

**TO:** Education, Personnel, and Student Life Committee  
Megan Cluver, Chair  
Karen Luneau, Vice Chair  
Betsy Bloomer  
Janette Bombardier  
Shirley Jefferson  
Jim Masland  
Perry Ragouzis

**FROM:** Yasmine Ziesler, Special Assistant to the Chancellor



**RE:** EPSL Meeting on October 30, 2023

**DATE:** October 26, 2023

The EPSL Committee of the Board of Trustees is scheduled to meet on Monday, October 30th at 1:00 pm by Zoom, or immediately following the conclusion of the full Board meeting, whichever is later.

The first portion of the agenda contains several action items for the committee, and one brief informational “data snapshot” of Fall 2023 enrollments, retention, persistence and graduation rates. This information is included in the committee materials. Also in the materials is a recent analysis of transfer patterns of CCV graduates, and CCV’s and VTSU’s leaders will share an update on their recent efforts to update CCV-VTSU transfer pathways.

There are two topics for the committee’s focused consideration. The first is an update from President Smith on the academic program Optimization 2.0 and administration optimization efforts at VTSU. If the committee so chooses, this agenda item includes a potential executive session for attorney-client communication. The second focus topic for the committee is an initial discussion in executive session of priorities for upcoming labor negotiations. No formal action is expected to be taken upon exiting the executive session.

I can be reached directly at (802) 224-3025 if you have any questions.

Thank you.

**Cc:** VSC Board of Trustees  
Council of Presidents  
Chief Academic Officers  
Student Affairs Council  
HR Council

**Vermont State Colleges Board of Trustees  
Education, Personnel and Student Life Committee  
Zoom Meeting/YouTube Stream**

**Monday, October 30, 2023 at 1:00 p.m.**

**AGENDA**

1. Call to order
2. Comments from the public - signup for public comment at [www.vsc.edu/signup](http://www.vsc.edu/signup).<sup>1</sup>
3. Approval of August 14, 2023 meeting minutes
4. Recommendation of honorary degree
5. Policy 208 revisions
6. Fall 2023 data snapshot
7. CCV-VTSU Transfer Pathways update
8. Update on Vermont State University “Optimization 2.0” and administrative optimizations
  - a. Potential executive session
9. Executive Session: Discussion of guiding principles for future labor negotiations
10. Other business

**MATERIALS**

1. August 14, 2023 Minutes
  2. Honorary Degree Recommendation and Resolution
  3. Policy 208 Revisions
  4. Fall 2023 Data Snapshot
  5. Analysis of transfer destinations for CCV graduates
- Contact Jen Porrier at [jen.porrier@vsc.edu](mailto:jen.porrier@vsc.edu) for information on how to attend the Zoom meeting
- This will also be livestreamed on YouTube at [www.vsc.edu/live](http://www.vsc.edu/live)

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<sup>1</sup> Note: To make a comment you must be logged into the live session at <https://www.vsc.edu/botzoom>. Please test your microphone and camera before logging into the session.

ITEM 1:  
August 14, 2023 Meeting Minutes

**Minutes of the VSCS Board of Trustees' Education, Personnel, and Student Life  
Committee meeting held Monday August 14, 2023 at 1:00 p.m. via Zoom - UNAPPROVED**

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

The VSCS Board of Trustees Education, Personnel, and Student Life Committee met on Monday, August 14, 2023 via Zoom.

Committee Members present: Megan Cluver (Chair), Karen Luneau (Vice Chair), Janette Bombardier, Jim Masland (1:07 p.m.), Shirley Jefferson, Perry Ragouzis

Absent: Mary Moran

Other Trustees present: Lynn Dickinson, David Durfee, Bill Lippert, Sue Zeller

Committee Liaisons: Hilary Linehan, representing staff of VTSU to EPSL Committee  
Katherine Penberthy, CCV Faculty Liaison to EPSL Committee  
Joan Richmond-Hall, representing faculty of VTSU to EPSL Committee  
Erin Wetherell, CCV Staff Liaison to EPSL Committee

Presidents: Joyce Judy, Mike Smith (Interim)

Chancellor's Office Staff: Wilson Garland, Director of Transformation  
Katherine Levasseur, Director of Governmental & External Affairs  
Jen Porrier, Administrative Director  
Sophie Zdatny, Chancellor  
Yasmine Ziesler, Special Assistant to the Chancellor

Shared Services: Donny Bazluke, Network/Security Analyst  
Kellie Campbell, Chief Information Officer  
Sarah Chambers, Director of Learning Technologies  
Pat Moulton, Executive Director of Workforce Development  
Sarah Potter, Chief Human Resources Officer  
Kathryn Santiago, Associate General Counsel  
Sharron Scott, Chief Financial/Operations Officer  
Patty Turley, General Counsel  
Meg Walz, Director, Project Management

From the Colleges: Nolan Atkins, Provost, Northern Vermont University and Vermont State University

Kelley Beckwith, Vice President of Student Success, Vermont State University  
Maurice Ouimet, Vice President of Admissions, Vermont State University  
Debby Stewart, Dean of Academic Affairs, Community College of Vermont  
Littleton Tyler, Assistant Vice President, Finance & Compliance, Vermont State University

1. Call to Order

Chair Cluver called the meeting to order at 1:00 p.m.

2. Comments from the Public

There were no comments from the public.

3. Approval of May 22, 2023 Meeting Minutes

**Trustee Luneau moved and Trustee Bombardier seconded the motion to approve the May 22, 2023 meeting minutes. The motion was approved unanimously.**

4. Summer flooding update for Vermont State University campuses

Vermont State University President Mike Smith shared updates from the Vermont State University campuses in response to the flooding. President Smith voiced his pride in the actions by his entire organization, including Vice President Sarah Truckle and Dean Jonathan Davis and their work with the state's emergency efforts. The Red Cross ran a shelter on the Johnson campus for 16-17 families, which closed on August 4<sup>th</sup>. FEMA is still running disaster relief out of the Johnson campus and the town of Johnson has relocated its operations to the campus. Housing for FEMA volunteers was offered on the Randolph campus, but the offer was not taken up. The Johnson campus was closed on July 10-11. All the other campuses remained open but employees who were able to work from home were given the option to do so. Employees were encouraged to use the Employee Assistance Program and a check-in email was sent to students. Employees were directed to the state's website to donate to flood relief and volunteer to assist with the recovery. A transformer in the flooded basement of Green Hall on the Randolph Campus failed and there were some leaky roofs, such as in Stearns at the Johnson campus.

Community College of Vermont President Joyce Judy shared that some staff were severely impacted by the flooding, with a couple of employees choosing to relocate out of state. CCV was very fortunate this time around as compared to Tropical Storm Irene, after which CCV was without its computer system for a week. President Judy expressed her pride in her staff as they assisted populations across the state during the recovery efforts.

5. Fall enrollment updates

Maurice Ouimet, Vice President of Admissions, shared that operations are moving forward smoothly as VTSU approaches move-in-day. New student numbers total about 1,400, about 19% behind last year's number, whereas the number of graduate students (around 125-140) is comparable to last year. Kelley Beckwith, Vice President of Student Success, informed the committee that the number of returning students is equal to last year.

President Judy shared that CCV just finished their summer semester with a 1% increase in enrollment. CCV had 2,900 students taking 300 courses. Summer semester has become increasingly significant from a budget perspective as CCV enrolls about half as many students in the summer, as compared to the fall and spring semesters. CCV's fall enrollment is almost on par with the previous year, with three weeks remaining in the registration period. President Judy noted that 3,600 students have already registered for the fall and CCV expects about 5,000 students will be registered by the time the fall semester launches. Applications for new students are up from the previous year, and the state is supporting a lot of new programs addressing affordability at CCV. President Judy promised a complete update at the upcoming retreat on September 19<sup>th</sup>.

#### 6. Student Success priorities at Vermont State University for 2023-2024

VP Beckwith shared a presentation on student success, which can be found [here](#) on pages 9-16. These priorities include implementing the shared advising model; target outreach and programming to improve student outcomes; and embedding DEISJ throughout Student Success and the university. VP Beckwith then provided a live demonstration of the VTSU Student Success Resources landing site. Additional student success initiatives include a Retention & Completion Committee, a Student Success Strategic Plan, a Complete College Accelerator Project, monthly staff meetings, campus team meetings, bi-annual team building events and trainings, and assessment and continuous improvement based on data. The committee requested a follow-up on the student success metrics at the next EPSL meeting (which is scheduled for October 30<sup>th</sup>).

#### 7. Overview of VSC academic programs and Vermont workforce alignment

Chief Academic Officer Yasmine Ziesler provided an overview of VSC academic programs and Vermont workforce alignment. That presentation can be found [here](#) on pages 18-35. Dr. Ziesler illustrated the VSC Program enrollment distribution in the areas of business/finance/sales, management/administrative/legal, education, construction, healthcare, transportation, engineering/manufacturing, community/protective/social services, computers and math, arts/design/entertainment/media, personal care and services, and agriculture and natural resources.

#### 8. Update on Vermont State University "Connections" general education program

Provost Nolan Atkins provided an update on the ongoing work to launch the first phase of Vermont State University's Connections General Education program for the fall. The faculty has focused its efforts on the Connections Seminar 1 this summer, which is meant to build connection to the campus and the student's program.

#### 9. Vermont State University "Optimization 2.0"

President Smith provided an update on the work of the Optimization 2.0 working group. The team has met four times and has developed a charter. He described optimization as the optimal class size, which is about 18 students per class – for increased financial stability, for a better student experience, and to remain competitive with peer organizations. VTSU’s current class sizes vary across the campuses but work is underway to achieve the target of an average 18 students per class. President Smith has asked the group to complete their work by October 1<sup>st</sup> so that it can then be submitted to the faculty assembly for its consideration in October. President Smith warned that this process will likely generate disagreement and take several years to implement.

#### 10. Other Business

There was no other business.

Chair Cluver adjourned the meeting at 2:41 p.m.

ITEM 2:  
Honorary Degree Recommendation and Resolution





**Vermont State President's Office**  
Michael.Smith@VermontState.edu  
802.635.1240

October 25, 2023

Chancellor Sophie Zdatny  
VSC Board of Trustees  
P O Box 7  
Montpelier VT 05601

Dear Chancellor Zdatny and VSC Board of Trustees:

It is my pleasure to nominate Mr. Howard J. Coffin for an honorary degree, which we would like to present to him at the Lyndon Commencement on May 19, 2024.

J. Kevin Graffignino, a former executive director of the Vermont Historical Society, has contacted the president's office on several occasions about awarding Howard an honorary degree. He states that Howard is "unquestionably the most respected and important Vermont Civil War historian of our time." His letter explains his strong feeling for giving this award- that "it's important for Vermont public colleges and universities to recognize instate excellence."

Howard, a sixth generation Vermonter, born and raised in Woodstock, attended Lyndon State College from 1960-1962 before leaving for Vietnam as part of the United State Army. He returned to Vermont where he worked as a reporter for the Rutland Herald, public information staff at Dartmouth College, news director at the University of Vermont, and press secretary to Senator James Jeffords.

He has also written many books on, served on boards, lectured, and lead bus tours to Civil War battlefields and sites. In 2004 he was given a resolution in honor of his "literary and advocacy efforts to record and preserve Vermont's Civil War history."

Thank you for your consideration of this nomination.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Smith".

Michael Smith  
Interim President

President Smith  
Approves this  
recommendation

**J. KEVIN GRAFFAGNINO**

**1 Doubleday Lane**

**Essex, VT 05452**

**Ph. (802) 662-5878**

**Cell (734) 263-7663**

**Email [jkgraff@umich.edu](mailto:jkgraff@umich.edu)**

May 22, 2023

Mr. Michael Smith, Interim President  
Vermont State University  
Vermont Technical College  
Randolph, VT 05060

Dear Mike:

You may recall that we interacted occasionally back in 2003-08 when I was Executive Director of the Vermont Historical Society. Those were tough financial years for the Society, and I remain grateful for the help and courtesy you, Tim, Jim, Lestyn, and others extended to me during my visits to the top floor of the Pavilion.

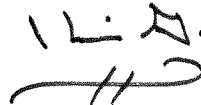
I'm writing today to renew a suggestion I made to your two immediate predecessors last year. I wrote to interim Northern Vermont University president John Mills and then to Parwinder Grewal to suggest that NVU and then VSU consider Howard J. Coffin for an honorary degree. Both of those gentlemen left their jobs soon after I wrote to them, so I'm trying again today in the hope you'll be around longer . . . 😊

You're from Woodstock and a lifelong Vermonter, Mike, so I suspect you already know Howard and his work. Just in case, I'll paraphrase what I wrote to Drs. Mills and Grewal: I've known Howard for more than 35 years, and I'm confident he's a strong candidate for an honorary VSU degree. Howard attended Lyndon State College, where he studied Vermont history under Graham Newell. He left Lyndon in 1962 to join the United States Army, serving in the Second Armored Division during the Vietnam conflict. After his military service Howard carved out a noteworthy career in Vermont newspaper, academic and political circles. His outstanding research and publications on Civil War history have earned him a national reputation in the field. He is unquestionably the most respected and important Vermont Civil War historian of our time. I think it's important for Vermont public colleges and universities to recognize in-state excellence, and I think Howard fits the bill for VSU on this front. It may be worth noting as well that given his considerable statewide popularity, honoring Howard would also reflect well on the University with the legislature and throughout Vermont.

I've enclosed the same packet of information about Howard that I sent to Dr. Mills and Dr. Grewal. I think it may prove useful to the committee I assume VSU has for reviewing honorary degree nominations. Naturally, I'd be happy to speak with anyone in your office or on the committee if you have any questions for me.

In the meantime, I hope you're enjoying your work in academe. It's quite a different world from state government, and I know VSU has challenges to resolve, but I'm confident you're the right guy for the job. Reversing the decision to rid the VSU campuses of books was an excellent first step in the eyes of this retired librarian, and I look forward to reading about further VSU progress under your leadership. I'm pretty sure you don't have any need for help from an old Vermont historian, but if I can be useful to you and the University give a shout.

Best regards,

A handwritten signature in black ink, appearing to be "L. D." with a stylized flourish underneath.

## **HOWARD J. COFFIN (b. 1942)**

- Born and raised in Woodstock, Vermont; sixth generation Vermont
- Attended Lyndon College 1960-62
- Served in 2<sup>nd</sup> Armored Division, U.S. Army, 1962-65
- Reporter for *Rutland Herald* 1960s
- Public information staff, Dartmouth College
- News director, University of Vermont
- Press secretary to U.S. Senator James Jeffords (R/I, VT)
- Service on boards of Calvin Coolidge Presidential Foundation, Friends of the Vermont State House, Vermont Historical Society, national Civil War Sites Advisory Commission, national Association for the Preservation of Civil War Sites, etc.
- 2004 Vermont State Legislature resolution in honor of his “literary and advocacy efforts to record and preserve Vermont’s Civil War history”
- Hundreds of historical lectures in Vermont cities and towns
- Leader of dozens of bus tours to Civil War battlefields and sites

## **BOOKS**

- *UVM: A Special Place* (1990)
- *Full Duty: Vermonters in the Civil War* (1993)
- *Nine Months to Gettysburg: Stannard’s Vermonters and the Repulse of Pickett’s Charge* (1997)
- *An Inland See: A Brief History of the Roman Catholic Diocese of Vermont* (2001)
- *The Battered Stars: One State’s Civil War Ordeal During Grant’s Overland Campaign* (2002)

# ENCYCLOPEDIA.COM

## Coffin, Howard 1942-

CENGAGE

Views 1,734,873

Updated

### COFFIN, Howard 1942-

**PERSONAL:** Born 1942, in Woodstock, VT. *Hobbies and other interests:* History, particularly U.S. Civil War (/history/ancient-greece-and-rome/ancient-history-rome/civil-war) history.

**ADDRESSES:** *Home*—Montpelier, VT. *Agent*—c/o Author Mail, Countryman Press, P.O. Box 748, Woodstock, VT 05091.

**CAREER:** Public relations consultant, writer, lecturer, and tour guide. Former press secretary to U.S. Senator James Jeffords; U.S. senate appointee, National Civil War (/history/ancient-greece-and-rome/ancient-history-rome/civil-war). Sites advisory committee; board member, Association for the Preservation of Civil War Sites. Rutland Herald, Rutland, VT, reporter; Christian Science (/philosophy-and-religion/christianity/protestant-denominations/christian-science) Monitor, correspondent; University of Vermont, news director; public information position at Dartmouth College (/social-sciences-and-law/education/colleges-us/dartmouth-college). *Military service:* Second Armored Division, Vietnam War (/africa/southeast-asia-history/vietnam-war).

### WRITINGS:

*UVM: A Special Place.* photograph by Sanders Milens. Donnina (Virginia Beach)



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***Full Duty: Vermonters in the Civil War*, Countryman Press (Woodstock, VT), 1993.**

***Nine Months to Gettysburg: Stannard's Vermonters and the Repulse of Pickett's Charge*, Countryman Press (Woodstock, VT), 1997.**

***The Battered Stars: One State's Civil War Ordeal during Grant's Overland Campaign*, Countryman Press (Woodstock, VT), 2002.**

**(With James Jeffords and Yvonne Daley) *An Independent Man: Adventures of a Public Servant*, Simon & Schuster ([New York \(/places/united-states-and-canada/us-political-geography/new-york\)](https://www.amazon.com/s?k=places/united-states-and-canada/us-political-geography/new-york)), NY), 2003.**

***SIDELIGHTS:* As a sixth-generation Vermonter with two great grandfathers having served with Vermont regiments during the U.S. Civil War, and having himself served in Vietnam, Howard Coffin's background gives him a solid intellectual and emotional foundation for his historic nonfiction works detailing Vermont's participation in the Civil War. As a committed Civil War historian, Coffin has been highly instrumental in protecting Civil War battlefields from development and was appointed by the U.S. Senate to the National Civil War Sites Advisory Committee. Coffin also lectures and gives tours of historic battlefield sites.**



Coffin's interest in the Civil War stems from his childhood. Often, he heard the stories of one of his great grandfathers, Elba Jillson, a Vermont farmer and Union soldier who fought in the Battle at Fair Oaks near Petersburg. However, Coffin didn't see his first Civil War battlefield until 1966 when, as a National Guardsman attending summer camp at Fort A. P. Hill he talked a bunkmate into taking him to the battlefields. He recalled in an interview with Lawrence Beimiller in the *Chronicle of Higher Education*: "Outside Fredericksburg, in farm country, was this little Salem Church, which still had bullet holes in it. I was hooked. I've been back to the battlefields every year since . . . but I've watched the progression—today Salem Church sits on an acre of ground surrounded by shopping malls. I finally decided I ought to try do to do something. I felt I owed it to the battlefields, and to those who fought there." Having been a political reporter for the Rutland *Herald*, Coffin had contacts. He called his local representative and, a month later, the Vermont General Assembly introduced—and ultimately passed—a resolution calling on Congress and the president to protect the historic sites.

Coffin's first book, *Full Duty: Vermonters in the Civil War*, is firmly based on research and emulates state-oriented Civil War volumes of a century ago. It provides background information on the Vermonters who became part of almost every major battle in the eastern states. While detailing vivid accounts of those battles, Coffin does not fail to include the experiences of those Vermonters who became prisoners of war (/social-sciences-and-law/law/international-law/prisoners-war), nor those at home who were raided by Confederate guerrillas stationed across the Canadian border.

*Nine Months to Gettysburg: The Vermonters Who Broke Pickett's Charge* is a stirring documentary of the Vermont Second Brigade, which held a key position at Gettysburg and, according to a 1863 New York (/places/united-states-and-canada/us-political-geography/new-york) *Times* article published soon after the Fourth-of-July battle, "did more than any other body of men to gain the triumph which decided the fate of the Union." These men were "citizen soldiers," young recruits from isolated Vermont farms who answered Lincoln's call in 1862 for 300,000 nine-month volunteers: 32,549 Vermonters answered the call, 5,224 of whom lost their lives as a result. Of the book, Tim Mudgett, writing for New England (/places/united-states-and-canada/miscellaneous-us-geography/new-england) *Quarterly*, said: "Coffin has mined a wealth of soldiers' letters at the Vermont Historical Society and the University of Vermont. Since the book is based on quotations from soldiers' letters, the men get a chance to tell their story firsthand, and therefore the reader never loses sight of what war was like for the common soldier." ⓧ

Again, in *The Battered Stars: One State's Civil War Ordeal during* Coffin uses first-hand information gleaned from diaries, letters, and newly unearthed and never before published to tell the extraordinary played by Vermont troops during General Grant's overland campaign



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personalities on the battlefield and back home." Summarizing the book for Dartmouth Bookstore, a critic commented that it is a "new and unique contribution . . . the story of the home front, taking us behind the lines to dozens of small towns in Vermont to show how the great battles of the Civil War affected the lives of ordinary citizens."

## **BIOGRAPHICAL AND CRITICAL SOURCES:**

### **PERIODICALS**

*Booklist*, December 15, 1993, Roland Green, review of *Full Duty: Vermonters in the Civil War*, p. 735.

*Chronicle of Higher Education*, September 6, 1989, Lawrence Beimiller, "A Vermonter's Civil-War Campaign: Saving Imperiled Battlefields," p. A3.

*Kirkus Reviews*, November 1, 2002, review of *An Independent Man: Adventures of a Public Servant*, p. 1590.

*Library Journal*, October 1, 1997, Stephen G. Weisner, review of *Nine Months to Gettysburg: The Vermonters Who Broke Pickett's Charge*, p. 98; April, 2002, John Carver Edwards, review of *The Battered Stars: One State's Civil War Ordeal during Grant's Overland Campaign*, p. 123.

*New England (/places/united-states-and-canada/miscellaneous-us-geography/new-england) Quarterly*, September, 1998, Tim Mudgett, review of *Nine Months to Gettysburg*, pp. 509-512.

*Publishers Weekly*, January 13, 2003, review of *An Independent Man: Adventures of a Public Servant*, p. 48.

### **ONLINE**

*Dartmouth Bookstore Web site*, <http://www.dartbook.com/> (<http://www.dartbook.com/>) (May 31, 2002), brief author biography and review of *The Battered Stars*.\*

Contemporary Authors

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VERMONT STATE COLLEGES SYSTEM  
BOARD OF TRUSTEES  
RESOLUTION

Honorary Degree Status  
Mr. Howard J. Coffin

- WHEREAS, Mr. Howard J. Coffin, a sixth generation Vermonter born and raised in Woodstock, attended Lyndon State College from 1960-1962 before leaving for Vietnam as part of the U.S. Army; and
- WHEREAS, Mr. Howard J. Coffin established a career in journalism and communications in Vermont as well as authoring several books and giving numerous public lectures on Vermont history; and
- WHEREAS, Mr. Howard J. Coffin's efforts to record and preserve Vermont's Civil War history were recognized by the Vermont State Legislature in 2004; and
- WHEREAS, The recommendation from Vermont State University Interim President Mike Smith to award an honorary degree is in full accordance with the criteria set forth in Policy 107; therefore, be it
- RESOLVED, That the VSC Board of Trustees in the name of Vermont State University grants Mr. Howard J. Coffin an honorary Doctor of Letters degree to be awarded at its next Commencement.

**ITEM 3:**  
**Policy 208 Revisions**



## VSC Policy

Title  <b>CRIMINAL AND CREDIT BACKGROUND CHECK                  POLICY</b>	Number  208	Page  1 of 2
	Date  <b>11/13/23</b>	

### POLICY STATEMENT

Criminal background checks will be conducted on all external candidates to whom an offer of paid employment or appointment has been extended and who have not been actively employed by VSC within the past two years. Employment will be contingent on successfully passing the background check. In addition, a background check (criminal and/or credit) may be performed for a current employee applying for a sensitive position or a position involving the handling of cash or financial assets or for unpaid associates (e.g., Graduate Assistants) who are expected to work with vulnerable populations, including minors.

VSC will adhere to the requirements of the Federal Fair Credit Reporting Act as well as the Vermont Fair Credit Statute: [9 V.S.A. § 2480b](#)

### PURPOSE

Vermont State Colleges strives to provide a safe environment for visitors, students, faculty, and staff. Information obtained by means of criminal and credit background checks helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization. It is the purpose of this policy to require criminal background checks on all new (not employed within the past two years) full-time and part-time employees (excluding student employees) and certain contract employees (part-time faculty, instructors and temporary employees who regularly interact with students) to protect vulnerable persons and others who work for, enroll in, or attend programs through the Vermont State Colleges and to protect the integrity of the Vermont State Colleges financial operations.

### DEFINITIONS

**Sensitive position:** A job which requires contact with minors or other "vulnerable populations" as defined by the National Child Protection Act as Amended in 1994. Regular access to residence halls, day care centers, and, at the discretion of the Chancellor or Presidents, other programs or facilities where vulnerable populations are known to be congregated, are factors used to determine whether a position is considered "sensitive". A Security Officer is an example of a "sensitive position." The following non-exclusive considerations may be used to determine which positions are considered "sensitive positions":

- Master key access to buildings, including residences or other facilities
- Direct responsibility for the care, safety, and security of people, or the safety and security of personal and university property (includes childcare workers, physicians, student affairs officers, residence hall supervisors, coaches, transit drivers, etc.)
- Direct responsibility for the care, safety, and security of animals

## POLICY

The Chancellor shall develop procedures, which may be amended from time to time, to implement a system of criminal background checks that at a minimum addresses the following:

### **A. Job Postings**

The requirement to pass applicable background checks must be included in external job postings (except for student workers, some temporary, and some non-compensated positions).

### **B. Persons Covered**

To the extent permitted by law, criminal background checks, including but not limited to those provided by online services, shall be conducted on all persons to whom an offer of employment has been made and who have not been employed by VSC within the previous two years. In addition, fingerprint-supported criminal background checks shall be conducted on all persons, including student employees, to whom an offer of employment has been made for a sensitive position. Credit background checks shall also be conducted on all persons whose employment involves substantive financial or fiduciary duties.

Existing employees who seek different employment within the Vermont State Colleges system need not undergo new criminal background checks if one had been performed upon initial hiring or thereafter. However, the results of the prior check may be weighed by the hiring authority, if relevant and material to the position under consideration. For existing employees who have not undergone any prior criminal background check within the Vermont State Colleges system, one must be performed if the employee is offered a "sensitive position" (e.g. moving to a job in a residence hall or summer camp).

Consent for a Background Check must be obtained prior to conducting the check. If the services of a Consumer Reporting Agency are used, FCRA-compliant authorizations and disclosures must be provided to the candidate. Candidates may decline to authorize a background check; in such cases, no background check is performed, and the candidate's application is not considered further. Absent extenuating circumstances, candidates who fail to participate fully or who provide inaccurate information in a background check will be eliminated from further consideration.

**C. Confidentiality of Criminal Background Check Information**

Information obtained in the context of criminal background checks shall be kept confidential in accordance with applicable state and federal laws.

It is the responsibility of the Chief Human Resources Officer to ensure policy compliance and work with VSC institutions to establish background check procedures as appropriate for their respective campuses.

Signed by:  Chancellor
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Date	Version	Revision	Approved By
04/20/2006	1.0	Adopted	VSCS Board of Trustees
07/21/2010	2.0	Updated	VSCS Board of Trustees
07/29/2016	3.0	Updated	VSCS Board of Trustees
11/16/2020	4.0	Updated	VSCS Board of Trustees
11/13/2023	5.0	Updated (proposed)	VSCS Board of Trustees



<b>Title</b>  <b>CRIMINAL BACKGROUND CHECK POLICY</b>	<b>Number</b> <b>208</b>	<b>Page</b> <b>1 of 3</b>
	<b>Date</b> <b>11/16/2020</b>	

**PURPOSE**

It is the purpose of this policy to require criminal background checks on all new full-time employees and certain part-time employees to protect vulnerable persons and others who work for, enroll in, or attend programs through the Vermont State Colleges and to protect the integrity of the Vermont State Colleges financial operations.

**POLICY**

The Chancellor shall develop procedures to implement a system of criminal background checks that at minimum addresses the following:

**A. Uniform Employment Applications**

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

**B. Persons Covered**

To the extent permitted by law, criminal background checks, including but not limited to those provided by online services, shall be conducted on all persons to whom an offer of full-time employment has been made. In addition, fingerprint-supported criminal background checks may be conducted on all persons, including student employees, to whom an offer of employment has been made where the terms and conditions of employment contemplate regular access to residence halls, day care centers, and other programs or facilities where vulnerable populations are known to be congregated. Existing employees who seek different employment within the Vermont State Colleges system need not undergo new criminal background checks if one had been performed upon initial hiring or thereafter. However, the results of the prior check may be weighed by the hiring authority if relevant and material to the position under consideration. For existing employees who have not undergone any prior criminal background check within the Vermont State Colleges system, one must be performed if the employee is offered a new position

that would otherwise require such a check (e.g. moving from a part-time to a full-time job, moving from a part-time job in the financial aid office to a part-time job in a day care center or residence hall).

**C. Processing of Criminal Background Checks**

Processing of criminal background checks shall be performed at each member College through its own hiring officials.

**D. Conditional Offers of Employment**

Due to the length of time necessary to process criminal background checks, applicants for employment who are subject to such checks under this policy shall be offered employment, and be permitted to be employed, conditioned upon the subsequent results not revealing any disqualifying criminal history.

**E. Disqualifying Criminal Record History**

The hiring authority at the Chancellor's office and at each member College shall make an individualized determination of whether a conditional employee's criminal record history warrants a revocation of the offer of employment. The decision shall weigh the severity of the criminal offense, the relationship between the offense and the duties of the position in question, the age of the offender at the time of the offense, the remoteness in time of the offense, and evidence of remorse and rehabilitation. However, in each employment matter where the criminal background check reveals the existence of a criminal record, the Chancellor and General Counsel shall be notified before any final employment decision is made.

**F. Costs of the Criminal Background Checks**

The applicants for employment shall pay the costs of the criminal background checks. However, in the case of hiring for the Chancellor's office, the Chancellor or designee, and in the case of a member College, the President or designee, may agree to cover the costs of the check in cases of demonstrated hardship.

**G. Confidentiality of Criminal Background Check Information**


Information obtained in the context of criminal background checks shall be kept confidential in accordance with any applicable state or federal law and in accordance with any user agreement entered into between the Vermont State Colleges and the Vermont Crime Information Center.

**H. Time-sensitive Background Checks**

Notwithstanding the above provisions, the member Colleges are permitted to use an online service to perform an expedited background check, without fingerprints, at the member College's expense, when a time-sensitive background check needs to be performed on persons, such as camp counselors and volunteers, who have access to residence halls, day care centers, and other programs or facilities where vulnerable populations are known to be congregated and there is insufficient time in which to obtain a fingerprint supported background check. A person undergoing an expedited background check under this provision shall not be considered an

“existing employee” and shall not, therefore, be exempted from undergoing a fingerprint-supported background check as set forth in Section B.

- I. Any activity or expense related to federal grants or contracts must comply with 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in addition to the provisions above. The above shall be read to be consistent with federal requirements and to the extent any inconsistencies appear, the federal requirements shall prevail.

Signed by:  Sophie Zdatny, Chancellor
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Date	Version	Revision	Approved By
04/20/2006	1.0	Adopted	VSCS Board of Trustees
07/21/2010	2.0	Updated	VSCS Board of Trustees
07/29/2016	3.0	Updated	VSCS Board of Trustee
11/16/2020	4.0	Updated	VSCS Board of Trustees



**ITEM 4:**  
**Fall 2023 Data Snapshot**

# Fall 2023 Data Snapshot

Education, Personnel, and Student Life Committee

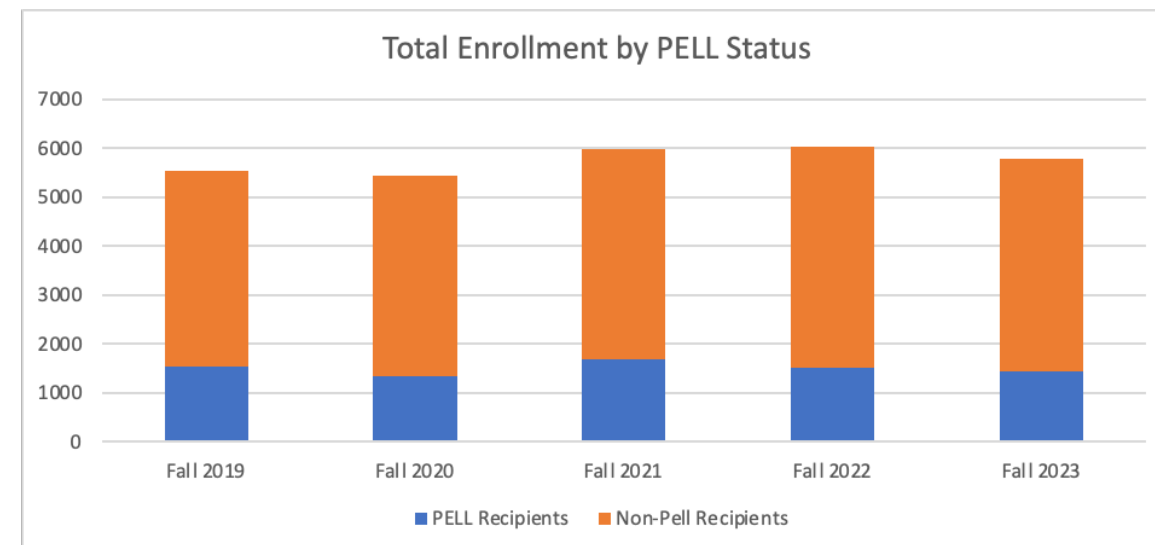
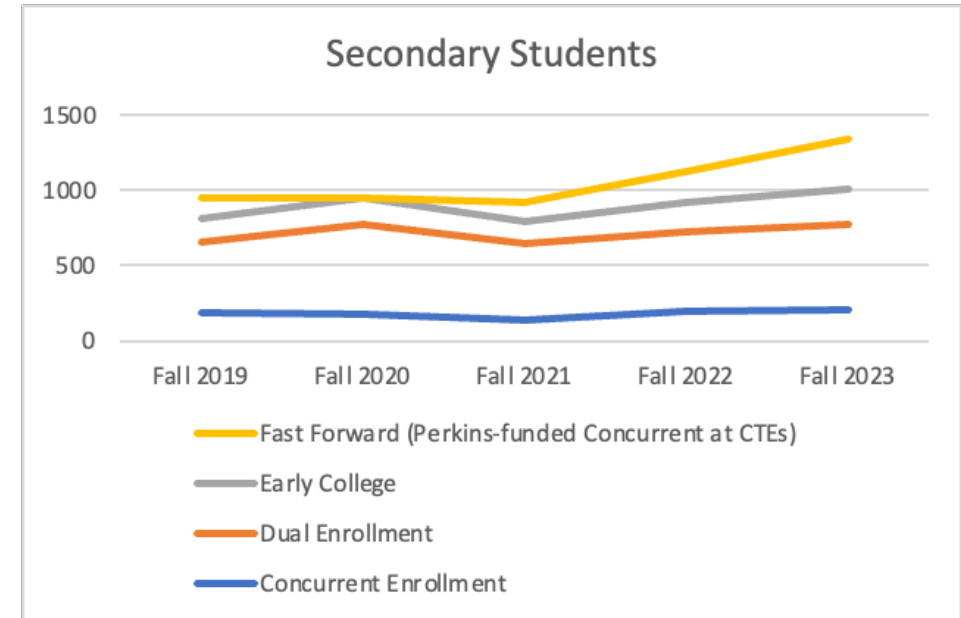
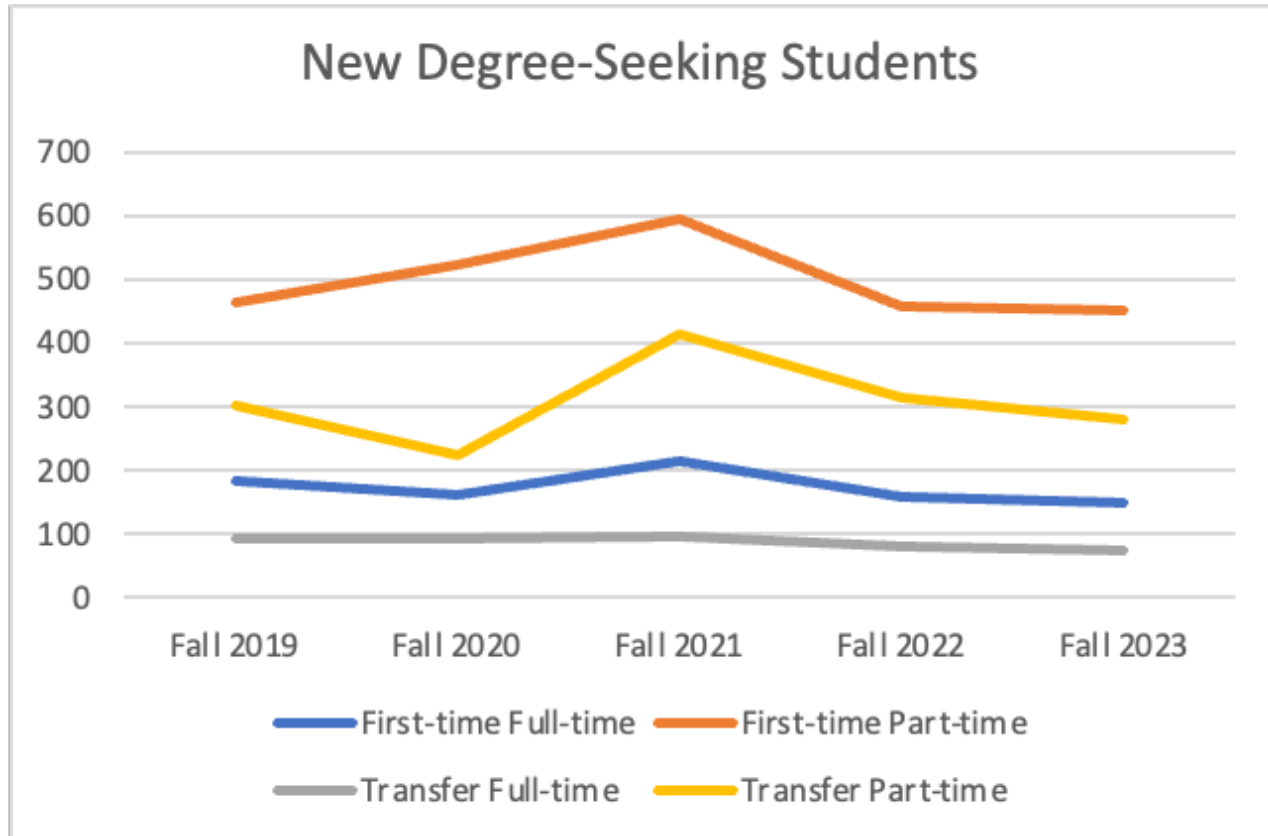
VSC Board of Trustees

October 30, 2023

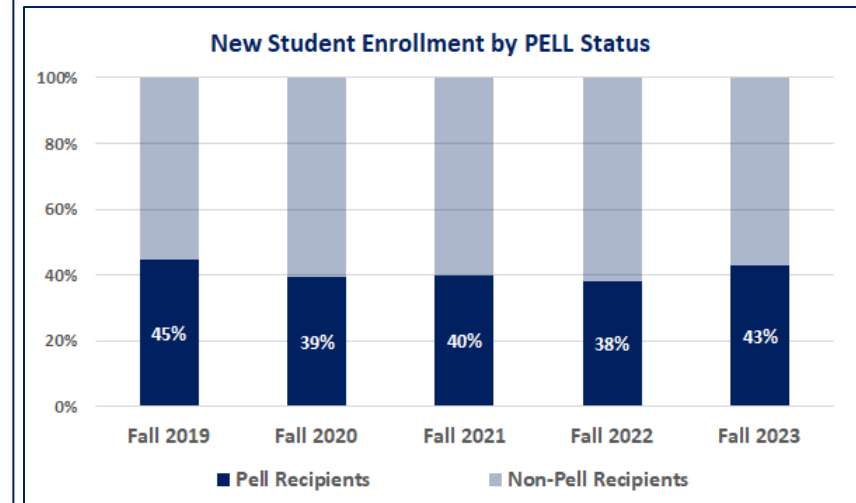
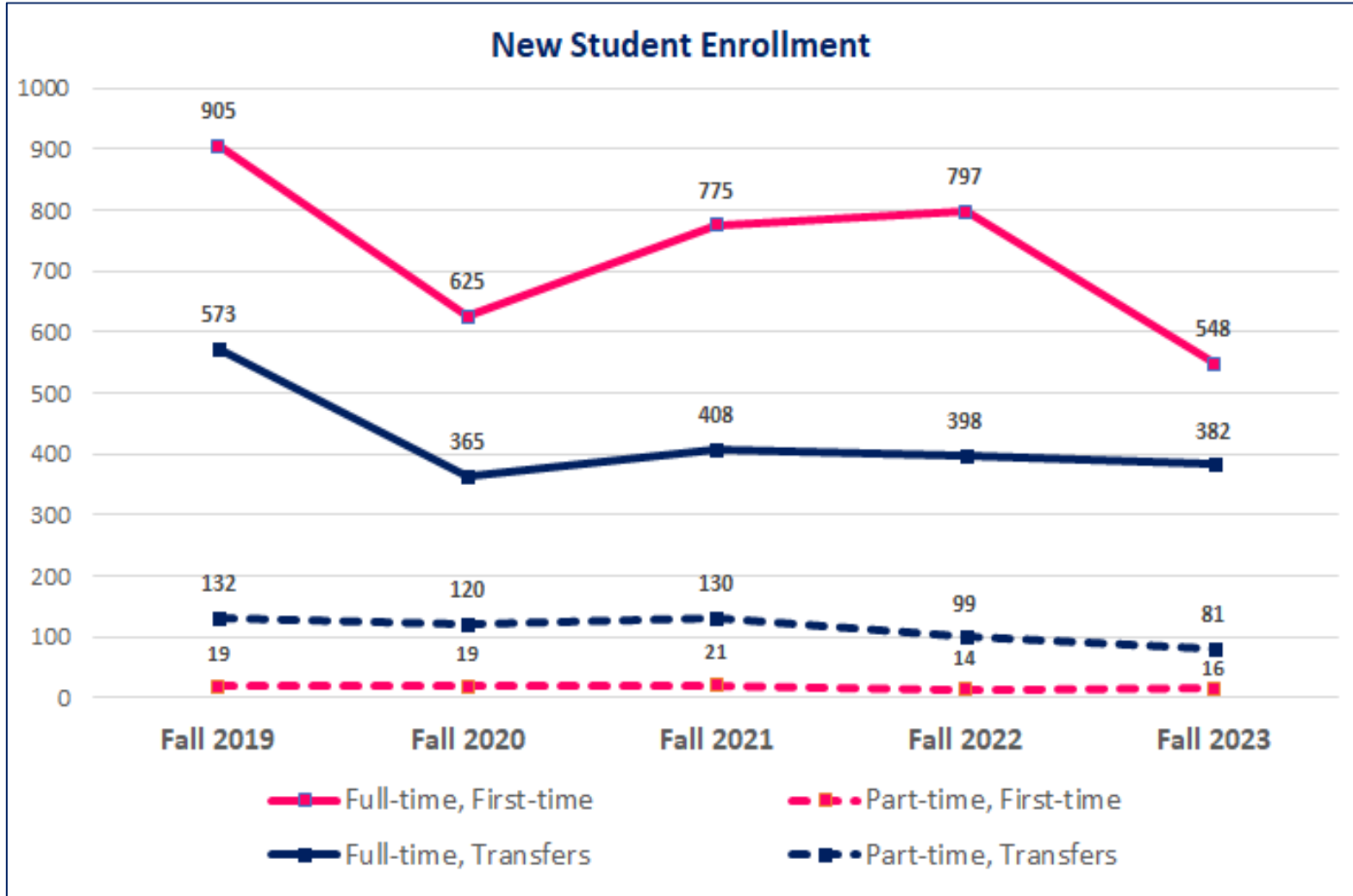
# Headcount Enrollment

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023 (preliminary)
<b><u>CCV: Total Headcount</u></b>	<b>5,104</b>	<b>5,102</b>	<b>5,541</b>	<b>5,596</b>	<b>5,416</b>
Full-time	746	802	801	787	823
Part-time	4,358	4,300	4,740	4,809	4,593
Degree-seeking (certif. + 2yr)	3,232	3,169	3,754	3,219	3,590
Non-degree-seeking	1,872	1,933	1,787	2,377	1,826
<b><u>VTSU: Total Headcount</u></b>	<b>6,477</b>	<b>5,728</b>	<b>5,565</b>	<b>5,556</b>	<b>5,076</b>
Full-time	4,495	3,711	3,406	3,243	2,849
Part-time	1,982	2,017	2,159	2,313	2,227
Undergraduate Degree-seeking (certif., 2yr, 4yr)	5,093	4,386	4,117	3,963	3,587
Graduate students	731	764	879	934	981
Non-degree		578	569	659	508

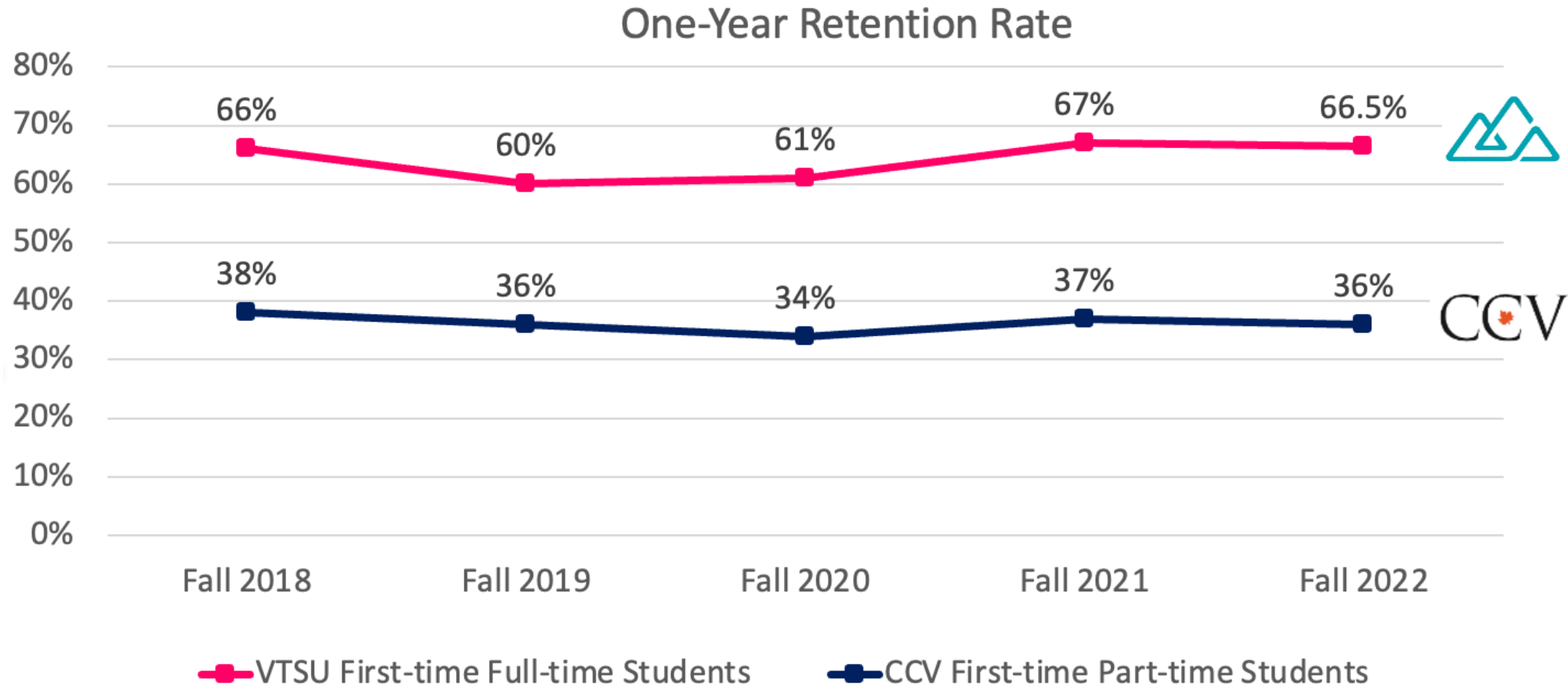
# Fall 2023 Enrollment Trends at CCV



# Fall 2023 Enrollment Trends at VTSU



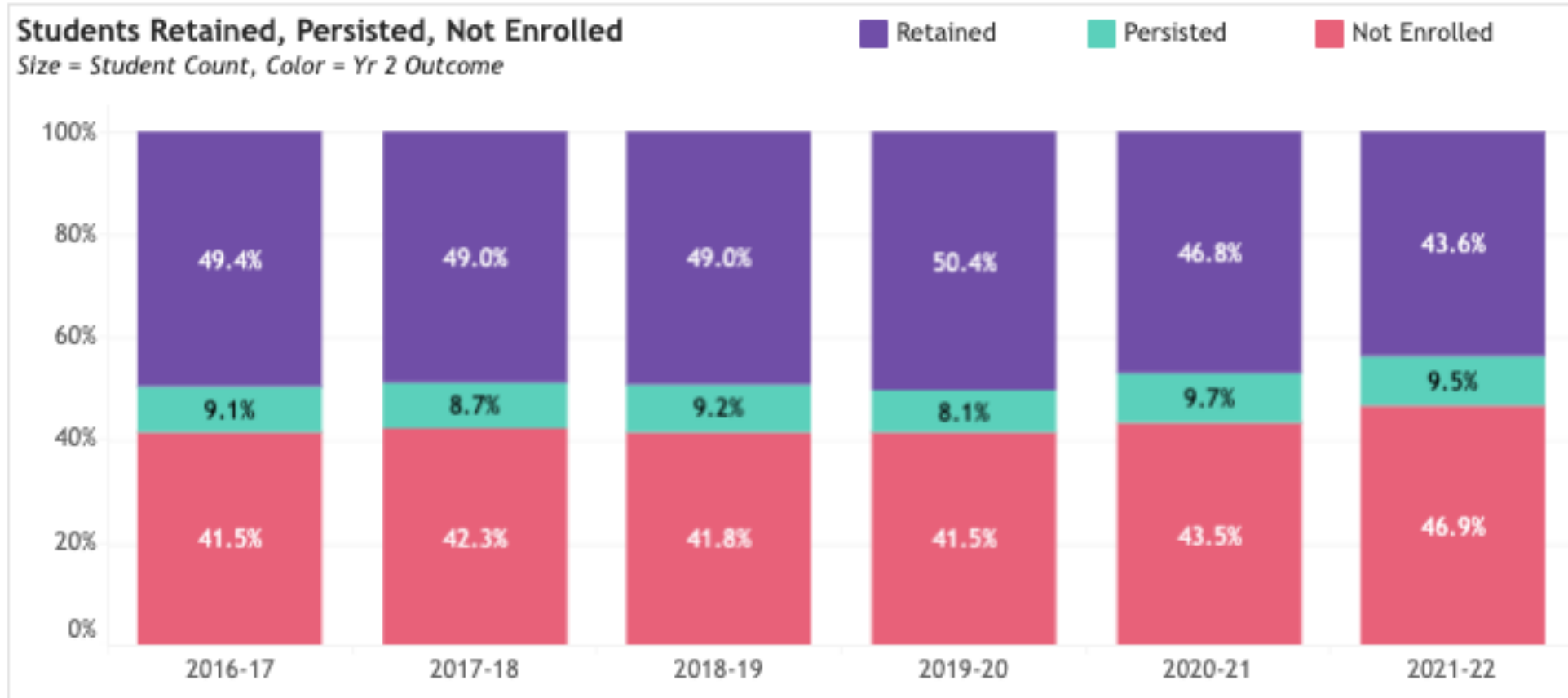
# Retention Update



**Source:** IPEDS Fall Enrollment Survey (Fall 2023 Preliminary data)

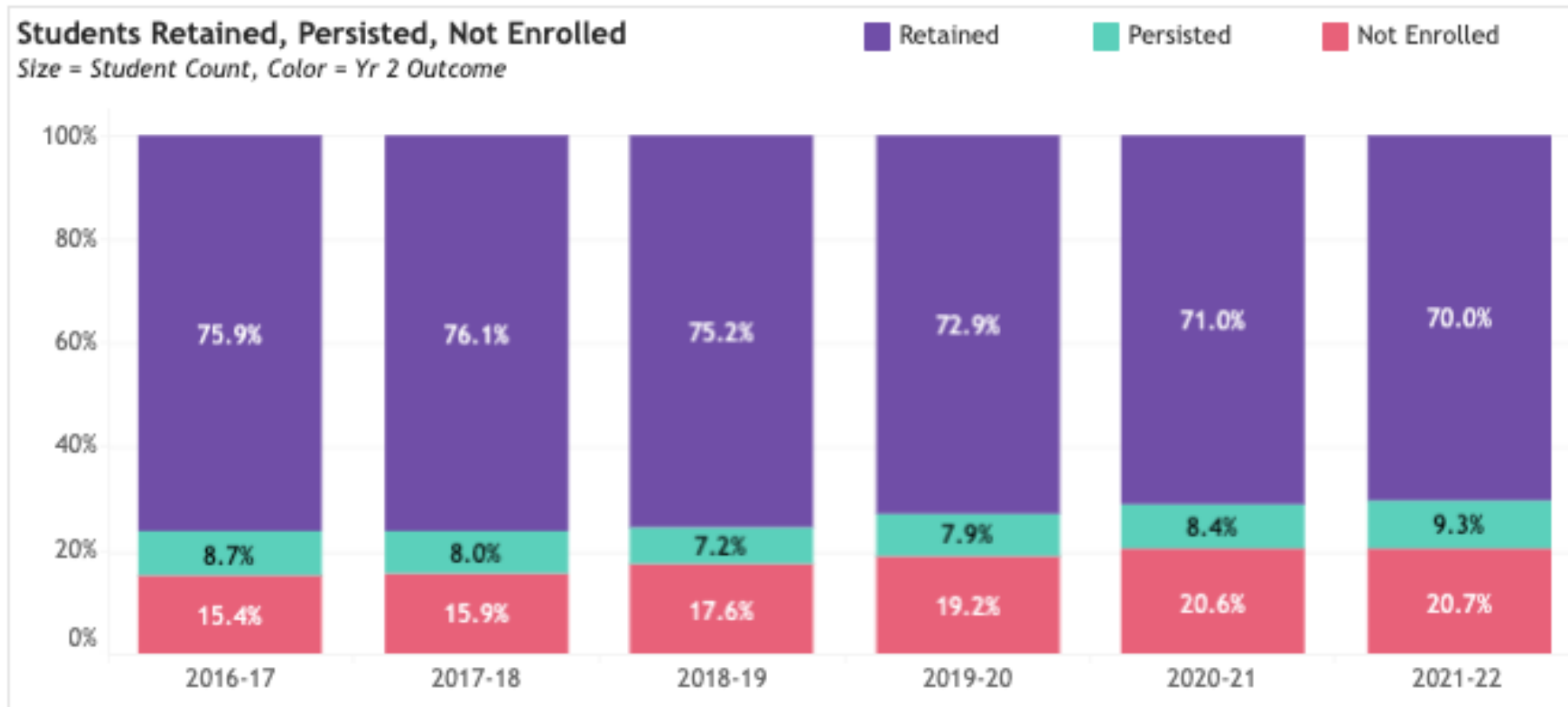
# Persistence Update: CCV

What proportion of each year's total incoming cohort at CCV are enrolled or have completed a credential after one year (retained) or have transferred to another institution (persisted)?



# Persistence Update: VTSU

What proportion of each year's total incoming students (all legacy institutions combined) are enrolled or have completed a credential after one year (retained) or have transferred to another institution (persisted)?





**ITEM 5:**  
**Analysis of transfer destinations for CCV graduates**



## Destinations of CCV Degree and Certificate Completers

*National Student Clearinghouse data as of 10/11/23*

### Transfer destinations for CCV students

*Shows students who completed their CCV degrees and certificates between Fall 2020 and Summer 2023*

Institution	# Students	% of all Students
VERMONT TECHNICAL COLLEGE	141	24.6%
NORTHERN VERMONT UNIVERSITY	110	19.2%
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE	58	10.1%
SOUTHERN NEW HAMPSHIRE	49	8.5%
CHAMPLAIN COLLEGE	47	8.2%
CASTLETON UNIVERSITY	43	7.5%
NORWICH UNIVERSITY	7	1.2%
WESTERN GOVERNORS UNIVERSITY	5	0.9%
GRANITE STATE COLLEGE	4	0.7%
UNITY ENVIRONMENTAL UNIVERSITY	4	0.7%
UNIVERSITY OF PHOENIX	4	0.7%
KEENE STATE COLLEGE	3	0.5%
UNIVERSITY OF MASSACHUSETTS AT AMHERST	3	0.5%
BENNINGTON COLLEGE	3	0.5%

#### Students transferring within the Vermont State Colleges:

- 51% (294 students) continued their education within the VSC. Overall, this is the largest share of CCV completers. The top VSC destination was VTC with 25%, while 19% of students continued at NVU, and 8% students continued at Castleton.
- Compared with the last such analysis, CCV students who completed between 2018 and 2021, the proportion of CCV completers attending VTC has increased from 12% to nearly 25%, while attendance at Castleton has dropped from 13% to 8%.

#### Students transferring outside of the Vermont State Colleges:

- The table shows the top 14 schools for CCV degree and certificate completers. There are 80 additional schools who welcomed one to two CCV graduates from Fall 2020 to Summer 2023.
- Southern NH is new to the top 5 destination institutions, with 9% of CCV completers enrolled.
- The table includes only the first institution students attended following completion of their CCV degree or certificate. Roughly 15% continued their education at multiple institutions after CCV. A small number continued at another 2-year institution, and the vast majority continued at 4-year institutions. 75% stayed in Vermont, while 25% went out-of-state to continue their education.