

**ANNUAL REPORT TO THE
VIRGINIA GENERAL ASSEMBLY
OF THE
VIRGINIA STATE BOARD FOR COMMUNITY COLLEGES
FOR
2017**



EXECUTIVE SUMMARY
DECEMBER 14, 2017

This report for calendar year 2017 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.

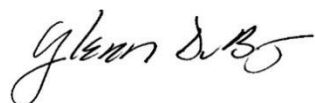
The Board comprises fifteen members nominated by the Governor of the Commonwealth along with the Virginia Community College System's Chancellor, who serves as the Board's secretary. The Board enjoyed superb participation by its members in 2017 for the six scheduled meetings as well as in the varied work performed by its committees. Governor Terry McAuliffe appointed three new members this summer.

During this past year, the 51st 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 and enrollment challenges. The Board spent considerable time and attention in this critical area, as did its committees. It also received a report from the Joint Legislative Audit and Review Commission (JLARC), the first examination of our college's operations by JLARC in 25 years, and the third in our agency's history. The Board took further actions 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

2017

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 2017, the members were as follows:

Mr. James Cuthbertson, of Glen Allen (Chair);
Ms. Eleanor Saslaw, of Springfield (Vice Chair);
Ms. Carolyn Berkowitz, of Burke;
Mr. Nathaniel L. Bishop, of Christiansburg
Mr. Thomas Brewster, of Falls Mills;
Mr. David Broder, of Vienna;
Ms. Benita Thompson Byas, of Reston;
Mr. Darren Conner, of Callands;
Ms. Idalia Fernandez, of Centerville;
Mr. Douglas M. Garcia, of Fairfax;
Dr. Susan Gooden, of Henrico;
Mr. William C. Hall, Jr., of Richmond;
Dr. Joe F. Smiddy, of Churchhill, TN;
The Honorable Walter A. Stosch, of Glen Allen; and
Mr. Don "Robin" Sullenberger, of Harrisonburg.

In June 2017, the terms of Mr. Cuthbertson, Ms. Byas, and Ms. Fernandez ended. Governor McAuliffe reappointed Mr. Conner and appointed Mr. Yohannes Abraham of Alexandria; Mr. Ed Dalrymple Jr. of Mineral; and Ms. Peggy A. Layne of Virginia Beach to fill those vacancies. The new members became active at the Board's July meeting. Mr. Brewster resigned his seat in August. A replacement for him has yet to be named.

The Board elected Ms. Saslaw to serve as chair for a one-year term beginning July 1. The Board also elected Mr. Sullenberger to serve as vice-chair during the same term.

The Office of the Attorney General for the Commonwealth provides legal counsel for the State Board for Community Colleges. 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 chairs, and VCCS staff on Board actions.

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 in October 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 18 and 19; March 15 and 16; May 17 and 18; July 19 and 20; September 20 and 21; and November 15 and 16 of 2017. 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 2017, the Board enjoyed an 87% attendance rate by its 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. J. Sargeant Reynolds hosted this year's meeting on its Parham Road Campus in Henrico County.

5. Board Actions for 2017: An overview of the significant Board actions for Calendar Year 2017 is detailed below.

- a. The Board approved the tuition rate for the 2017-2018 academic year.
- b. The Board approved the short-term training programs that would be eligible for the newly-created Virginia Workforce Development Grants. An estimated 145 programs, across Virginia's 23 community colleges, have been approved for the grants.

- c. The Board received a report from the Joint Legislative Audit and Review Commission (JLARC) that investigated the operations of Virginia's Community Colleges. The review was the third in VCCS history, and the first to occur in more than 25 years.
- 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 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

2017 were reviewed extensively by an appropriate committee and briefed to the full Board prior to a final vote.

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) 819-4902.