



The Peninsula's Community College

Thomas Nelson Community College Board

Wednesday, May 20, 2020
Virtual Meeting
5:00 P.M.

MINUTES NO. 433

PRESENT:

Ms. Mary Bunting
Ms. Izabela Cieszynski
Dr. Joyce Jarrett
Mr. Michael Kuhns
Mr. John W. McMillan, Jr.
Ms. Mary Ann Maimone
Mr. Allan Melton

Mr. Augustus Owens
Mr. Jonathan Romero
Dr. Perry Showalter
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Dr. Vince Warren
Dr. Donna Woods

STAFF AND GUESTS:

Ms. Belinda Baker, Institutional Advancement
Dr. Ursula Bock, Mid-Level Managers
Dr. Lynda Byrd-Poller, Human Resources
Mr. Steven Carpenter, Finance & Administration
Ms. Cyndie Callaway, Institutional Advancement
Ms. Erica Charity, Office of the President
Dr. Gregory DeCinque, Interim President
Ms. Beth Dickens, Mid-Level Managers
Dr. Susan English, Academic Affairs & Workforce Development
Ms. Ann Evans, Faculty Senate
Mr. Steven Felker, Institutional Research and Effectiveness
Ms. Naima Ford, Institutional Advancement
Ms. Jean Frank, Faculty Senate
Mr. Matt Jones, Daily Press
Ms. Julie Lambert, College Support Staff Association
Mr. Paul Long, Director of Emergency Management, Public Safety, Allied Health and Human Services
Mr. Damond Pope, Information Technology
Dr. Kris Rarig, Student Affairs
Mr. Ian Taylor, Academic Affairs
Dr. Lauren Williams, Academic Affairs
Ms. Elizabeth Yimer, Student Government Association

I. CALL TO ORDER

A. Roll Call

By roll call vote in open session, the following members were in attendance:

Ms. Mary Bunting
Ms. Izabela Cieszynski
Dr. Joyce Jarrett
Mr. Michael F. Kuhns
Mr. John W. McMillan, Jr.
Ms. Mary Ann Maimone
Mr. Allan Melton
Mr. Augustus Owens
Mr. Jonathan Romero
Dr. Perry Showalter
Ms. Elizabeth Tai
Mr. Scott VanVoorhees
Dr. Vince Warren
Dr. Donna Woods

B. Approval of Minutes for College Board Meeting on February 19, 2020

- ❖ **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the February 19, 2020, Board Meeting minutes [No. 431], as presented.

C. Approval of Minutes for Special Called Board Meeting on April 9, 2020

- ❖ **RECOMMENDED ACTION:** The Thomas Nelson Community College Board approves the April 9, 2020, Special Called Board Meeting minutes [No. 432], as presented.

II. CHAIR ANNOUNCEMENTS

A. Public Comments

There were no public comments

B. Report from the College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors

Mr. John McMillan, Jr., College Board Liaison to the Thomas Nelson Educational Foundation Board of Directors provided the following information.

The Thomas Nelson Educational Foundation met on March 14th on the Hampton campus.

Ms. Sharon Cotman, Mr. James Halsey, and Ms. Debbie Murray provided a presentation of the College's SCHEV – Innovative Internship Grant as our Moment for Mission.

The Foundation approved and welcomed two new members, Mr. Charles Southall, Newport News Shipbuilding, and Ms. Donna Wilmoth, Sentara Williamsburg Regional as new Foundation Directors.

Cyndie Callaway, the Foundation's Executive Director, presented a proposal regarding a new scholarship opportunity aimed at current high school dual-enrollment students as an effort to drive the College's enrollment initiative. The proposal for the 2020 Finish What You Start scholarship would be funded by the Adventure in Technology/Options in Math and Science (ATOMS) program and managed by the Foundation. Up to \$300,000 would be designated as initial funding with the opportunity to fundraise for additional contributions. Dual enrollment students would have to have completed a minimum of 15 Thomas Nelson credit hours, have a reported Thomas Nelson GPA of at least 2.0, and enroll in a degree program. The scholarship would serve as a "last dollar" option after federal Pell grants, scholarships and other private funding have been exhausted. The Foundation approved the proposal.

Tracy Ashley, Director of Development, and Tricia Hudson, Consultant, provided an update on the Foundation's Strategic Plan. They informed the Board that the Foundation is in the last year of the three-year strategic plan. The following items were reported:

- In the first year they raised \$621K
- 2 year \$500K
- 3 year to date \$573K Forecasting to hit 1.0 million
- Total raised over the 3-year period to date 1.7 million

New funds such as Bridge the Gap have raised over \$45,000 since creation this past spring.

Dr. Dever's Student Success Fund raised an additional \$3,500 to the original \$100,000.

Over \$65,000 raised this year in grants with over \$360,000 grant requests recently submitted one being Claude Moore for Healthcare pathways for dual enrolled high school students. We requested \$242,000 for the first year and \$272,000 second year and \$452,000 final year for total of \$970,000 over 3 years.

Dr. DeCinque, introduced himself to the Foundation and gave a brief background of his experience. Dr. DeCinque stressed the importance of fundraising and expressed to the Board his goal during his tenure which is to place the College in the best possible position to receive a new President.

The Foundation reviewed several upcoming events all of which have been subsequently cancelled;

- Chancellor's Leadership in Philanthropy Luncheon
- Retiree Social
- Scholarship Luncheon

Finally, Cyndie Callaway informed the Board that the exclusion of donor records has been modified. Donor gifts are no longer free of disclosure unless anonymity is given. A disclaimer will be provided on all documentation that if donors choose not to give anonymously, their gift may be provided if appropriate requests are received.

The Foundation's next meeting will be June 4, 2020 via Zoom.

C. Continuation of Officers and Committee Chairs for 2020 – 2021. Suspension of Board Policy Due to COVID-19 crisis

Due to COVID-19 crisis, Mr. Kuhns asks for the suspension of Board policy of nominating and electing of current officers and committee chairs until 2021. Current officers and committee chairs are willing to remain in office if the board agrees. The current officers and chairs would remain in position through 2021.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

D. Community Connections Report

Mr. Kuhns has been in touch with Mayor Donnie Tuck, city of Hampton, and Mayor McKinley Price, city of Newport News. He is in frequent communication with Dr. DeCinque and college administrators regarding the college. Mr. Kuhns has also spoken with Senator Monty Mason regarding legislative matters.

E. Presidential Search Survey Results, Report and Discussion

Mr. Felker provided a high-level overview of the survey results. Board members were emailed the Presidential Search Survey Summary Report.

The Presidential Search Survey Summary Report which has been forwarded to the VCCS Chancellor for consideration as his staff prepares the position offering for public distribution. They are holding this report pending this meeting.

The purpose of the survey was to get broader stakeholder feedback as we go into the presidential search process and provide an extra resource for board members. The survey was sent to a broad audience of students and alumni, employees, business/industry /government, and education leader as well as community members to get a broad sense of what we wanted in a leader. We received 393 responses.

In terms of direction for the college the survey respondents spoke of the following;

- The need for clear vision and direction for our future
- The need for focus on student access, issues, and student success
- Well-being of the intuition
- Focus on modernizations of our facility and an using new technology
- Emphasis on better promoting the college and marketing ourselves

In terms of qualities sought in the next president of Thomas Nelson Community College the survey respondents spoke of the following;

- A visible, accessible, inclusive, fair, and open leader
- A servant leader with student and employee success as their foremost concern
- A relationship-builder and convener of community partners
- A strategic thinker and resource manager
- An individual who is innovative, creative, and receptive to new ideas
- An individual who is financially savvy and attentive
- An individual who can develop and articulate a clear, shared vision for success

Mr. Kuhns will send an email to VCCS Human Resources letting them know that the board approved the survey results to be used for the search documentation. They will move ahead so they can start setting up meetings for the committee to meet. We are on schedule for a new president to arrive in January 2021.

It was moved (A. Melton) and seconded (M. Maimone) that the Thomas Nelson Community College Board approve the survey results be used for the search documentation.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

F. Late Breaking Items

Mr. Kuhns appointed Ms. Izabela Cieszynski an additional assignment on the Curriculum, Instruction, and Student Services Committee (CISS). It is her interest as well as the chair of the CISS committee to have her sit on the CISS committee. Mr. Kuhns reminded the board that they are welcome to serve on more than one committee.

III. SNAPSHOT REPORT: Reconstitution Work Group

Dr. Rarig provided an update from the reconstitution work group and stated the following. We have all had to learn to do things in different and unexpected ways over the last few weeks. The President's Cabinet, along with Ms. Michelle Alexander, Ms. Shakeesta Sumbry-Caldwell, Dr. Betsy Harrison, Dr. Lauren Williams, and Mr. Paul Long, comprise the Reconstitution Work Group, which has begun planning for the return to whatever the new normal is going to look like.

We are receiving updates from the VCCS leadership several times weekly and have recently received the recommendations from the Chancellor's Task Force. We are reviewing the recommendations for guidance that will further assist our planning.

In the coming weeks, we will have more specific details about what the slow, reopening of campus will look like. Based on Governor Northam's statewide guidelines for reopening outlined in Phases I, II and III, we do not anticipate resuming most on-campus operations until Virginia has entered Phase III.

We have asked supervisors to gather questions and concerns about the eventual return to campus. Those concerns fall into three main categories:

1. The health and safety of staff and student; sent campus wide comm.
2. The future delivery of instruction; and
3. Communication and information.

We are starting with the last one first, as this is the first of what will be regular communications from the Reconstitution Work Group. As we develop plans, we will share information for feedback. We also plan to host a Virtual Town hall prior to the anticipated resumption of campus operations.

For number 1, we are currently investigating the purchase of personal protection equipment (PPE) and sanitizing wipes, hoping they will become available this summer. We are also investigating the procurement of plexiglass shields for staff who work in close face-to-face spaces with students. Many other items are being discussed and considered, including traffic flow, entrances and exits, and planning for increased cleaning and sanitizing. For many of these items, we do not have answers yet, but we will work them through carefully with input from the College community before the College welcomes employees, students, and the public back to our campuses.

Dr. DeCinque stated that this is a time to be sensitive to people's concerns.

IV. BUDGET AND FIANANCE COMMITTEE

A. Review of February 11, 2020, Minutes

The Committee moved that the Thomas Nelson Community College Board approve the Finance and Municipal Liaison Committee meeting minutes from February 11, 2020, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

B. Receipt of the FY 2020 Local Funds Third Quarter Report

The Committee moved that the Thomas Nelson Community College Board acknowledge receipt of the FY 2020 Local Funds Third Quarter Report, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

C. Approve FY 2021 Local Funds Budget

The Committee moved that the Thomas Nelson Community College Board approve the FY 2021 Local Funds Budget, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

D. Approve Forgiveness of Loan in the Amount of \$582,853 (identified in the FY 2020 Local Funds Third Quarter Report under *Balance Sheet - Loan Receivable State*).

Ms. Mary Bunting, the Budget and Finance Committee Chair, asked that the board develop an understanding to begin considering forgiving the loan and referred members to the email sent by Mr. Carpenter.

Mr. Carpenter's email stated that during the Budget and Finance Sub-committee meeting, a motion was approved to make a recommendation to the Local College Board regarding forgiving the loan from the Local College-generated commissions-based fund to its State Fund. The funds from the \$582k loans, accumulated over several years, came from funds generated by the College (i.e. commissions from the bookstore, vending machines, etc.). We want to be clear that the dollars that were loaned were not dollars that were provided to the College by the regions Localities. This particular fund has a very healthy fund balance and is expected to add to that fund balance at year-end. As such, the Committee felt that it was prudent to assist the College during this difficult period, by forgiving the balance of the loan.

The Committee moved that the Thomas Nelson Community College Board approve the forgiveness of the loan, which was scheduled to be repaid to the College-generated *Local General Fund* (not funds contributed by the localities), as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

V. FACILITIES COMMITTEE

There was nothing to discuss

VI. CURRICULUM, INSTRUCTION, AND STUDENT SERVICES COMMITTEE

A. Review of Meeting Minutes from February 12, 2020

The Committee moved that the Thomas Nelson Community College Board approve the Curriculum, Instruction, and Student Services Committee meeting minutes from February 12, 2020, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

B. Program addition: Industry 4.0 Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Industry 4.0 Career Studies Certificate, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

C. Program addition: Project Management Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Project Management Career Studies Certificate, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

D. Program addition: Foundations of Electronics Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Foundations of Electronics Career Studies Certificate, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

E. Program addition: Introduction to Cloud Computing Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Introduction to Cloud Computing Career Studies Certificate, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

The motion was approved.

F. Program addition: Electronics Technician Career Studies Certificate (CSC)

The Committee moved that the Thomas Nelson Community College Board approve the addition of the Electronics Technician Career Studies Certificate, as presented.

By roll call vote, the following members approved the motion.

Ms. Mary Bunting, Ms. Izabela Cieszynski, Dr. Joyce Jarrett, Mr. Michael Kuhns, Mr. John W. McMillan, Jr., Ms. Mary Ann Maimone, Mr. Allan Melton, Mr. Augustus Owens, Mr. Jonathan Romero, Dr. Perry Showalter, Ms. Elizabeth Tai, Mr. Scott VanVoorhees, Dr. Vince Warren, Dr. Donna Woods.

VII. PRESIDENT'S REPORT

Dr. DeCinque thanked everyone for attending this virtual College Board meeting and credited everyone especially Ms. Alicia Riley on our virtual commencement. Ms. Yimer, Student Government Association President, was a major player during the commencement. Ms. Yimer stated that it was amazing working with faculty and staff during the virtual commencement and it was a major success. Mr. Kuhns thanked Dr. DeCinque for elevating the board for a visible position during commencement.

We will receive CARES Act dollars in two parts. The first part goes directly to students. We received \$1.9 million which went to 1,178 of our students in the amount of \$1,084 to assist them during the COVID-19 experience. Ms. Yimer showed the check she received. We are certified for the institutional dollars and are in the process of understanding what we can use the remainder of the money on.

We had the first Expanded Cabinet meeting which consists of the President's Cabinet members and one leader of each constituency group. The Expanded Cabinet has been established for this pandemic period and is an indication of our trying to be very inclusive. We have to work together and move ahead with the appropriate plans for the future.

We had a wonderful Faculty Senate meeting where we now have a process to review shared governance at the institution. It is important to understand what our model of shared governance is and have systems in place that will support it.

Thanks to Mr. Carpenter for the Budget Forum held on Friday, May 15. This is another way that we are trying to demystify and educate the college community so they can be informed and involved.

Dr. DeCinque thanked the College Board for their support.

A. Enrollment Report

This item was not discussed

B. Workforce Development Report

Workforce Development has gone online, and Dr. English credited the faculty for creating ways for students to be online and demonstrate their mastery of the training received.

Workforce received feedback on Workforce credential grants. From our FastForward programs we have had almost 1,700 students involved in those programs and received \$2.5 million in tuition. Dr. English stated that one of their goals is to get a sound financial snapshot of what Workforce is doing, show self-support, and that it is generating revenue.

C. Campus Community Strategy Session (Virtual)

Dr. DeCinque stated that we have set up scenario building sessions and are looking at how we might be different by 2025. There are 50-60 staff, faculty, College Board members and students scheduled to participate in these sessions.

D. Chancellor's Post-Pandemic Task Force Report

Dr. DeCinque introduced Professor Ian Taylor who teaches in our Economics Department and served as one of two faculty members throughout the entire system on the Chancellor's Pandemic Task Force. Mr. Taylor's value to this process lies in his use of technology to support instruction and academic decision making. We are proud to have one of our faculty on the task force.

Mr. Taylor provided a summary of the recommendations from the Chancellor's Pandemic Task Force highlighting the VCCS level instruments and informed every one of the steps taken by Thomas Nelson.

PREPARING FOR FALL

- (System Office) Establish a Facilities and Campus Operations (FCO) affinity group to develop a check list that must be met before instructional spaces can open.
- TNCC will need to develop a communications plan for students, faculty, and staff by June 1.
- Ensure faculty and staff have the technology, training, and agreements in place as required for their specific telework / remote teaching responsibilities.
- Consider using CARES Act institutional funds to pay faculty stipends during the summer for professional development related to instructional design, student engagement, assessment, and other quality measures for teaching effectively in a virtual learning environment.

ENROLLING STUDENTS

- (Chancellor) Waive placement testing requirements for the Fall 2020 semester.
- Review and address any local SIS programming challenges (i.e., developmental prerequisites, holds) that create unnecessary enrollment barriers for students.
- Determine delivery modalities for Fall 2020 as quickly as possible. (See Delivering Classes recommendation.)

DELIVERING CLASSES

- Consider using course survey and decision tree tools to help to identify which courses that are suitable for online, hybrid, or on-campus delivery and to prepare for the appropriate delivery modality during different phases of public health restrictions as set forth in [Forward Virginia](#). We have received 180 responses already.
 - Course Survey: https://docs.google.com/document/d/1_0AFnFeCAw_HA9qUhmhDvGd_8nN2rpTdQ9-Cd7033as/edit?usp=sharing
 - Decision Trees: <https://drive.google.com/file/d/1ceR4Gwl8dSoQ7IX1M3FpaD-Ym1hNtynL/view?usp=sharing>
- Prioritize performance-based classes and labs that cannot be delivered online for face-to-face instruction, with consideration given to social distancing, limited spaces, and transition times required to use and safely maintain hands-on face-to-face classes.
- Consider flexibility in scheduling parts of term during the semester (i.e., 4 week, 5 week, 8 week, dynamically dated)
 - All courses should have a Canvas shell which includes a syllabus, faculty contact information, announcements, grades, course materials or links to appropriate materials (this will vary depending on the type of class).
 - Faculty should demonstrate competence in technology used to deliver classes.
 - All campuses should establish peer review of courses if that is not already in place.
- **Be prepared to move back and forth between phases.**
- Allow flexibility in faculty workload adjustments due to class schedule changes.
- Develop short-term professional development plans to ensure college faculty and dual enrollment instructors are prepared to teach online.

GRADING POLICY

- (Chancellor) Reinstates the standard VCCS grading policy for the Summer 2020 term and continue it thereafter.
- (System Office) Prepare a report for each college president and chief academic officer analyzing the impact of the emergency Spring 2020 grading policy, to include a summary of the grade distribution among VCCS students during the term.

INTEGRATED STUDENT SUPPORT AND FINANCIAL SERVICES

- Create a written campus **advising** plan that leverages existing VCCS technologies and adopts a ‘one hand-off or one call back’ philosophy—empowering faculty and staff to respond to student questions and limit office-to-office transfers.
- (System Office) Create an online clearinghouse for best practices in providing **virtual support services** and **universal design, accessibility, and accommodations** for online instruction and student services.
- Provide training for students on how to succeed in an online class and how to access virtual advising, tutoring, testing, and other academic and student support services.
- (System Office) Develop a VCCS-approved business process/policy on secure and verifiable **digital signatures**.
- (System Office) Develop, define, and publish consistent online **test proctoring procedures** for the Fall 2020 semester.

ACCESS TO TECHNOLOGY

- Implement an immediate survey of students’ technology needs and plan to run it annually.
- Create outdoor hotspots and partner with businesses to provide internet access; provide lists of access points to students.
- Open computer labs for general use; follow cleaning and social distancing protocols.
- Loan laptops that meet required specifications to students in need.
- Make virtual desktop architecture available for student use when possible.
- Consider identifying course technology requirements at the program level so that students can use financial aid funds (Cost of Attendance) to purchase needed technology, such as laptops.

DUAL ENROLLMENT

- Waive placement testing for students dually enrolled in the 2020-2021 academic year; colleges should use alternative placement measures.
- Consider using the survey tool to collect information on Fall 2020 high school dual enrollment offerings, contact information for high school instructors, and the best way to communicate with the school divisions and students.
<https://drive.google.com/open?id=12CudLuatbHBWDIRT9svWdniTOgoD6kB0rJIhbTe-T08>

VIII. UNFINISHED BUSINESS

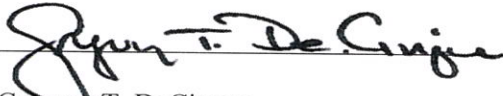
There was no unfinished business

IX. NEW BUSINESS

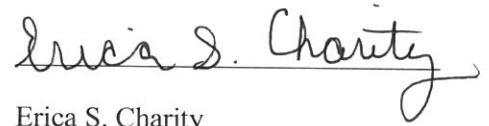
There was no new business

X. ADJOURNMENT

The meeting adjourned at 7:19 p.m.



Gregory T. DeCinque
Secretary to the Board



Erica S. Charity
College Board Recorder