohol and drug task force since 2014. President Wolk is in favor of a policy. They do not have an implementation team. They plan on a short implementation period and hope the policy chosen by the Board is liberal enough to include colleges' variations. Castleton will bring together an implementation team after the decision is made.

There is a student petition included in the meeting packet that is in favor of separating the tobacco-free initiative from current initiatives in Vermont to legalize marijuana. Trustee Easton shared that she spoke to the president of Castleton's student government association. She stated that the impression of students is that VSC is dictating this policy but wants to emphasize it's a statewide initiative and recommended plans to educate students. Dean Proulx said Castleton would implement the policy by fall 2017 and will educate the students about it. Ms. Zdatny added that timelines are included in the educational resources being used.

Johnson State College Interim Dean of Students Michele Whitmore co-chairs JSC's tobacco-free implementation team with Dean of Administration Sharron Scott. They have identified fall 2018

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Meeting Minutes November 16, 2016 UNAPPROVED

as a target implementation date but she advocates for fall 2019 to accomplish it. They will continue to communicate with the JSC community after the decision. Safety for community members who smoke is a prominent concern due to the geographic location of campus. JSC wants the Board to consider a safety provision identifying places where smokers can go, allowing them to make a more gradual, less impactful movement toward a tobacco-free campus. Barb Flathers reminded the Committee that they must ensure they are talking about union members as well as students. Designated places to smoke on campus would help retain workers. There are also concerns about how to handle visitors at conferences and camps.

Lyndon State College Dean of Students Jonathan Davis shared that they have a 15-member working group and a partnership with Northeast Medical Center to ensure a spectrum of support. The college's current policy allows smoking in designated parking lots only. The culture on campus has changed. LSC's geographic location, like JSC, creates an issue around the safety of off campus designated smoking areas. In summer 2017 they will remove smoking gazebos currently located on campus. They will also be ready to provide education and support services to assist in quitting.

Vermont Technical College Dean of Student Affairs Jay Patterson stated the college has received a grant from the Truth Initiative and in 2013 formed a committee to explore going tobacco-free. There is a new policy limiting smoking to a few designated areas. There has been some sliding back, and so communication must be continuous. Vermont Tech will be tobacco-free no later than fall 2018. Cessation resources will be made available. The Truth Initiative goes through the end of 2017. There is concern that residential students do not have a place to smoke, as opposed to non-residential students.

Academic Dean Phil Petty shared that the Faculty Assembly heard a motion to establish a smoke-free campus initiative starting fall 2017. Members felt it couldn't be implemented until fall 2018; a vote on the motion was postponed for further research. JSC Dean Twigg stated she believes a smoking ban is unethical because a campus wide smoking ban will not help with students' addiction issues. Smoking is also a class issue. Finally, not having a safe place on campus for smokers is problematic. Kelly Everhart stated the VSEA opposes an outright ban as this is a working conditions issue. They welcome education on reduction but the Federation does not want a total ban. They are also curious about enforcement and discipline as they have not heard anything about that yet.

CCV Dean of Students Heather Weinstein stated that CCV is assuming implementation in 2019. They have formed a tobacco-free working group and will assess existing conditions of perimeters and signage needs at all its sites. They conducted a survey that generated 447 respondents. They are also assessing the neighbors at academic sites. During their annual

VSC Board of Trustees
Education, Personnel, and Student Life Committee
Meeting Minutes November 16, 2016 UNAPPROVED

college-wide wellness week in March all centers will focus on cessation. They anticipate that two of 12 locations (Montpelier and St Albans) will need a safe place to smoke.

Chair Hannum reviewed the differences between each of the policy versions presented. Ms. Zdatny noted that special allowances in some policy versions do not make VSC truly tobacco-free. Eoana Sturges of the VT Department of Health noted that strict policies against smoking exist in the workforce and allowing students to smoke in college does not prepare them for that. President Moulton emphasized that this is a health issue that points to a larger issue of how to handle all unhealthy behaviors, addictions, and mental health issues in policy.

The Committee discussed the policy options at length. Trustee Luneau asked Committee members to consider the influence of smokers on family and others off campus. Trustee O'Connor stated that providing a safety zone to allow unhealthy behavior doesn't make sense. Trustee Dickinson views the policy as addressing a health issue. Trustee Masland stated he is sensitive to the class issue. Castleton Dean Proulx clarified for the Committee that the safety provision is to prevent liability for the institutions, not necessarily to provide a safe space to smoke.

Mariah Sanderson of the Tobacco Free College Initiative said what is most effective is as comprehensive a ban as possible, as clearly stated as possible. If a safety provision is necessary to accomplish the purpose of the ban, then that should be done, but suggested making the place where smoking is allowable inconvenient and not visible.

Trustee Hinds stated he cannot support approving a policy that allows deadly behavior and would rather frame it as VSC's campaign to end smoking that will include preventive and remedial activities that includes a ban on smoking. He stated he would like to see incentive programs for faculty and staff who stop smoking. The VSC should focus not on controlling smoking but stopping it.

In the resolution, the first whereas clause should declare a focus on helping people to stop smoking, followed by preventing people from starting, followed by a statement banning tobacco use on VSC property.

President Moulton recommended extending cessation efforts to include family. Trustee Easton stated it is important also to focus on quitting as saving money. Equating quitting smoking to cost can address the class issue—by not spending money on tobacco you can spend it on other things.

Chair Hannum asked for the Chancellor's recommendation. Chancellor Spaulding stated that policies like these are proven to lower the number of smokers. Giving the colleges an extra year seems to be the best opportunity to allow all the colleges the chance to implement the policy. He

VSC Board of Trustees
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Meeting Minutes November 16, 2016 UNAPPROVED

recommends version D, a complete ban on tobacco use no later than July 1, 2019. Some colleges may implement the policy sooner but the deadline for all will be July 1, 2019.

The Committee decided it should approve one of the policy options, but not the resolution, which should be modified based on this discussion before being presented to the Board.

Trustee Masland moved to adopt policy option D, and asked that it be sure to include vaping. Trustee Luneau seconded. The motion was approved unanimously.

Chair Hannum suggested that the Finance & Facilities Committee investigate what kind of financial resources the VSC has to assist in implementing the new policy. Ms. Zdatny noted there will be costs associated with signage, education, supplies, etc.

5. Other Business

There was no other business.

6. Public Comment

There were no public comments.

Chair Hannum adjourned the meeting at 4:16 p.m.

UNAPPROVED

Agenda Item A5:

Finance & Facilities Committee Business: Consent Agenda Items	Page 45
a. FY2018 VSC Capital Budget Proposal and State Appropriation Request	Page 47
b. Revised Policy 411, <i>Deferred Payment of Tuition and Fees</i>	Page 50
c. Revised Debt Restructuring Resolution	Page 52
d. Proposed Uniform Guidance Policy and Procedure Revisions	Page 53
e. Endowment Documentation	Page 63
f. Minutes of the October 16, 2016 Committee Meeting	Page 67

[Back to Agenda](#)

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Finance and Facilities Committee Business: Consent Agenda

WHEREAS, At its October 19 and November 30, 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:

- Approval of the Resolution: FY2018 Capital Budget Proposal and State Appropriation Request
- Approval of the Resolution: Revision of Policy 411: *Deferred Payment of Tuition and Fees*
- Approval of the Resolution: VSC Authorization to Refinance Outstanding Debt Obligations
- Approval of Proposed Uniform Guidance Policy and Procedure Revisions
- Approval of the Justin Clayton Memorial Endowment terms at Johnson State College
- Approval of the establishment of the Dr. Bruce F. Berryman Award endowment at Lyndon State College

November 30, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

FY2018 VSC Capital Budget Proposal and State Appropriation Request

WHEREAS, The Vermont State Colleges possesses institutional facilities which require major maintenance and improvements, and funding these needs necessitates both state capital appropriation and other VSC funds; and

WHEREAS, The Board is committed to seeing the system catch up on the backlog of deferred maintenance projects; therefore, be it

RESOLVED, That the Vermont State Colleges Board of Trustees hereby approves the proposed plan of facilities maintenance and improvements with an emphasis upon deferred maintenance projects, including specifically:

1) The attached “VSC FY2018 State Capital Appropriation Request” totaling \$4,000,000; and

2) The attached “VSC FY2018 Self-Funded Capital Projects” totaling \$1,000,000; and

3) \$3,000,000 for system-wide business process standardization and software, whether as a single instance of Colleague or a new Enterprise Resource Planning (ERP) system, in addition to approved facilities maintenance projects.

**VERMONT STATE COLLEGES
FY 2018 CAPITAL APPROPRIATION REQUEST
SUMMARY OF ALL PROJECTS**

			10/19/2016
			VSC
			Request
<u>Deferred Maintenance Projects Proposed</u>			
VSC	Emergency Maintenance (Recurrent Need)	\$	200,000
VSC	Roof Repair and Replacement (Recurrent Need)	\$	300,000
CCV	Academic Facility Improvements	\$	250,000
CU	ADA Compliance Improvements	\$	75,000
CU	Sidewalk/Roadway Replacement	\$	350,000
CU	Coolidge Library Lighting Upgrade	\$	40,000
CU	Science Window Replacement	\$	75,000
CU	Campus Flooring Replacement	\$	150,000
CU	Stafford A/C Phase I	\$	122,500
JSC	Campus Walkway Reconstruction	\$	235,000
JSC	Campus Safety Projects	\$	25,000
JSC	Campus Security Surveillance System	\$	75,000
JSC	Building Backflow Preventers	\$	30,000
JSC	Dewey Window Replacement	\$	200,000
JSC	Dibden Dressing Room Renovation	\$	100,000
JSC	LLC Window Replacement	\$	85,000
JSC	McClelland Fasica Repair	\$	25,000
JSC	Campus Energy Conservation	\$	37,500
LSC	Shape Pool Dehumidification Equipment Phase II	\$	70,000
LSC	Alumni House Roof & Paint	\$	37,000
LSC	Campus Acoustical Ceiling Upgrades	\$	50,000
LSC	Activities Window Replacement Phase II	\$	50,000
LSC	Boiler Burner Retrofits Phase I	\$	30,000
LSC	Campus Ductwork Cleaning Phase I	\$	44,000
LSC	Campus Exterior Door Replacements	\$	20,000
LSC	Library Roof Replacement	\$	100,000
LSC	McGoff House Window Replacement	\$	36,500
LSC	Vail Window Replacement	\$	190,000
LSC	Campus Stormwater Improvements	\$	185,000
VTC	Randolph Site Light Upgrade Phase IV	\$	75,000
VTC	Norwich Farm - Ext Paint & Repair	\$	31,000
VTC	SHAPE Pool Flooring Repair Phase II	\$	71,000
VTC	Judd Hall Roof Replacement	\$	92,000
VTC	Conant Classroom Upgrades	\$	35,000
VTC	Williston Bld 200 Roof	\$	130,000
VTC	Window Replacement Project	\$	178,000
VTC	Hartness Roof Replacement	\$	86,000
VTC	Road & Walkway Repairs	\$	114,500
Total Projects		\$	4,000,000
VSC	System-Wide Business Process Standardization and new Enterprise Resource Planning (ERP) System	\$	3,000,000

**VERMONT STATE COLLEGES
 FY 2018 SELF FUNDED CAPITAL PROJECTS**

9/22/2016

REVENUE SOURCES

Dorm/Dining Capital Fees	\$ 500,000.00
General Purpose Capital Fees	\$ 500,000.00
	\$ 1,000,000.00
<i>TOTAL SOURCES</i>	\$ 1,000,000.00

PROJECTS PROPOSED

CU	Sprinkler Adams	\$ 80,000.00
CU	Babcoc Dormer Roof Repairs	\$ 15,000.00
CU	Residence Hall Renovations Phase I	\$ 155,000.00
JSC	Governors Sprinkler Project	\$ 150,000.00
JSC	Governors Card Access Upgrade	\$ 60,000.00
JSC	Governors Corridor Ceilings	\$ 30,000.00
JSC	Martinetti Asbestos Removal Phase I	\$ 10,000.00
LSC	Wheelock Restroom Renovations	\$ 70,000.00
LSC	Stevens Dining Hall Grease Trap Replacement	\$ 50,000.00
LSC	Arnold Boiler	\$ 30,000.00
LSC	Wheelock Stair Tread Replacement	\$ 30,000.00
LSC	Stonehenge Fire Alarm Replacement	\$ 70,000.00
VTC	Keenan Window Replacement	\$ 130,000.00
VTC	Morey Entry Repair & Renovation	\$ 90,000.00
VTC	Nutting Hardware & Lockset Replacement Phase I	\$ 30,000.00
		\$ 1,000,000.00
	<i>TOTAL PROJECTS</i>	\$ 1,000,000.00

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Revision of Policy 411, *Deferred Payment of Tuition and Fees*

- WHEREAS, Policy 411, *Deferred Payment of Tuition and Fees*, was signed by Chancellor Charles I. Bunting and became effective on September 24, 1982; and
- WHEREAS, In the 34 years since that date, substantial declines in interest rates have materially decreased the opportunity costs to VSC associated with delayed payment of tuition and fees; and
- WHEREAS, Advances in technology, including the development of customized business software and the near-ubiquitous utilization of networked personal computing devices and Internet-based resources, have greatly reduced the burden associated with administering a deferred payment program; and
- WHEREAS, The TouchNet payment system currently used by the Colleges allows students to pay tuition and fees in installments; and
- WHEREAS, The substantial increase in the number of students sponsored or reimbursed by employers necessitates flexibility with respect to timing of tuition and fee payments; therefore be it
- RESOLVED, That the Vermont State Colleges Board of Trustees hereby amends Policy 411, *Deferred Payment of Tuition and Fees*.



Manual of Policy and Procedures

Title DEFERRED PAYMENT OF TUITIONS AND FEES	Number 411	Page 1 of 1
	Date 11/30/16	

PURPOSE

To provide colleges a means of assisting students over a temporary delay in the receipt of reasonably assured resources with which to pay tuition and fees when due by college calendars.

STATEMENT OF POLICY

Each member institution may establish a policy on tuition deferral provided that any such policy, or the application thereof, does not result in unlawful discrimination on the basis of any protected classification of student.

Signed by: _____ Jeb Spaulding, Chancellor
--

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Authorization to Refinance Outstanding Debt Obligations

- WHEREAS, During FY2008 the VSC entered into a 20-year SWAP loan agreement with a 30 year amortization with TD Bank for \$72,026,000; and
- WHEREAS, During that time period the longest financing term available to the VSC was a 20 year term loan with a balloon payment due in the 20th year (2028); and
- WHEREAS, Credit markets have recovered since the loan was issued; and
- WHEREAS, By refinancing the current loan to a 30 year loan the VSC can do away with the balloon payment in the 20th year, while keeping the payments generally the same amount; and
- WHEREAS, By also refinancing the remaining TD Bank Loans from FY2005 and FY2009, VSC may obtain relief from related loan covenants that limit additional borrowing to support needed capital projects; and
- WHEREAS, By also refinancing bonds issued in FY2010 and FY2013, VSC may obtain near-term debt service relief and possible refinancing savings; and
- WHEREAS, The VSC would like authorization to seek and secure refinancing of all or a portion of its outstanding debt at the time when it is most financially advantageous to do so; therefore be it
- RESOLVED, That the Vermont State Colleges Board of Trustees hereby authorizes the Chancellor to seek and secure the refinancing of all or a portion of its outstanding debt when it is advantageous for the VSC.

November 30, 2016



Manual of Policy and Procedures

Title	Number 432	Page 1 of 2
Cash Handling	Date 11/30/16	

PURPOSE

This policy governs the Vermont State Colleges' handling, receiving, transporting and depositing of cash through sound cash management practices; safeguarding cash receipts against theft or loss; and maximizing cash flow by timely deposits of receipts. Adherence to this policy is critical in order to meet internal control standards designed to establish clear roles and responsibilities, including the attention to segregation of duties.

DEFINITIONS

The term cash includes currency, checks, money orders, negotiable instruments and charge card transactions. VSC funds are monies received from tuition, contracts and grants, (delivery of) revenues from services, state and federal appropriations, gifts and all other sources of revenue or expense reimbursements, whether restricted or unrestricted as to purpose or use.

STATEMENT OF POLICY

The College's policy on the handling of cash and checks received is as follows:

- Payees shall be instructed to make checks payable to the Vermont State Colleges or one of the VSC institutions.
- Checks shall be endorsed by authorized personnel with the depository stamp immediately upon receipt.
- Funds shall be secured at all times. Deposits shall be made daily and intact. If this is not feasible, the funds shall reside in the College's safe.
- All credit card transactions shall be PCI compliant.

The cash control concept of "segregation of duties" shall be practiced whenever possible. Wherever possible, duties such as collecting funds, custody of funds, maintaining documentation, preparing deposits, recording, and reconciling records, are to be separated and assigned to different individuals. When segregation of duties is not possible, individual accountability and thorough management review is required.

Petty cash funds are for the convenience of the site. The fund is for the purchase or payment of small dollar amount items. The use must be for business purposes ONLY and an invoice or other documentation must support each transaction.

PROCEDURES

The Chancellor shall adopt standards and procedures governing cash handling and from time to time modify them as necessary.

VSC cross-reference:

VSC 404 – Cash Management

VSC 431 – Internal Controls

Signed by:

Jeb Spaulding, Chancellor



Manual of Policy and Procedures

Title	Number 212	Page 1 of 2
Effort Reporting and Certification Policy	Date 11/30/16	

PURPOSE

The Vermont State Colleges (VSC) is required by law to keep and maintain records that accurately reflect work performed on all federally funded projects. Effort reporting is a process that confirms salaries and benefits charged to, or pledged as a cost share to, federally funded projects are reasonable and reflect the actual work performed as prescribed in the applicable sections of 2 CFR 200.430. The VSC must assure federal agencies that the effort commitments in awarded federal grants will be effectively managed within the parameters of the federal agency's requirements.

POLICY STATEMENT

VSC employees performing work on federally funded projects shall provide the funding agency reasonable estimates of the effort necessary to carry out proposed projects and meet these effort commitments in accordance with federal regulations. Further, employees performing work on federally funded projects shall periodically review, adjust if necessary, and certify that salary and wages charged to federal grants are reasonable in relation to the work performed.

POLICY APPLICABILITY

This policy applies to all VSC employees whose salary or wage is charged, in whole or part, directly or indirectly to sponsored agreements.

ELABORATION

All employees are expected to be aware of and comply with this policy without limitation. Financial penalties, expenditure disallowances, and harm to the reputation of the VSC may result from inadequate effort management and reporting methodology or from failure to comply with

effort-related policies and requirements. Therefore, violations may result in disciplinary action. Procedures for the investigation of suspected violations, imposition of disciplinary action, and the availability of grievance or appeal channels shall be governed by otherwise applicable institutional policies, handbooks, and collective bargaining agreements.

VSC cross-reference:

VSC 431 – Internal Controls

Signed by:

Jeb Spaulding, Chancellor



Manual of Policy and Procedures

<u>USE AND DISPOSAL OF EQUIPMENT</u>	Number	Page
	422	1 of 32
		Date
		115/23630/16

PURPOSE

This policy is established to govern:

- the disposal of surplus equipment when it is no longer required by the institution;
- the use of equipment owned by the institution; and
- the use and disposition of equipment purchased through federally funded programs.

STATEMENT OF POLICY

A. Disposal of surplus equipment when it is no longer required by the institution.

Each college shall be responsible for the disposition of surplus equipment after it has become obsolete or useless for meeting the needs and purposes of the college. When this occurs, it shall be the responsibility of the President of the College to dispose of the surplus property;

1. The President or President's designee shall have the authority to dispose of surplus equipment with an estimated market value of less than \$5,000.
2. Sales of surplus equipment with an estimated market value of \$5,000 or more shall be made on the basis of a public bid process.
3. ~~Equipment purchased with Federal or State grants must be disposed of in accordance with the applicable regulations.~~

~~4. The Chancellor may adopt and update as necessary procedures for this policy.~~

B. Use of equipment owned by the institution.

The President of the College may authorize use of equipment owned by the institution on a case-by-case basis.

C. Use and disposition of equipment purchased through federally funded programs.

Any ~~activity or expense related to federal grants or contracts must comply with~~equipment purchased through federally funded programs is subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in addition to the provisions above.

D. The Chancellor shall adopt and update as necessary procedures for the implementation of this policy.

Signed by: _____
Jeb Spaulding, Chancellor

ATTACHMENT A

DISPOSAL OF EQUIPMENT

PROCEDURE FOR REMOVAL AND DISPOSAL OF SURPLUS EQUIPMENT

1. All departments that determine they have surplus property shall inform the President in writing of the kind of equipment, quantity, location, condition, and if known, estimated value.
2. All surplus equipment will be stored appropriately until disposed of.
3. The President will determine the method by which the surplus equipment will be disposed in accordance with VSC policy and applicable laws.
4. Where appropriate a negotiated transfer of equipment shall be arranged between colleges in advance of offering items in competitive bids.
5. Other property found to be of no further use to the college will be sold under sealed bids to the highest bidder.
6. The proceeds from the sale of any surplus equipment shall be placed in the college's General Fund.
7. At the time the equipment is disposed of it to be written off of the colleges books.
8. Equipment purchased with Federal or State grants must be disposed of in accordance with [2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)~~the applicable regulations~~.
9. Exceptions to this procedure must be approved in writing by the President [and may not be inconsistent with any federal requirements](#).



Manual of Policy and Procedures

Title	Number 422	Page 1 of 3
USE AND DISPOSAL OF EQUIPMENT	Date 11/30/16	

PURPOSE

This policy is established to govern:

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STATEMENT OF POLICY

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3. Equipment purchased with Federal or State grants must be disposed of in accordance with the applicable regulations.

B. Use of equipment owned by the institution.

The President of the College may authorize use of equipment owned by the institution on a case-by-case basis.

C. Use and disposition of equipment purchased through federally funded programs.

Any equipment purchased through federally funded programs is subject to 2 *CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above.

D. The Chancellor shall adopt and update as necessary procedures for the implementation of this policy.

Signed by:

Jeb Spaulding, Chancellor

ATTACHMENT A
DISPOSAL OF EQUIPMENT

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7. At the time the equipment is disposed of it shall be written off of the colleges books.
8. Equipment purchased with Federal or State grants must be disposed of in accordance with *2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
9. Exceptions to this procedure must be approved in writing by the President and may not be inconsistent with any federal requirements.



337 COLLEGE HILL • JOHNSON, VT 05656

October 12, 2016

Jeb Spaulding, Chancellor
Vermont State Colleges
P.O. Box 7
Montpelier, VT, 05602

Dear Chancellor Spaulding,

I am pleased to send you the New Funding Source Document for establishing a new endowment at Johnson State College.

Justin Clayton was a young alumnus, class of 2012, who passed away in June of 2015. A gift of \$10,000 from Justin's family and friends will be used to establish:

The Justin Clayton Memorial Endowment

This endowment will be used to establish *The Justin Clayton Keep Climbing Memorial Scholarship*. This new scholarship will be awarded to an undergraduate student who meets the following eligibility requirements:

- a. is majoring in outdoor education;
- b. is in good academic standing;
- c. demonstrates a commitment to the environment;
- d. has financial need;
- e. and demonstrates Justin's playful spirit, passion for the outdoors, and love of travel, soccer, family, and friends

The recipient(s) will be chosen yearly by the outdoor education faculty. We look forward to the Vermont State College Board of Trustees' approval for the establishment of this new endowment.

Sincerely,

A handwritten signature in cursive script that reads "Elaine C. Collins".

Dr. Elaine C. Collins, President

Attachments: Funding Source C document

APPENDIX C

- NEW FUNDING SOURCE DOCUMENT - ENDOWMENTS ONLY

Johnson State College

(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) <u>Name of endowment:</u> (type in all CAP'S) THE JUSTIN CLAYTON MEMORIAL ENDOWMENT		
2) <u>Granting agency/donor/other funding source:</u> (attach support info) Family and friends of Justin Clayton.		
3) <u>Purpose of endowment:</u> (attach support information) To fund the Justin Clayton Keep Climbing Memorial Scholarship to be awarded annually to a student with financial need majoring in outdoor education		
4) <u>Proper accounting fund:</u> <input checked="" type="checkbox"/> Regular Endowment <input type="checkbox"/> Term Endowment		
5) <u>General Ledger Activity Code(s):</u> (as proposed or assigned) 033-37057		
6a) <u>Date Endowment Reach Endowment Status:</u> 10/7/2016		
7) <u>Reporting requirements:</u> (format/to whom/frequency/other) None.		
8a) <u>Funding amount:</u> \$10,000	8b) <input checked="" type="checkbox"/> One-time - OR <input type="checkbox"/> Ongoing funding (indicate timeframe:)	
9a) <u>Is principal use allowed:</u> (w/Board OK?) YES	9b) <u>If yes, is replenishment of principal allowed or required:</u>	
10) <u>If investment proceeds generated, indicate intended disposition:</u> <input checked="" type="checkbox"/> Per Board Approved Spending Procedure <input type="checkbox"/> Fully expend for program as prescribed <input type="checkbox"/> Increase principal for inflation and expend remainder <input type="checkbox"/> Fully apply to increasing principal <input type="checkbox"/> Other (describe:)		
11) <u>President:</u> Dr. Elaine C. Collins <i>Elaine C Collins</i>	12) <u>Date to Ch's Ofc:</u> 12-Oct-16	13) <u>Date Board Approved:</u>



November 1, 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 \$20,000 to be titled, *The Dr. Bruce F. Berryman Award*

The endowment is funded with \$10,000 from William D. Hartranft through his family trust the Blanche and George Jones Fund, Inc. This gift is matched by \$10,000 from Lyndon State College's Endowment Development Fund. The total amount available to establish this endowment is \$20,000.

I request that the Vermont State Colleges' Board of Trustees accept these gifts and approve the establishment of The Dr. Bruce F. Berryman Award Endowment.

Sincerely,

A handwritten signature in black ink, appearing to read "Nolan Atkins".

Nolan Atkins
Interim President

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)

The Dr. Bruce F. Berryman Award

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

The Blanche & George Jones Fund, Inc. on behalf of William D. Hartranft and LSC's Endowment Development Fund

3. Purpose of activity:

To provide an annual scholarship for an LSC student who meets the following criteria: An incoming 1st year or transfer student who has prepared wisely for success in any area of atmospheric sciences and exhibits a strong interest in serving the public through forecasting, climate mediation, research, education, or other application of their meteorological knowledge. Preference will be given to students who have expressed a desire to apply their knowledge for positive change, either personal or societal.

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

William D. Hartranft is establishing this award to honor the contribution that Dr. Bruce F. Berryman gave to Lyndon State College and LSC Meteorology students during his 33 years at Lyndon.

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

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

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

8. a. Funding amount: **\$20,000** 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)

11) President: *AMT*

12) Date to Ch's Ofc:

13) Date Board Approved:

**UNAPPROVED Minutes of the VSC Board of Trustees Finance and Facilities Committee
held Wednesday, October 19, 2016 at Johnson State College**

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 October 19, 2016 at Johnson State College.

Committee members present: Lynn Dickinson, Church Hinde (Chair), Karen Luneau, Chris Macfarlane (Vice Chair), Linda Milne, Martha O'Connor, Aly Richards

Absent: Bill Lippert

Presidents: Elaine Collins, Joyce Judy

Chancellor's Office Staff: Sheilah Evans, System Controller/Senior Director of Business Operations
Deb Robinson, Controller
Elaine Sopchak, Administrative Director, Office of the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer

From the Colleges: Scott Dikeman, Dean of Administration, Castleton University
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Laura Jakubowski, Director of Finance, Castleton University
Barbara Martin, Dean of Administration, Community College of Vermont
Sandy Noyes, JSC Unit Chair, Staff Federation
Sharron Scott, Dean of Administration, Johnson State College
Lit Tyler, Dean of Administration, Vermont Technical College

1. Chair Hinde called the meeting to order at 11 a.m.

2. Consent agenda
 - a. Approve minutes of September 28, 2016 meeting
 - b. Grants and Endowments

No items were requested to be removed from the consent agenda. Trustee Diamond moved and Trustee Macfarlane seconded the approval of the consent agenda.

Trustee Diamond requested that the Committee consider requiring that the minutes be more descriptive. Chair Hindes acknowledged the Justin Clayton Memorial Endowment and thanked his family for the opportunity to honor him.

The consent agenda was approved unanimously.

3. LSC/JSC Unification and System Consolidation updates

This item was not discussed. Chancellor Spaulding will send an update to the full Board via email.

4. Review and approval of FY2018 Capital Bill request

Trustee Macfarlane moved and Trustee Diamond seconded the resolution. CFO Wisloski gave a brief description of the capital appropriations process, and reviewed the table on page 11 of the Committee materials, *Capital Appropriations from 1993-2017, and 2018-19 Request*. He informed the Committee the state has been steadily reducing the amount of bonding it authorizes. He stated that the VSC request is reasonable when placed in historical context as shown in the table, and noted that the resolution reflects an additional \$3M for enterprise resource planning software.

Trustee Richards pointed out the trend in state appropriations has recently turned in the right direction. CFO Wisloski reminded the Committee that while the trend has begun to be positive, the base appropriation has remained level, with some single incidences of increased funding for individual projects. Trustee Milne left the meeting at this time.

Chancellor Spaulding reminded the Committee that though the capital appropriations request is larger than in the past, it must be acknowledged that the VSC is different from UVM and VSAC in that it does not have access to the same level of philanthropic funds. He stated that the VSC is the extension of the public K-12 system into the postsecondary years; that the system serves more Vermonters than all other higher education institutions in the state combined; and that the system serves the same demographics as the K-12 system. He cited the series of changes the VSC has made to secure its financial standing, including closing the retiree health insurance

group; lowering the employer contribution to the defined contribution plan; requiring a high deductible health insurance plan for all new employees; and the ongoing consolidation and unification initiatives. This year's appropriations request acknowledges that even with all these significant changes the system still needs substantial assistance from the state to maintain the facilities where Vermonters go to college.

Trustee Dickinson noted that recent funding includes matching from the colleges. Chancellor Spaulding agreed that college matching provides the legislature with the confidence that the college is invested in attaining matching funds; however, he noted that some VSC colleges are more connected than others to philanthropic resources and that matching is not always a viable option.

Trustee Diamond stated that the third item in the resolved clause of the resolution could be confusing, particularly the phrase "in lieu of." CFO Wisloski explained the phrasing is a way to prioritize the enterprise resource planning software replacement in the capital appropriations funding. Chancellor Spaulding clarified that the VSC asked for both \$4M for capital funding and \$3M for enterprise resource planning software replacement.

Trustee Diamond inquired whether the resolution under discussion was necessary. Chair Hinds replied that the Chancellor should be able to tell the legislature that the Board supports the appropriations request.

Trustee Diamond moved to amend the resolution to delete the phrase "in lieu of all or a portion of" from item 3 of the resolved clause. Chair Hinds moved to amend the resolution to delete the words "up to" from item 3 of the resolved clause. Trustee Macfarlane seconded these friendly amendments. The resolution was approved as amended unanimously. The revised resolution is attached to these minutes.

5. Requested repeal of Policy 411, Deferred Payment of Tuition and Fees

CFO Wisloski shared with the Committee a revised resolution to allow the amendment of Policy 411 rather than its repeal. The amendment maintains the nondiscrimination portion of the policy. The changes made to the resolution were only to the title and the last resolved clause. The revised resolution is attached to these minutes.

Trustee Jerman moved and Trustee Diamond seconded the amended resolution. The Committee discussed the policy with the deans of administration and the presidents. The amended resolution was approved unanimously.

6. Requested approval of revised debt restructuring resolution

Trustee Macfarlane moved and Trustee Diamond seconded the resolution. CFO Wisloski reviewed the marked up version of the resolution included in the Committee materials. He explained that the VSC debt profile includes five debt instruments but the existing resolution refers to only one instrument. The new resolution before the Committee includes all the VSC debt instruments and allows for more flexibility for future refinancing and bonding.

Trustee Diamond inquired why the VSC wouldn't instead refinance all debt at a lower rate. CFO Wisloski explained the first step is to eliminate the balloon payment, and subsequent steps will be taken to ameliorate constraints in the other debt instruments.

Chair Hindes moved to strike the word "most" from the final resolved clause. Trustee Macfarlane seconded the amendment. The Committee approved the amended resolution unanimously. The revised resolution is attached to these minutes.

7. Final enrollment summary for Fall 2016

CFO Wisloski distributed an updated enrollment report as of 10/15/16, as the materials were distributed to the Committee before the 15th. The new report is attached to these minutes.

The Committee discussed the figures at length with the deans of administration and presidents. Trustee Diamond requested that the Committee see a report on the actual number of enrolled first-year students year-to-year, in order to account for decreases in enrollment caused by larger graduating classes. Chancellor Spaulding stated that is an annual report also compiled on October 15th, and will be shared with the Committee as soon as it is complete.

Increases and decreases in both full time and part time students were discussed. President Collins stated that growth in part time students is an area of emphasis and it is important to acknowledge meeting that goal. Also, there has been an increase in retention and the numbers for first time students are healthy; these will positively affect other measures. Trustee Richards requested information (if available) on whether new programs or other factors might be driving part time enrollment growth.

The presidents and Chancellor Spaulding emphasized that data for enrollment reports are compiled in compliance with federal requirements as set forth by IPEDS. But each college internally analyzes its data in different ways. The Committee would like to see what gauges the college presidents pay the most attention to in addition to federally required statistics.

The presidents reported enrollments relative to budget.

- CCV: Ahead of budget
- JSC: Below, but predict to meet budget
- CU: Level with budget
- VTC: On budget currently; a decline in international students is a long term concern; positive enrollment comes from nursing and other capped programs.
- LSC: Ahead of budget for new students, down returning; overall below budget.

Chair Hinds suggested that a tutorial in the near future for the Board on how to interpret enrollment numbers and the assumptions behind them would be appropriate.

The Committee asked the presidents and deans of administration to share the most important reports (or “levers”) they rely upon to gauge where the colleges stand on a regular basis.

- Vermont Tech Dean Tyler: FTE enrollment, tuition/fee revenue year-to-year.
- Castleton University Dean Dikeman: the same reports as Dean Tyler, adding retention.
- Lyndon State Dean Loomis Hubbell: admissions statistics for entrants by components (transfers, first-years, etc); registration; tuition/fee revenue.
- CCV President Judy: depends on audience, cohorts, and financial limitations of each component; tuition/fee report; course placements; teacher salary line, which varies based on course placements and class size averages; in-state versus out-of-state enrollment.
- Johnson State President Collins: residential students; admissions; retention; mix of full time and part time enrollment; students exiting; cash; formulas. President Collins shared that accurately tracking the admissions cycle of deposits, enrollment, and registrations requires better data system processes.

8. Review of Committee meetings for remainder of FY2017

CFO Wisloski reviewed topics for upcoming Committee meetings.

9. Other business

Chair Hinds recognized outgoing VSC Controller Deb Robinson for her service to the Committee and to the VSC.

10. Public comment

There were no public comments.

Chair Hinds adjourned the meeting at 1 p.m.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

FY2018 VSC Capital Budget Proposal and State Appropriation Request

WHEREAS, The Vermont State Colleges possesses institutional facilities which require major maintenance and improvements, and funding these needs necessitates both state capital appropriation and other VSC funds; and

WHEREAS, The Board is committed to seeing the system catch up on the backlog of deferred maintenance projects; therefore, be it

RESOLVED, That the Vermont State Colleges Board of Trustees hereby approves the proposed plan of facilities maintenance and improvements with an emphasis upon deferred maintenance projects, including specifically:

1) The attached “VSC FY2018 State Capital Appropriation Request” totaling \$4,000,000; and

2) The attached “VSC FY2018 Self-Funded Capital Projects” totaling \$1,000,000; and

3) ~~Up to~~ \$3,000,000 for system-wide business process standardization and software, whether as a single instance of Colleague or a new Enterprise Resource Planning (ERP) system, in addition to ~~or in lieu of all or a portion of~~ approved facilities maintenance projects.

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

~~Repeal~~ Revision of Policy 411, *Deferred Payment of Tuition and Fees*

WHEREAS, Policy 411, *Deferred Payment of Tuition and Fees*, was signed by Chancellor Charles I. Bunting and became effective on September 24, 1982; and

WHEREAS, In the 34 years since that date, substantial declines in interest rates have materially decreased the opportunity costs to VSC associated with delayed payment of tuition and fees; and

WHEREAS, Advances in technology, including the development of customized business software and the near-ubiquitous utilization of networked personal computing devices and Internet-based resources, have greatly reduced the burden associated with administering a deferred payment program; and

WHEREAS, The TouchNet payment system currently used by the Colleges allows students to pay tuition and fees in installments; and

WHEREAS, The substantial increase in the number of students sponsored or reimbursed by employers necessitates flexibility with respect to timing of tuition and fee payments; therefore be it

RESOLVED, That the Vermont State Colleges Board of Trustees hereby ~~repeals~~ amends Policy 411, *Deferred Payment of Tuition and Fees*.

November 30, 2016

VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

VSC Authorization to Refinance Outstanding Debt Obligations

- WHEREAS, During FY2008 the VSC entered into a 20 year SWAP loan agreement with a 30 year amortization with TD Bank for \$72,026,000; and
- WHEREAS, During that time period the longest financing term available to the VSC was a 20 year term loan with a balloon payment due in the 20th year (2028); and
- WHEREAS, Credit markets have recovered since the loan was issued; and
- WHEREAS, By refinancing the current loan to a 30 year loan the VSC can do away with the balloon payment in the 20th year, while keeping the payments generally the same amount; and
- WHEREAS, By also refinancing the remaining TD Bank Loans from FY2005 and FY2009, VSC may obtain relief from related loan covenants that limit additional borrowing to support needed capital projects; and
- WHEREAS, By also refinancing bonds issued in FY2010 and FY2013, VSC may obtain near-term debt service relief and possible refinancing savings; and
- WHEREAS, The VSC would like authorization to seek and secure refinancing of all or a portion of its outstanding debt at the time when it is most financially advantageous to do so; therefore be it
- RESOLVED, That the Vermont State Colleges Board of Trustees hereby authorizes the Chancellor to seek and secure the refinancing of all or a portion of its outstanding debt when it is ~~most~~ advantageous for the VSC.

November 30, 2016

Agenda Item A6:

Audit Committee Business

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a. Audited Financial Statements

b. Minutes of the October 19, 2016 Audit Committee Meeting

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VERMONT STATE COLLEGES

BOARD OF TRUSTEES

RESOLUTION

Acceptance of the FY2016 Audited Financial Statements and
Uniform Guidance Single Audit Report

- WHEREAS, The Vermont State Colleges has contracted with O'Connor & Drew to perform its FY2016 financial statements audit, and the auditors have delivered the draft financial statements, Uniform Guidance Single Audit report and Advisory Comments thereon; and
- WHEREAS, The Board's Audit Committee has reviewed these materials and recommends that the Board accept them; therefore, be it
- RESOLVED, That the Board of Trustees of the Vermont State Colleges hereby accepts the FY2016 Financial Statement Audit Report by O'Connor & Drew.

November 30, 2016

UNAPPROVED Minutes of the VSC Board of Trustees Audit Committee held Wednesday, October 19, 2016 at Johnson State College

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

The Vermont State Colleges Board of Trustees Audit Committee met on October 19, 2016 at Johnson State College.

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

Presidents: Elaine Collins, Joyce Judy

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

Chancellor's Office Staff: Sheilah Evans, System Controller/Senior Director of Business Operations
Deb Robinson, Controller
Elaine Sopchak, Administrative Director, Office of the Chancellor
Jeb Spaulding, Chancellor
Steve Wisloski, Chief Financial Officer

From the Colleges: Scott Dikeman, Dean of Administration, Castleton University
Barb Flathers, Assistant to the Dean of Students, Johnson State College
Loren Loomis Hubbell, Dean of Administration, Lyndon State College
Laura Jakubowski, Director of Finance, Castleton University
Barbara Martin, Dean of Administration, Community College of Vermont
Sharron Scott, Dean of Administration, Johnson State College
Dotty Spoerl, Director of IT, Johnson State College
Tobey Stewart, Controller, Johnson State College
Lit Tyler, Dean of Administration, Vermont Technical College

Chair Milne called the meeting to order at 9:35 a.m.

A. ITEMS FOR DISCUSSION AND ACTION

1. Minutes of the August 24, 2016 Meeting of the Audit Committee

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

2. Review and Approval of FY2016 Draft Audited Financial Statements and Uniform Guidance Single Audit (formerly A-133) Report

Chair Milne invited the guests from O'Connor & Drew to present their report on the VSC audited financial statements. Dave Diulis, Chris Stenmon, and Kieth Goldie reviewed the materials and answered questions.

Trustee Pieciak moved and Trustee Hindes seconded the resolution to accept the FY2016 Audited financial statements and uniform guidance single audit report. The Committee approved the resolution unanimously.

Trustee Dickinson made the following motion:

I move that the Vermont State Colleges Audit Committee, on behalf of the Board of Trustees, commends and thanks Deborah Robinson for her years of service as System Controller, and her diligent efforts on behalf of our colleges, students, faculty, staff, and this Committee. We wish her a long and rewarding retirement.

Trustee Luneau seconded the motion. The members of the Committee thanked Ms. Robinson for her service and approved the motion unanimously.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Conduct an Audit Committee Executive Session: Guidelines and Questions

2. Fraud and the Responsibilities of the Government Audit Committee

There was no discussion of these two items.

3. Discuss RFP process for the FY17-FY20 External Auditors

CFO Wisloski and System Controller Sheilah Evans briefly reviewed the schedule for the RFP process.

Trustee Dickinson moved that the Committee enter executive session to discuss personnel issues, and to include only Committee members and other trustees present. Trustee Hindes seconded the motion and the Committee voted unanimously to enter executive session at 10:46 a.m. The Committee exited executive session at 10:55 a.m. and took no action.

Chair Milne adjourned the meeting at 10:55 a.m.

UNAPPROVED

Agenda Item A8:

Preliminary Timeline for Vermont Technical College Presidential Search

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Preliminary Timeline for Vermont Technical College Presidential Search

For discussion purposes/Subject to change

- | | |
|-------------------|--|
| November 30, 2016 | Search process gets underway with discussion at Board of Trustees meeting. Trustee members of Search Committee appointed. Composition of Search Committee approved. |
| December 5 – 6 | Notice to VTC community announcing the search start, timeline, basic plan, how the Search Committee will be comprised, and soliciting interest in serving on the Committee. |
| December 13 | Nominations and statements of interest to serve on the Search Committee due to Chancellor. |
| December 16 | Notice to VTC community about who will be on the Search Committee. |
| January 2 – 13 | Advertising placed in suitable higher ed publications. |
| January 16 – 20 | Search Committee hosts an open forum in Randolph Center and Williston, to be streamed as well, to allow students, faculty, and staff to say what they hope for in the next president. |
| Jan. 23 – Feb. 3 | Applications under review. |
| February 6 – 10 | Search Committee meets to narrow candidates to 4 – 6. |
| February 13 – 17 | Chancellor calls each candidate for interview and Skype test. |
| February 20 – 24 | All-day meeting for Search Committee to conduct Skype interviews with candidates. |
| February 27 -28 | Update to VTC community from Search Committee Chair. |
| March 6 – 10 | Three finalists on campus for interviews with Search Committee and meetings with faculty, staff, students, and interested community members. Search Committee recommends two finalists to Board. |
| March 13 -17 | Two finalists interviewed by full Board of Trustees. |
| March 25, 2017 | Final decision by the Board of Trustees at regularly scheduled BOT meeting. |

Agenda Item B1:

Nominating Committee Charter

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Act 19 Pertaining to the Governance of the Vermont State Colleges

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Nominating Committee Areas of Responsibility

The Committee shall comprise three members elected annually by the Board at its first meeting of the new calendar year. The Chair of the Committee shall be elected from among its three members by the Board at the first meeting of the new calendar year.

1. Annually, the Committee shall recommend VSC Board officers for election at the annual meeting provided, however, that the Committee shall only recommend nominees for Board Chair in years the Chair is up for election, and shall recommend for election members to chair or serve on the committees to the extent such election is contemplated by the resolution creating the committee.
2. Effective July 15, 2015, the Committee biennially shall recommend to the Board of Trustees members for election at the annual meeting to the office of Chair of the Board.
3. Annually, the Committee shall recommend to the Board of Trustees members for election to the Audit Committee.
4. The Committee shall recommend for election officers, committee chairs, or committee members in the event of a vacancy where the original election called for a recommendation of the Nominating Committee.

In making recommendations for election to an office or position, the Committee may either recommend individual candidates or present competing candidates for the Board's consideration.

4. In 2017 and biennially thereafter, the Committee shall recommend to the Board of Trustees individuals for election to the Board as self-perpetuating members.

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2015

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(1) All legal instruments executed in the name of the Vermont State Colleges or in any subsequent name selected under 16 V.S.A. § 2171(a) shall be legally binding on the Corporation.

(2) All statutory references to “Vermont State Colleges” shall mean the Corporation created under 16 V.S.A. § 2171(a).

Sec. 3. TRANSITION

(a) Notwithstanding 16 V.S.A. § 2172 as amended by this act, all existing six-year terms of members of the Board of Trustees commencing on or before February 28, 2017 shall be completed, including terms of trustees appointed or elected due to vacancy. Beginning on March 1, 2017, new terms for all Board members, except the student trustee and the Governor, shall be four years in duration.

(b) In 2017:

(1) On March 1, two of the three gubernatorial-appointed Board seats expiring on that date shall be eliminated. The Governor shall appoint a trustee to fill the third seat for a four-year term commencing on March 1.

(2) The Board shall elect two trustees, selected pursuant to Sec. 1, 16 V.S.A. § 2172(a)(4), to fill two self-perpetuating four-year Board seats with terms commencing on March 1.

(c) In 2019:

(1) On March 1, one of the three gubernatorial-appointed Board seats expiring on that date shall be eliminated. The Governor shall appoint two

No. 19
2015

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trustees to fill the remaining two seats for four-year terms commencing on March 1.

(2) The Board shall elect a trustee, selected pursuant to Sec. 1, 16 V.S.A. § 2172(a)(4), to fill one self-perpetuating four-year Board seat with a term commencing on March 1.

(d) In 2021:

(1) On March 1, one of the three gubernatorial-appointed Board seats expiring on that date shall be eliminated. The Governor shall appoint two trustees to fill the remaining two seats for four-year terms commencing on March 1.

(2) The Board shall elect a trustee, selected pursuant to Sec. 1, 16 V.S.A. § 2172(a)(4), to fill one self-perpetuating four-year Board seat with a term commencing on March 1.

Sec. 4. EFFECTIVE DATE

This act shall take effect on July 15, 2015.

Date Governor signed bill: May 7, 2015