

**Minutes of the VSC Board of Trustees Education, Personnel, and Student Life Committee meeting Friday, December 1, 2017 at Castleton University, Castleton, Vermont – APPROVED March 24, 2018**

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

The VSC Board of Trustees Education, Personnel, and Student Life Committee met on Friday December 1, 2017 at Castleton University, Castleton, Vermont

Committee Members present: Aly Richard (Chair), Jim Masland, Shavonna Bent, Lynn Dickinson, Karen Luneau, and Janette Bombardier via conference call

Presidents: Pat Moulton

From the Chancellor's Office: Yasmine Ziesler, Chief Academic Officer  
Sophie Zdatny, General Counsel  
Jeb Spaulding, Chancellor  
Nancy Shaw, Director of Human Resources

From the colleges:

Molly Willard, Project Manager for Agricultural Training, Vermont Tech  
Allan Rodgers, Interim Dean of Academic Affairs, Vermont Tech  
Nolan Atkins, Provost, Johnson and Lyndon  
Jonathan Spiro, Academic Dean, Castleton

1. Call to Order

Chair Richards called the meeting to order at 9:36 a.m.

2. Approval of the August 23, 2017 minutes

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

3. Vermont Tech: Policy 102 New Program Proposal for A.A.S. in Forestry

Chair Richards led a discussion of the 2017 reports, beginning with a summary of the process and overall recommendations by Chief Academic Officer Yasmine Ziesler. A question was asked about adding representatives from K-12 education to the review committees and Ziesler and the academic deans present agreed this was a good idea for future years. Many of the programs reviewed this year were in STEM fields for which generating student interest is a challenge. There was additional discussion about the importance of teacher education to address

this challenge, and Chair Richards noted that teacher education would be a focus topic for an upcoming EPSL meeting.

CAO Ziesler then reviewed the proposed modification of the PReCIP review process for the 2018 cycle. **Trustee Masland made a motion to recommend to the board for approval the programs and process outlined for the 2018 cycle of Policy 101 reviews as included in the committee materials, seconded by Trustee Dickinson. The motion was approved unanimously.**

Chair Richards asked for a motion supporting a resolution commending all who worked on the 2017 PReCIP review cycle. **Trustee Dickinson moved to recommend to the board for approval the resolution commending the work of the committees on the Policy 101 review process for 2017 as included in the committee materials, seconded by Trustee Luneau. The motion was approved unanimously.**

4. Policy 101 “PreCIP” 2017 Reports and 2018 Reviews

Vermont Tech President Patricia Moulton introduced the A.A.S. in Forestry proposal for consideration. Allan Rodgers noted Molly Willard, Project Manager for the Institute for Applied Agriculture and Food Systems, was one of the lead authors and architects of the well-documented proposal. The proposal includes an outlined articulation with a four-year degree at UVM as well as a dual enrollment course, “Burls to Boards,” part of Career and Technical Education (CTE) center programs. As Willard explained, no program like this currently exists in Vermont, and with recent legislation, foresters are now required to have an associate degree to be licensed in the state. **Trustee Luneau moved to recommend to the board for approval the new A.A.S. in Forestry per Policy 102 as proposed by Vermont Technical College in the committee materials, seconded by Trustee Masland. The motion was approved unanimously.**

5. Information Item: Affordable Care Act provisions and Proposed Revision to Policy 202

General Counsel Sophie Zdatny provided an overview of Policy 202 explaining the criteria for the contracting of part-time faculty at the Community College of Vermont. The policy currently states no CCV instructor may be contracted to teach more than 11 credits, with the proposed change to add in, “or across the VSC system as a whole” in any given semester. Nancy Shaw, Director of Human Resources discussed the Affordable Care Act provisions, explaining the implications for the VSC, which is a single employer, if someone is unintentionally given a combination of teaching assignments that creates full time employees. The proposed revision will be on the agenda for action at the next EPSL meeting.

Trustee Bombardier left the meeting call at 11:00am.

6. Follow up to Long-Range Planning Committee discussion of “automatic associate degree award” concept

Yasmine Ziesler, Chief Academic Officer, explained the data provided on the student credit progress graph for Vermont State Colleges, mapping student credits and retention history for discussion of the “automatic associate degree award” concept. The committee discussed different approaches to this option, including the central importance of advising.

7. “Start to Finish” initiative update

Yasmine Ziesler, Chief Academic Officer provided an update to the committee on Start to Finish initiative. Staff and faculty recently attended a conference hosted by Complete College America. The outcome is to launch messaging and advising campaigns to support increased enrollment intensity, and for full-time students, successful completion of 30 credits per year.

8. Other business

There was no other business.

9. Comments from the public

There were no public comments.

Chair Richards adjourned the meeting at 11:50 a.m.