


## MEMORANDUM

TO: VSCS Board of Trustees

FROM: Sophie Zdatny, Chancellor 

DATE: August 1, 2022

SUBJECT: Board of Trustees Meeting on Wednesday, August 3, 2022

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Trustees:

Materials are now available for the Board meeting scheduled for **1:00 p.m. on Wednesday, August 3<sup>rd</sup>**. The meeting will take place via Zoom and will be livestreamed on YouTube.

Chair Dickinson will open the meeting and welcome President Parwinder Grewal to his first Board meeting in his role as the President of Castleton University, Northern Vermont University, and Vermont Technical College, as well as the inaugural President of Vermont State University.

As discussed at the June 16<sup>th</sup> Board meeting, the opportunity for the public to provide comments has been moved to the top of the agenda. In addition, Lynn Dickinson, Chair of the Board, has approved a set of rules for public comment at VSC Board and Committee meetings that is consistent with guidance from Vermont's Secretary of State and the Board's past practice. The Rules are included in the meeting materials and have been posted on the VSC website, under the Board of Trustees tab.

Following approval of the minutes, the Board will receive reports from the Executive Committee and the Diversity, Equity and Inclusion Committee.

Chief Financial and Operating Officer, Sharron Scott, will be seeking the Board's approval for the VSC to receive federal funds pursuant to a congressionally directed spending request. Last spring, the Vermont State Colleges was named to three congressionally designated opportunities. The first two opportunities are through the US Department of Education for grants totaling \$3,958,000. These grants are considered non-competitive and do not require a match. The larger of the two grants, in the amount of \$3,708,000, requires approval by the Board of Trustees. Your approval is requested as part of these materials. The third and final opportunity is through the US Department of Justice, in an amount of \$4,500,000 for the Community College of Vermont. This opportunity is not yet ready for Board approval as the application materials are pending.

The Office of the Chancellor coordinated the response for the Vermont State Colleges System for the projected titled VSCS System-Wide Transformation: Workforce Development, Libraries, and Institutional Research. In total, this grant provides three years of seed money for Workforce Development and Institutional Research, as well as a small pool of funding for digital consolidation of our libraries. The project abstract, budget narrative and grant request documents are available in the meeting materials

The Chancellor will provide an update on the progress of the ongoing transformation work, following up on the detailed presentations on transformation provided to the Board at its June 16<sup>th</sup> meeting.

Moving forward, Board meetings will include a standing agenda item for the two Presidents to provide reports to the Board and for the trustees to ask questions of the Presidents. Accordingly, at this meeting the trustees and the Presidents will have the opportunity to discuss what information should be included in the reports and in what ways the trustees can provide support to the Presidents.

Finally, General Counsel Patty Turley and Associate General Counsel Kathryn Santiago will provide required annual training for the trustees on:

- Policy 311- *Non-discrimination and Prevention of Harassment and Related Unprofessional Conduct*;
- Policy 311-A – *Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, Sexual Assault, and Stalking*; and
- Policy 316 – *Protection of Minors and Mandatory Reporting of Child Abuse and Neglect*.

Copies of each of these policies and their associated procedures are available at <https://www.vsc.edu/board-of-trustees/policies-procedures/student-affairs-policies/>.

Kathryn Santiago has also shared the following link and requested that trustees watch this video prior to the Board meeting: [Shine a Light \(brightcove.net\)](#).

There will be an executive session following additional business. No action is expected to be taken upon exiting the executive session.

cc: Council of Presidents  
Academic Deans  
Business Affairs Council  
Student Affairs Council

**Vermont State Colleges Board of Trustees Meeting**  
**Zoom Meeting/YouTube Stream**  
**Wednesday, August 3, 2022 at 1:00 p.m.**

**AGENDA**

1. Call to order
2. Review of Rules for Public Comment followed by comments from the public. Sign up here:  
[www.vsc.edu/signup](http://www.vsc.edu/signup)
3. Approval of Minutes
  - a. June 16, 2022 Board Meeting
4. Report from Executive Committee
5. Report from DEI Committee
  - a. Motion/vote on possible name change for DEI Committee
6. Motion/vote to approve grant from a congressionally directed spending request
7. Transformation update from the Chancellor
8. Discussion with the Presidents regarding presentation of Presidents' Reports to the Board
9. Annual Board Trainings:
  - a. VSC Policy 311, *Non-discrimination and Prevention of Harassment and Related Unprofessional Conduct*
  - b. VSC Policy 311-A, *Sexual Harassment, Sexual Exploitation, Domestic Violence, Dating Violence, Sexual Assault, and Stalking*
  - c. VSC Policy 316, *Protection of Minors and Mandatory Reporting of Child Abuse and Neglect*
10. Additional Business
11. Executive Session – no action is expected to be taken following the executive session
12. Adjourn

## **PUBLIC COMMENT AT MEETINGS OF THE VERMONT STATE COLLEGES' BOARD OF TRUSTEES**

### **Background**

Vermont's Open Meeting law (Title I, Chapter 5, 1 V.S.A. § 310, *et seq.*) provides that:

At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting, as long as order is maintained. Public comment shall be subject to reasonable rules established by the chairperson.

1 V.S.A. § 312(h).

*A Guide to Open Meetings* by Vermont Secretary of State (revised January 2019), states at page 12:

The public comment period, however, is not a free-for-all; the board chair may establish reasonable rules to maintain order, and reasonable limitations on the amount of time for each speaker are not unusual or improper.

### **Rules for Public Comment**

1. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules. All participants in the meeting are expected to be civil and respectful toward one another.
2. Public comment shall generally be held at the start of the meeting to provide the public with an opportunity to make public comments in advance of votes on action items. However, the Chair<sup>1</sup> may, in their discretion, allow public comment on

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<sup>1</sup> The Chair refers to the Chair of the Board for meetings of the full Board of Trustees, as well as to Chairs of the Board's Committees for committee meetings. If the Chair is unavailable, the Vice Chair of the Board or the Committee will serve as the Chair. If neither the Chair or the Vice Chair are available, another trustee may be designated to serve as the Chair of a Board or Committee meeting.

individual agenda items during the meeting or move the public comment to another part of the agenda.

3. Up to thirty minutes shall be afforded for public comment. In special circumstances, the time may be extended by majority vote of the Board or Committee members.
4. Public comments must be addressed to the Chair or to the Board or Committee as a whole, and not to any individual member of the Board or to individual members of the public.
5. Members of the public must be acknowledged by the Chair before speaking.
6. Members of the public must state their name before making their public comment.
7. Members of the public who have signed up to speak in advance of the meeting will be called upon to speak first, in the order in which they signed up. If there is time remaining for further public comment, the Chair will invite those who did not have a chance to sign-up to raise their hand, to be recognized by the Chair, and to make a public comment.
8. Public comments shall not exceed 3 minutes in length and the Chair may request assistance from a staff member to remind speakers when their time is up.
9. If a member of the public has already spoken on a topic, that member may not be recognized again until others have first been given the opportunity to comment and if there is time remaining for additional public comment.
10. Board members are not required to respond to public comments during the course of the meeting.

Be it Approved: July 29, 2022

*Eileen Y Dickinson*

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Eileen "Lynn" Dickinson  
Chair of the Board of Trustees  
Vermont State Colleges

**Minutes of the VSCS Board of Trustees Meeting held Thursday, June 16, 2022, at 1:30 p.m. in the 1787 Room at Castleton University, Castleton, Vermont – UNAPPROVED**

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

The Vermont State Colleges Board of Trustees met on Thursday, June 16, 2022 at Castleton University

Board members present: Lynn Dickinson, Megan Cluver (Vice Chair), Janette Bombardier (1:39 p.m.), David Durfee, Adam Grinold, Shirley Jefferson, Bill Lippert, Mary Moran, Perry Ragouzis, David Silverman, Shawn Tester, Sue Zeller

Absent: Karen Luneau, Jim Masland

Presidents: Tom Mauhs-Pugh, Pat Moulton

Chancellor's Office Staff: Kellie Campbell, Chief Information Officer  
Wilson Garland, Director of Transformation Projects  
Kathrine Levasseur, Director of External and Government Affairs  
Jen Porrier, Administrative Director  
Sarah Potter, Chief Human Resources Officer  
Kathryn Santiago, Associate General Counsel  
Sharron Scott, Chief Financial/Operations Officer  
Mike Stevens, Manager of Transformation Projects & Planning  
Littleton Tyler, Lead Financial Analyst  
Patty Turley, General Counsel  
Sophie Zdatny, Chancellor  
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Nolan Atkins, Provost, Northern Vermont University  
Sarah Chambers, Coordinator of Instructional Technology, Castleton University  
Martha Coulter, Wellness Center Director, Castleton University  
Laura Jakubowski, Chief Budget & Finance Officer, Castleton University  
Cathy Kozlik, Dean of College of Business, Castleton University  
Amanda Ley, Admissions Counselor, Castleton University  
Gayle Malinowski, Chief Technology Officer, Castleton University  
Katie Mobley, Dean of Enrollment, Community College of Vermont  
Lori Phillips, Director of Conferences & Events, Castleton University

Linda Olson, Faculty, Castleton University  
Maurice Ouimet, Dean of Enrollment, Castleton University  
Dennis Proulx, Dean of Students, Castleton University  
Beth Walsh, President, VSCUP, Northern Vermont University  
Shaun Williams, Assistant Director of Residence Life, Castleton University  
Joe Zeitler, Assistant Director of Admissions, Castleton University

1. Chair Dickinson called the meeting to order at 1:31 p.m.

Chair Dickinson introduced Castleton University President Tom Mauhs-Pugh who introduced his cabinet to the Trustees. Chair Dickinson then welcomed new Student Trustee Perry Ragouzis and asked for introductions around the room.

2. Public Comment

Chair Dickinson reminded everyone that public comments have now been moved to the beginning of Board meetings to give everyone a chance to comment on agenda items prior to any pending action being taken by the Board. Beth Walsh shared that she appreciates the face-to-face meetings of the Board of Trustees, she asked that remote access remain an option for all meetings. She expressed her wish that faculty and staff be more involved and included in discussions with the Board and Committees. Beth voiced concerns regarding the VSC posted job openings, including whether existing employees would lose their retiree benefits if they take a non-bargaining unit position and whether employees will need to reapply for their current positions. Finally, Beth voiced appreciation for the recent stipends, but worried some people who have assisted with the transformation work did not receive stipends.

3. Approval of Meeting Minutes

**Trustee Moran moved and Trustee Zeller seconded the motion to approve the minutes from the May 16, 2022 meeting and the June 16, 2022 meeting. The motion was approved unanimously with two abstentions (Trustees Jefferson and Ragouzis).**

4. Report from the Education, Personnel, and Student Life Committee
  - a. Vote/approval of New Program Proposal in Aviation Maintenance Technology per VSC Policy 102
  - b. Vote/approval proposed revisions to VSC Policy 301: *Policy on Determination of In-state Residency for Tuition Purposes*
  - c. Academic Transformation Progress Update

Trustee Cluver provided an overview of the May 23<sup>rd</sup> EPSL Committee meeting, reporting that two items are being brought to the Board for approval, and an update will be provided by Chief Academic Officer Yasmine Ziesler.

Vermont Tech President Pat Moulton provided an overview of the Aviation Maintenance Technology Program that is before the Board for approval. President Moulton introduced Robin Guillian, a pilot, and Director of Aviation, who spoke further about the program and answered questions. Further details about the program can be found [here](#) on pages 19-42.

**Trustee Grinold moved and Trustee Silverman seconded the motion to approve the New Program Proposal in Aviation Maintenance Technology per VSC Policy 102. The motion was approved unanimously.**

General Counsel Patty Turley shared information regarding the passage of Senate Bill 283 directing that certain immigrants be eligible to receive in-state tuition at the Community College of Vermont. EPSL votes to recommend to the Board approval of the proposed revisions to VSC Policy 301 extending this benefit to all eligible immigrants who attend any VSC institution. Ms. Turley added that, since the EPSL meeting, there has been an additional development. The VSC has been contacted by the Director of Vermont's Office of Veterans Affairs about an additional change to the federal law governing in-state tuition for veterans and their family members that is required to be in effect by August 1<sup>st</sup>. Policy 301 has been further amended to reflect this change.

**Trustee Grinold moved and Trustee Tester seconded the motion to approve the revisions to VSC Policy 301: Policy on Determination of In-state Residency for Tuition Purposes. The motion was approved unanimously.**

Chief Academic Officer Yasmine Ziesler gave an academic transformation progress update indicating that there is a lot of critical work occurring over the summer months. Readyng academic programs for review, working on updated governance models, and work on the face-to-face plus pilot project are main focus points this summer. Provost Nolan Atkins shared information about the enthusiasm of the faculty participation in the pilot program at a two day retreat held at Lake Morey earlier in the week. More details can be found [here](#) on pages 49-54.

5. Report from Finance & Facilities Committee
  - a. Vote/approval of Resolution 2022-012, Banking and Investment
  - b. Vote/approval of Resolution 2022-013, Vermont State Colleges System Annual Operating Budget

Trustee Silverman noted that Resolution 2022-012 is a standard annual resolution and has been vetted by the Finance & Facilities Committee.

**Trustee Silverman moved and Trustee Tester seconded the motion to approve Resolution 2022-012, Banking and Investment. The motion was approved unanimously.**

Trustee Silverman went on to discuss the budget for Fiscal Year 2023. The committee met four times to work on this budget, during which time the anticipated budget deficit for FY23 was reduced from around \$23M to \$19.9M. The final budget reflects a \$1.078M deficit, with the inclusion of one-time state funding support. Trustee Lippert noted the significant leadership turnover that is occurring in the state house, reminding everyone of the importance of continuing to engage with and educate the legislature on the value of the VSC and its role in the transformation.

**Trustee Jefferson moved and Trustee Zeller seconded the motion to approve Resolution 2022-013, Vermont State Colleges System Annual Operating Budget. The motion was approved unanimously.**

6. Vote/Approve Vermont Tech/University of Vermont Grant



Chair Dickinson shared that Vermont Tech is looking to partner with the University of Vermont on an EPSCoR grant. The goal of the grant is to “advance inclusivity with high school and middle school students to cultivate and prepare students for STEM fields”. She then noted that this grant proposal does not meet the dollar threshold to require Board approval so no vote to approve is required. More information about this grant can be found [here](#) on pages 62-66. Trustee Grinold requested that the VSC seek to find such opportunities for the southern part of Vermont. President Moulton explained that this grant proposal is a statewide program and is not limited to the Chittenden County. There was a general discussion regarding the collaborative work between the VSC and the University of Vermont.

7. Report from the Executive Committee

- a. Discussion regarding planning for Board’s annual training and self-assessment
- b. Discussion regarding the future of the Long Range Planning Committee
- c. Vote/approval on Chancellor and President reappointment recommendations

Chair Dickinson solicited input for ideas on helpful ways to conduct self-evaluation and development for the Board inclusion at September’s Board Retreat. She invited the trustees to provide feedback privately as well.

Chair Dickinson then asked for feedback on whether or not to revive the Long Range Planning Committee, which was suspended in early 2021. After discussion, it was agreed that a great deal of work was being accomplished through transformation, and that the Long Range Planning Committee should remain on hiatus for a couple of years as the full Board is continuing to monitor the transformation action plans.

Chair Dickinson then shared that the Executive Committee met on June 6<sup>th</sup> and June 13<sup>th</sup> for the evaluation of President Joyce Judy and Chancellor Zdatny and the Committee recommended that the Board reappoint President Judy and Chancellor Zdatny.

**Trustee Jefferson moved and Trustee Moran seconded the motion to approve the reappointment of President Joyce Judy of Community College of Vermont and Sophie Zdatny, Chancellor, to their positions for the 2022-2023 academic year. The motion was approved unanimously.**

8. Report from Nominating Committee

- a. Vote on slate of Board Officers
- b. Vote on slate of members for the Audit & Risk Management Committee

Trustee Grinold shared that at the June 10<sup>th</sup> meeting, the committee nominated the slate of Board officers, and the slate of members for the Audit & Risk Management Committee. The Trustees were asked whether anyone wished to nominate anyone else or themselves. No other names were put forward for consideration.

**Trustee Grinold moved and Trustee Bombardier seconded the motion to re-elect Lynn Dickinson to serve as Board Chair for a two year term. The motion was approved unanimously.**

**Trustee Grinold moved and Trustee Bombardier seconded the motion to re-elect Vice Chair Cluver, Treasurer David Silverman and Secretary Karen Luneau to serve one year terms. The motion was approved unanimously.**

**Trustee Grinold moved and Trustee Bombardier seconded the motion to re-elect Sue Zeller, David Silverman, David Durfee, Mary Moran and Shawn Tester as members of the Audit and Risk Management Committee. The motion was approved unanimously.**

9. Transformation Update

- a. Transformation Project Progress Update
- b. Update on Shared Services
- c. Accountability Dashboard Update

Director of Transformation Projects Wilson Garland shared a progress report on transformation which can be seen [here](#), (pages 1-10). Core Team leads also provided updates on student experience, academic operations, administrative operations, and workforce development (pages 11-13).

Chief Information Officer Kellie Campbell then gave an update on systems projects which can be seen [here](#) on pages 16-20.

Chief Financial and Operating Officer Sharron Scott gave a transformation budget update which can be found [here](#) on pages 22-24.

Dr. Campbell then presented a shared services update that can be found [here](#).

Mr. Garland concluded with a presentation on the accountability dashboard that can be found [here](#).

The Board expressed gratitude for the presentations and and appreciation for the volume and complexity of the transformation work. The Board also recognized the hard work and accomplishments of the many individuals participating in the transformation work.

10. Vote/approve proposed Board Calendar for 2022-2023

Chair Dickinson presented the proposed calendar for 2022-2023. Trustee Lippert inquired as to whether it was possible to livestream in person Board meetings. Chancellor Zdatny responded that there are technology challenges that still need to be addressed before that becomes possible, but that efforts are being made.

**Trustee Silverman moved and Trustee Zeller seconded the motion to approve the Board calendar for 2022-2023. The motion was approved unanimously.**

11. Additional Business

President Moulton wished to thank the Board for her appointment as Director of Workforce Development, as this was her last Board meeting as President of Vermont Tech. She expressed excitement for the future and appreciation for the support of the trustees. Chair Dickinson thanked President Moulton for stepping into the Executive Director of Workforce Development role.

Chair Dickinson adjourned the meeting at 5:06 p.m.

UNAPPROVED

## Vermont State Colleges System: System-wide Transformation Project Abstract

June 27, 2022

The Vermont State Colleges System serves all of Vermont, from its rural hills and valleys to its cities and towns. Rural public institutions such as those of the VSCS provide crucial educational and employment opportunities to local residents, serve as economic, social and cultural anchors in their host communities, and help to educate workers in high demand local industries. The VSCS is undergoing a revolutionary, system-wide transformation to become the adaptable and innovative public higher education system Vermont needs. The VSCS transformation will ensure Vermont learners continue to have access to public higher education, especially for the most vulnerable in our state, now and decades into the future. Occurring over five years, this overhaul will require a redesign of systems, processes, and a new way of operating that ensures fiscal sustainability and true connection to employers, the economy, and the needs of Vermont and Vermonters.

As a system, institutions of the Vermont State Colleges provide a comprehensive, experiential education that prepares students for the world of work, and for participation in, and enrichment of, a democratic and civil society. The VSCS prepares students for the jobs and careers needed to grow Vermont's economy and creates opportunities for Vermonters at every point in life, from early college and dual enrollment programs for high school students to degrees and credentials of value for working adults and those seeking to upskill and reskill. As the Vermont State Colleges transform, the VSCS will develop even more high-quality educational opportunities that meet the needs of students, employers, and the state, by expanding the availability of credentials of value, such as degrees, credentials, and certificates that will enable students to secure higher-paying employment or advance at work. Additionally, the VSCS will continue to create stackable credentials and pathways within degree programs to provide maximum value and flexibility to students with a special emphasis on sub-baccalaureate degrees and credentials such as associate's degrees and high-quality certificates. With a focus on strengthening and aligning workforce development and continuing education across the system, the VSCS will provide more Vermonters with the opportunity to achieve credentials of value.

While the goals of the grant are multi-faceted, the primary objectives are noted below.

1. Create and implement a **robust workforce development division** by building educational opportunities that directly support the reskilling and upskilling of Vermont's workforce for in demand jobs and careers. Working directly with businesses and industries in Vermont the new division will intentionally focus on the non-traditional learner both in and out of the workforce.
2. Build and implement a strong institutional research function to support the implementation of data-backed decisions, policy formation, strategic planning, and quality enhancement within the new workforce development division and throughout all of the system's colleges and universities.
3. Consolidate the physical operations and management of the Vermont State Colleges four libraries into one consolidated VSCS library. The new library will prioritize a "digital first" approach to services and collections, and will expand common learning spaces in support enhancing student access and outcomes, thus ensuring all VSCS students, regardless of their geography or learning modality, are able to easily access services and digital learning resources critical to their program of study.



## Vermont State Colleges

System-wide Transformation of  
Workforce Development, Libraries, and Institutional Research

Budget Narrative

June 27, 2022

Contact: Sharron R. Scott  
Chief Financial & Operating Officer  
Sharron.Scott@vsc.edu  
802.730.2566

## VSCS: System-wide Transformation of Workforce Development, Libraries & Institutional Research Budget Narrative

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Vermont State Colleges system transformation will occur over three years. The largest component of the projects are related to personnel costs.

### Wages and Benefits

1. **Instructional Designer** – new full-time, benefits eligible employee using estimated wages and benefits. This position is wholly dedicated to the grant. First year wages estimated at \$120,500 per year plus \$30,000 in group insurances and .2165 in other benefits. These balances are increased by 3% per year.
2. **Project/Program Manager** – new full-time, benefits eligible employee using estimated wages and benefits. This position is wholly dedicated to the grant. First year wages estimated at \$90,000 per year plus \$30,000 in group insurances and .2165 in other benefits. These balances are increased by 3% per year.
3. **Director of IR/Data Analyst** – new full-time, benefits eligible employee using estimated wages and benefits. This position is wholly dedicated to the grant. First year wages estimated at \$105,000 per year plus \$30,000 in group insurances and .2165 in other benefits. These balances are increased by 3% per year.
4. **Institutional Researcher/Programmer** – new full-time, benefits eligible employee using estimated wages and benefits. This position is wholly dedicated to the grant. First year wages estimated at \$90,000 per year plus \$30,000 in group insurances and .2165 in other benefits. These balances are increased by 3% per year.
5. **Course Development** – compensation to full and part-time instructors for development of up to 60 courses over two years. Cost estimated at approximately \$6,000 per course plus .0765 for OASDI/FICA and incremented by 3% for year 2.
6. **Instruction** – compensation to full and part-time instructors for course delivery for up to 60 courses over two years. Cost estimated at approximately \$6,000 per course plus .0765 for OASDI/FICA and incremented by 3% for year 2.
7. **Project Administrator** – new part-time employee estimated at \$22.50 per hour for approximately .5 FTE in year 1. Estimated effort varies for years 2 and 3 based on anticipated work volume. Year 2, estimated at .78 FTE. Year 3, estimated at .54 FTE. All values increased for OASDI/FICA.

## **VSCS: System-wide Transformation of Workforce Development, Libraries & Institutional Research Budget Narrative**

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### **Information Technology**

1. **Virtual Labs** – \$50,000 is budgeted in Year 3 to cover the cost of trial software and hardware to support virtual labs and the expansion of remote learning for students.
2. **Workforce Development Software** - \$60,000 to purchase a single instance of a customer relationship management software (CRM) to support the new workforce development division. This amount is increased by 3% per year.
3. **Analysis & Visualization Tools** - \$73,000 in year 1 to purchase tools that support the Institutional Research function.
4. **Digital Consolidation / Remote Supports** - \$133,333 a year for three years to cover the expansion of digital collections to support remote and adult learners, and address the technology needs of under resourced students.

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**VSCS: System-wide Transformation of  
Workforce Development, Libraries & Institutional Research  
Budget Narrative**

## PROJECT BUDGET

### Vermont State Colleges System Transformation

Personnel	Year 1	Year 2	Year 3	Total
<b>Wages</b>				
Workforce Development				
Instructional Designer	120,500	124,148		244,648
Course Development	183,240	188,737		371,977
Instructional Cost		366,480	377,474	743,954
Project/Program Manager	90,000	92,700	95,481	278,181
Project Administrator	21,876	36,151	25,260	83,287
Institutional Research				
Director of IR/Data Analyst	105,000	108,150	111,395	324,545
Institutional Researcher/Programmer	90,000	92,700	95,481	278,181
<b>Total Wages</b>	<b>610,616</b>	<b>1,009,067</b>	<b>705,090</b>	<b>2,324,774</b>
<b>Benefits</b>				
Workforce Development				
Instructional Designer	56,875	58,581		115,456
Course Development	14,018	14,438		28,456
Instructional Cost		28,036	28,877	56,913
Project/Program Manager	49,350	50,831	52,355	152,536
Project Administrator	1,674	2,766	1,932	6,371
Institutional Research				
Director of IR/Data Analyst	52,575	54,152	55,777	162,504
Institutional Researcher/Programmer	49,350	50,831	52,355	152,536
<b>Total Benefits</b>	<b>223,841</b>	<b>259,634</b>	<b>191,297</b>	<b>674,772</b>
<b>Total Personnel</b>	<b>834,458</b>	<b>1,268,701</b>	<b>896,387</b>	<b>2,999,546</b>
<b>Information Technology</b>				
Workforce Development				
Virtual Labs	-	-	50,000	50,000
Workforce Development Software	60,000	61,800	63,654	185,454
Institutional Research				
Analysis & Visualization Tools	73,000	-	-	73,000
Libraries				
Digital Consolidation/Remote Supports	133,333	133,333	133,333	400,000
<b>Total Information Technology</b>	<b>266,333</b>	<b>195,133</b>	<b>246,987</b>	<b>708,454</b>
<b>Total Budget</b>	<b>1,100,791</b>	<b>1,463,834</b>	<b>1,143,375</b>	<b>3,708,000</b>



## FORM B: INFORMATION ABOUT THE PROPOSAL

<b>Principal Investigator/Project Initiator (PI)</b>	Sharron Scott
<b>E-mail Address</b>	Sharron.Scott@vsc.edu
<b>Institution</b>	Office of the Chancellor
<b>I am:</b>	Staff
<b>Title of Proposal</b>	VSC System-Wide Transformation of WFD, Libraries & IR
<b>Name of Funder (the organization providing the funding DIRECTLY to your institution)</b>	US Department of Education
<b>Is funding for this project being passed through from another organization?</b>	No
<b>Funding Type (if this is pass-through funding, choose the primary source of funding)</b>	Federal
<b>Proposal Submission Deadline</b>	07/31/22
<b>Estimated Project Start Date</b>	09/01/22
<b>Estimated Project End Date</b>	08/31/25

## BUDGET

<b>Total Project Cost (including direct costs, indirect costs, and match)</b>	3708000
<b>Direct Costs</b>	3708000
<b>Indirect Costs</b>	0
<b>How were indirect costs determined?</b>	Other: All funding directed to the projects.
<b>Will matching funds be used for this project?</b>	No
<b>If needed, please add additional details about the budget, match, or indirect costs.</b>	The project is funded through Congressional Directed Spending.
<b>Budget Upload</b>	<a href="https://www.formstack.com/admin/download/file/13129985359">https://www.formstack.com/admin/download/file/13129985359</a>

**CONFLICT OF INTEREST**

I have read and I understand the VSC Employee Conflict of Interest Policy (VSC Policy 210). Yes

I agree to follow the procedures outlined in VSC Policy 210, including notifying the appropriate administrator if I believe I have a conflict of interest based on this grant proposal. Yes

**RESEARCH PROPOSALS**

Is this a research proposal? (See definition below.) No

Will this proposal obtain, use, study, analyze, or generate identifiable private information or identifiable biospecimens from any individual(s)? No

**CERTIFICATION**

I agree that the information I have supplied on this form is true and accurate to the best of my ability. Yes

I attest that I am not suspended, debarred, or otherwise excluded from federally-funded projects. Additionally, I attest that any co-PIs on this project (if applicable) are not suspended, debarred, or excluded from federally-funded projects. Yes

Date Aug 01, 2022

**Approvals**

Approval Status Approved

Approved By Sharron Scott, Sophie Zdatny

Approval Date August 1, 2022 6:05 PM

