

**ANNUAL REPORT TO THE
VIRGINIA GENERAL ASSEMBLY
OF THE
VIRGINIA STATE BOARD FOR COMMUNITY COLLEGES
FOR
2016**



EXECUTIVE SUMMARY
JUNE 8, 2017

This report for calendar year 2016 constitutes the annual report for State Board for Community Colleges. It is submitted to the Virginia General Assembly and the Governor in accordance with § 23.1-1303 (B) of the Code of Virginia. It provides an overview of the Board's activities for this year and is an annual requirement.

The Board comprises fifteen members nominated by the Governor of the Commonwealth along with the Chancellor of the Virginia Community College System, who serves as the Board's secretary. The Board enjoyed superb participation by its members in 2016 for the six scheduled meetings as well as in the varied work performed by its committees. Governor Terry McAuliffe appointed five new members this summer.

During this past year, the 50th year of Virginia's Community Colleges, the Board considered and addressed a wide variety of issues to include fiscal and budgetary, personnel, academic and workforce training. Virginia's Community Colleges, like all public colleges and universities in the Commonwealth, continued to work through fiscal the difficult fiscal climate that exists. The Board spent considerable time and attention in this critical area, as did its committees. Actions were also taken to ensure that the VCCS met all state legislative requirements.

Following each meeting of the Board, detailed written minutes were prepared in accordance with Va. Code § 2.2-3707 and posted as required by Va. Code § 2.2-3707. Further details beyond this report may be obtained from those minutes, which are located on the VCCS website. All meetings were conducted pursuant to notice, as required by Va. Code § 2.2-3707 (C). Our legal counsel from the Virginia Office of the Attorney General attended and was a full participant in all Board matters, on invitation pursuant to Va. Code § 23.1-1303 (B).

By the authority vested to me by the State Board for Community Colleges, this report is tendered pursuant to § 23.1-1303 (B) of the Code of Virginia.

Sincerely,

Dr. Glenn DuBois
Chancellor, Virginia Community College System
Secretary, State Board for Community Colleges

REPORT OF THE VIRGINIA STATE BOARD FOR COMMUNITY COLLEGES

2016

1. The following constitutes the Board's report. It is presented by subject matter with an appropriate heading. This report includes a summary of the major Board actions as well as committee activities.

2. **Board Membership:** Pursuant to the Code of Virginia, the Board is composed of 15 members appointed by the Governor of Virginia to a four-year term. An individual may be appointed to no more than two consecutive terms. The Chancellor of the Virginia Community College System serves on the Board, ex officio, in the role of secretary. In January of 2016, the members were as follows:

Ms. Idalia Fernandez, of Centerville (Chair);
Mr. James Cuthbertson, of Glen Allen (Vice Chair);
Ms. Carolyn Berkowitz, of Burke;
Mr. Thomas Brewster, of Falls Mills;
Ms. Benita Thompson Byas, of Reston;
Mr. Darren Conner, of Callands;
Ms. LaVonne P. Ellis, of Chesapeake;
Mr. Douglas M. Garcia, of Fairfax;
Mr. William C. Hall, Jr., of Richmond;
Mr. David Nutter, of Blacksburg;
Ms. Catherine B. Reynolds, of McLean;
Ms. Eleanor Saslaw, of Springfield;
Mr. Michael J. Schewel, of Richmond;
Mr. Don "Robin" Sullenberger, of Harrisonburg; and
Mr. Michael Zajur, of Richmond.

Legal Counsel for the State Board for Community Colleges is provided by the Office of the Attorney General for the Commonwealth. Ms. Greer Saunders, Mr. Tom Cantone, and Ms. Noelle Shaw-Belle from that office serve as the VCCS's and the Board's Counsel. They were present at meetings of the Board and worked closely with the Board officers, committee chairmen, and VCCS staff on Board actions.

In June 2016, the terms of Ms. Berkowitz, Ms. Ellis, Mr. Nutter, Ms. Reynolds, Mr. Schewel and Mr. Zajur ended. Governor McAuliffe reappointed Mr. Sullenberger and appointed Mr. Nathaniel L. Bishop, of Christiansburg; Mr. David Broder, of Vienna; Dr. Susan Gooden, of Henrico; Dr. Joe F. Smiddy, of Churchhill, TN; and the Honorable Walter A. Stosch, of Glen Allen to fill those vacancies. The new members become active at the Board's July meeting.

Mr. James Cuthbertson was elected by the Board to serve as chair for a one-year term beginning July 1. The Board also elected Ms. Eleanor Saslaw to serve as vice-chair.

3. **Board Member Orientations and Training:** Each year, new appointees to the State Board for Community Colleges receive training from the VCCS senior staff. Those sessions are scheduled in conjunction with the Board's July and September regular meetings. This orientation provides a series

of briefings on Virginia's Community Colleges along with Freedom of Information Act and Conflict of Interests Act training from counsel. A full array of briefings was provided as well by members of the VCCS senior staff. In addition to orientation at the VCCS, all new members attended the State Council of Higher Education for Virginia (SCHEV) training on October 18-19 in Richmond, as mandated by Va. Code§ 23.1-1304(A).

In concert with the continuing education of Board members, legal counsel provided electronic training as well as printed materials highlighting legal issues, particularly the requirements of FOIA and Title IX, for Board members in accordance with Va. Code§ 23.1-1306.

4. Board Meetings: The State Board for Community Colleges meets as a body six times per year. Currently, those meetings occur in January, March, May, July, September, and November of each calendar year. The Board Chair meets with the VCCS Chancellor prior to every meeting to review the draft agenda. The meetings, which typically begin on noon the first day and conclude by noon of the second day feature committee meetings during the afternoon of the first day and a full board session during the morning of the second day. All Board meetings were conducted pursuant to notice, as required by Va. Code§ 2.2-3707 (C).

The full Board meetings occurred on January 27 and 28; March 16 and 17; May 17 and 18; July 20 and 21; September 14 and 15; and November 16 and 17 of 2016. A majority of Board members were present at each meeting. At each meeting, committee meetings occur on the afternoon of the first day. The full Board assembles for an education program and the business agenda on the morning of the second day. In Calendar Year 2016, the Board enjoyed a 78% attendance rate by its fifteen members for these six meetings, demonstrating a high level of commitment to serve the Commonwealth and Virginia's Community Colleges.

At each Board meeting, the Board received extensive briefings from the Chancellor, the vice chancellors of Academics Services and Research; Workforce Development Services; Administration; the assistant vice chancellors for Budget and Planning Services, and Human Resources; the director of Internal Audit; and associate vice chancellor for Facilities Management Services. Each Board meeting includes an opportunity for public comment. Approved speakers must submit a request to be heard at that time at least five working days prior to the meeting.

The Board maintained its tradition of traveling to hold its March meeting at the "home" college of the chair. This year's was conducted at Northern Virginia Community College at the college's Regional Center for Workforce Education and Training on its Woodbridge Campus.

5. Board Actions for 2016: An overview of the significant Board actions for Calendar Year 2016 is detailed below.

- a. The Board approved the tuition rate for the 2016-2017 academic year.
- b. The Board approved the short-term training programs that would be eligible for the newly-created Virginia Workforce Development Grants.
- c. The Board approved the lease that located the VCCS Shared Services Center in Botetourt County.

d. The Board additionally performed annual reviews and approved a number of strategic and operational plans for Virginia's Community Colleges. These included the SWaM Plan for small, women-owned and minority-owned businesses; facilities planning which outlined the physical infrastructure and capital needs for Virginia's Community Colleges; as well as updates to the VCCS Six Year Plan and *Complete 2021* strategic plan.

e. The Board approved the creation of and elimination of dozens of academic programs and credentials, which typically occurs through the Board's consent agenda.

f. The Board approved honorary degrees requested by Virginia's 23 community colleges for commencement exercises.

6. Committees: The State Board for Community Colleges structure contains six standing committees with each having a chairperson and no fewer than four members. These committees have staff liaisons assigned and at each of the regular meetings, individual committee agendas were developed with meeting minutes taken to record the activities. The Board committees are as follows:

Academic, Student Affairs & Workforce Development: all academic and workforce development matters; new and discontinued programs; admissions; enrollment; accreditation; and the VCCS six-year academic plan;

Internal Audit: creation of, execution of, and reporting on annual risk assessment and internal audit plans;

Budget and Finance: financial, budgetary, and fiscal matters; Shared Service planning and execution; and Information Technology;

Facilities: planning, approval and oversight of construction, expansion, refurbishment and demolition of facilities across our 23 colleges and 40 campuses;

Personnel: hiring, workplace, compensation, and benefits issues;

Executive: This committee typically meets only two or three times per year to manage the process by which the Board's chair, vice chair, and committee chairs are selected; the design of and analysis of the responses to the Board's annual self-evaluation; and the annual evaluation of the chancellor and his compensation and contract; and

Ad-hoc Hiring Certification Panel: Meeting on an as-needed basis, this panel, which typically consists of three board members, meets to certify a panel of finalists for the process by which community college presidents are hired.

7. Committee Activities: The various committees comprise members with differing levels of Board seniority, experience and expertise in the areas of responsibility for that committee.

In accordance with standard procedures, the entire Board was provided reports, proposals, and other documents in advance of the meeting to review. The majority of the Board actions in 2016 were reviewed extensively by a particular committee and briefed to the full Board prior to a vote being taken.

8. **Conclusion:** As noted previously, further details on the activities of the State Board for Community Colleges are contained in the minutes of those meetings and are available on the State Board section of the VCCS website. Following each meeting, draft minutes and approved minutes are posted on both the Board's website and Commonwealth Calendar website approved minutes. If there are any questions or if further information is needed, the Secretary of the Board, Dr. Glenn DuBois, may be contacted at (804) 919-4902.