

APPROVED Minutes of the VSC Board of Trustees Executive Committee meeting held Thursday, December 19, 2019 in the Library Conference Room, Vermont Technical College – Williston Campus, Building 400

The Vermont State Colleges Board of Trustees Executive Committee conducted a Committee meeting on Thursday, December 19, 2019, at Vermont Technical College – Williston

Committee members present: Churchill Hindes (Chair), Karen Luneau, Lynn Dickinson (Vice Chair), Linda Milne

Chancellor's Office Staff: Jeb Spaulding, Chancellor
 Todd Daloz, Associate General Counsel

Chair Hindes called the meeting to order at 3:05 p.m.

1. Review and Approval of November 21, 2019 Executive Committee Meeting Minutes

The Executive Committee reviewed the draft minutes from the November 21, 2019 Committee meeting.

Trustee Dickenson moved and Trustee Luneau seconded the approval of the November 21, 2019 meeting minutes. The motion was approved unanimously.

2. Discussion of Committee Meeting Schedule

The Committee discussed their assignment and the importance of gaining input on the role and value of the Chancellor's Office from four key groups: the Council of Presidents, our Union partners, staff at the Chancellor's Office and other Trustees. Chair Hindes expressed the importance of giving these groups the opportunity to provide input on the Committee's process in a manner that is as convenient and as soon as possible. After additional discussion, the Committee decided on the following schedule:

- Individual Presidents following their Council of Presidents' meeting on January 15, 2020;
- Union leaders during the afternoon of January 15 (and also schedule a Zoom call-in option so additional Union members could address the Committee);
- Members of the Chancellor's Office staff to speak with Chair Hindes at a time to be scheduled in January ; and
- Individual Trustees on (or before) February 3, 2020 (a scheduled meeting day for four Board committees).

The Committee will invite written comments prior to each of these sessions.

Anticipating these meetings, Chancellor Spaulding noted that a recurring concern raised through the *Securing the Future* process, and voiced by the Unions and others, is that campuses are experiencing cuts in budgets and staffing while the Chancellor's Office appears to be growing. The Committee agreed that this growth should not be viewed in isolation. Much of it results from cost-saving consolidation across the VSCS, which has resulted in a significant net savings to the System.

3. Review of Chancellor's Office Operations and Budget

Attorney Daloz reviewed the updated draft memorandum provided to the Committee, outlining the various cost centers at the Chancellor's Office and providing additional detail on the operational functions of the Office. The Committee offered several edits to the memorandum and requested:

- Additional information regarding the commercial rental market in the Montpelier area;
- Chancellors Office spending as a percentage of all VSCS spending for the fiscal years outlined in the memorandum;
- Additional detail on the total budget cuts at each VSCS institution for the fiscal years outlined in the memorandum; and
- Estimated dollar amounts related to the annual audit, workers compensation and accrued leave time for the fiscal years outlined in the memorandum.

Trustee Luneau noted that the VSCS gains tremendous value in having the Chancellor's Office physically located in Montpelier, and Chair Hinde reflected that any change in physical location of the Office would likely significantly disrupt core VSCS systems for an undetermined transition period (e.g., IT, accounting, payroll).

The Committee instructed Attorney Daloz to update the memorandum per its edits and provide a more final draft before the next Committee meeting. Chair Hinde invited the Committee to forward additional requests directly to Attorney Daloz.

The Committee concurred that unless the Securing the Future initiative results in substantial VSCS-wide structural change, the Committee areas of focus will likely be Chancellor's Office:

- Location;
- Spending controls and reductions;
- Increases in staffing, programs and services; and
- Actions that have resulted in net financial benefit for individual colleges and universities, and the VSC System.

Chair Hinde adjourned the meeting at 4:45 p.m.