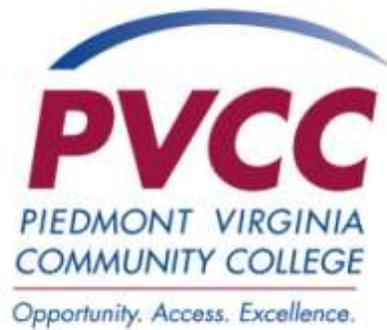


Piedmont Virginia Community College Board

Policies and Procedures
Manual



September 1988
Revised September 1994
Revised May 4, 2011

The purpose of this manual is to delineate basic policies and procedures of the Piedmont Virginia Community College Board. It is based largely on the *VCCS Policy Manual*, the official document for policies and procedures of the Virginia Community College System. In all cases, the *VCCS Policy Manual* takes precedence over the *College Board Policies and Procedures Manual*.

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I. NAME, MISSION, AND ORGANIZATION OF THE COLLEGE

1.1 Name of the College

The official name of the College shall be Piedmont Virginia Community College (PVCC).

1.2 Mission of the College

As stated in the current catalog, the mission of the College, as adopted by the College Board on May 4, 2011, is as follows:

Piedmont Virginia Community College offers accessible, affordable, high-quality educational programs that promote student success and community vitality. Our mission is achieved through:

- Transfer programs that prepare students for admission to four-year colleges and universities and successful pursuit of a baccalaureate degree.
- Workforce programs that prepare students for employment or promotion in a career and promote a skilled regional workforce by meeting the training and educational needs of employers.
- Rigorous coursework and a full range of academic and student support services that assist students in achieving their educational and career goals.
- Developmental studies courses that prepare students for college transfer and career and technical programs.
- Community service that promotes community involvement, educational access, and opportunities for residents of the region.

The *VCCS Policy Manual* provides that each curriculum in the community college conforms to the statewide criteria set by the State Board for Community Colleges (State Board) as to content but shall take into consideration the needs and opportunities in the region served by each college. The State Board sets minimum standards and authorizes issuance by institutions of appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete the course and program requirements. These programs include, but are not limited to, the following:

Occupational/Technical Education. The occupational/technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These programs, which normally require two years or less of training beyond high school, may include preparation for agricultural, business, engineering, health and medical, industrial, service, and other technical and occupational fields. The curricula are planned primarily to provide workers for the region served by the college.

College Transfer Education. The college transfer programs include freshman and sophomore courses in arts and sciences and preprofessional programs meeting standards acceptable for transfer to baccalaureate degree programs.

General Education. General education encompasses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge; the following seven elements embody the essence of general education: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

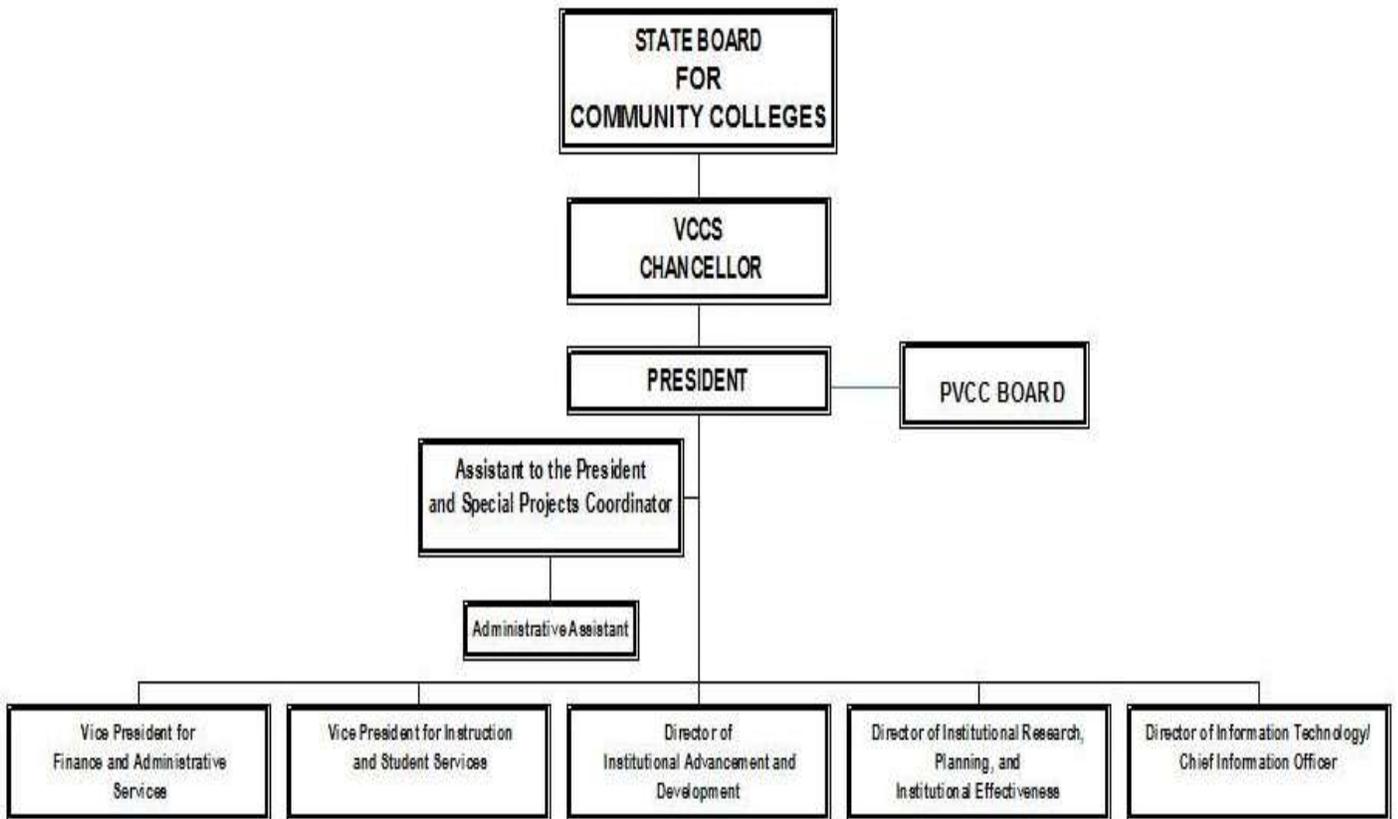
Continuing Adult Education. These programs are offered to enable adults in the region to continue their learning experiences through both degree credit and non-degree credit work offered during day and evening hours.

Developmental Programs. Developmental or preparatory programs prepare individuals for admission to College transfer programs and occupational/technical programs, and are designed to develop basic skills and understandings necessary to success in other community college programs.

Specialized Regional and Community Services. The facilities and personnel of the college are available for specialized services to provide for the cultural and educational needs of the region served by the college. These services include non-classroom and noncredit programs such as cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects designed to provide needed cultural and educational opportunities for the citizens of the region.

1.3 Organizational Chart

PRESIDENT'S STAFF COLLEGE LEADERSHIP TEAM



1.4 Approval and Accreditation

PVCC operates as part of the Virginia Community College System (VCCS) and is governed by the State Board. The associate degree curricula of the College are approved by the State Council of Higher Education for Virginia (SCHEV). PVCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, telephone 404.679.4500) to award associate degrees. PVCC's nursing program is accredited by the National League for Nursing Accrediting Commission. Its surgical technology and emergency medical services programs are accredited by the Commission on Accreditation of Allied Health Education Programs (35 East Wacker Drive, Suite 1970, Chicago, IL, telephone 312.553.9355). The College is approved by the U.S. Department of Education for various federal funding programs and by the State Department of Education for the payment of veterans' benefits.

II. THE COLLEGE BOARD AND PRESIDENT

2.1 Authority for the Establishment of the College Board

2.1.1 In accordance with an act of the General Assembly (Title 23, Chapter 16, Section 23-214 through 23-231), the State Board shall establish control, administer, and supervise all community colleges established by the state in selected communities throughout the Commonwealth of Virginia. The community college program shall be designed to serve the educational needs of qualified post-high school age youth and adults to prepare them for employment, for advanced collegiate education, and for improved citizenship.

2.1.2 The VCCS *Policy Manual* is the official policy document for Virginia Community Colleges. The manual is available at the VCCS website:
<http://www.vccs.edu/WhoWeAre/PolicyManual/tabid/103/Default.aspx>

2.1.3 The VCCS *Policy Manual* makes the following provisions for the establishment of local boards:

- a. An ad hoc committee consisting of a minimum of three persons shall be appointed by the governing bodies of the political subdivisions sponsoring a community college and shall consist of one member of each governing body of the political subdivisions in the region being served by the community college as identified in the master plan approved by the State Board.
- b. The ad hoc committee shall determine the following items for recommendation to the governing bodies of the participating political subdivisions:
 - i. The number of members (between nine and fifteen) on the local College Board.
 - ii. The allocation of these members among the local political subdivisions sponsoring the community college.

- iii. The initial local financial support for the community college and the allocation of these funds among the local political subdivisions sponsoring the college.

Implementation of these recommendations shall be contingent upon the approval by the governing bodies of the participating political subdivisions.

2.1.4 The VCCS *Policy Manual* makes the following provisions for the appointment of local College Boards:

- a. A minimum of nine persons shall be appointed to the College Board and shall include at least one person from each political subdivision of the college. Generally, the maximum number of persons on the College Board shall not exceed fifteen persons.
- b. Each local political subdivision sponsoring the community college shall appoint its board members as allocated by the ad hoc committee within the guidelines of the State Board.
- c. The members of the College Board shall be residents of the region to be served by the community college and shall include persons from various businesses, industries, and professions in the region being served by the community college. No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the College Board; however, elected town officials shall not be prohibited from serving on a College Board so long as such a town is not a participating political subdivision sponsoring the college. Additionally, no former full-time employee of the community college shall be eligible to serve on the College Board. Local College Board members serving as of March 2007 who were former full-time employees of the community college would be eligible to serve out the remainder of their current term and be eligible for one additional consecutive term. All members of the College Board shall be deemed members at large, charged with the responsibility of serving the best interests of the whole region being served by the community college.

2.2 Name of the College Board

The official name of the local College Board for PVCC shall be the Piedmont Virginia Community College Board.

2.3 Duties and Responsibilities of the College Board

2.3.1 The VCCS *Policy Manual* makes the following provisions for the duties and responsibilities of the local College Board:

A College Board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board. In general, a College Board is responsible for assuring that the community college is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board.

2.3.2 The specific duties of a College Board include the following:

- a. The College Board shall elect a chair and other such officers from its membership as it deems necessary and shall adopt such rules and regulations as are considered necessary to conduct its business in an orderly manner.
- b. The College Board and the members thereof shall serve as channels of communication between the State Board and the governing bodies of the local political subdivisions.
- c. The College Board shall submit its recommendations to the State Board for a name for the community college and each campus of a multi-campus college. In the name of each community College shall be included the phrase "Community College." The College Board shall be authorized to provide names for any facilities on the college campus.

Each college shall adopt policies regarding the naming of major facilities on its campus(es). The policies may provide for naming on the basis of significant service, but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis. Individuals are not eligible for this award if currently employed at the college or elsewhere within the VCCS, are serving on the local College Board, or serve on the State Board. A separation from such employment or service of at least one month is a prerequisite for eligibility. A current copy of the policy should be provided to the VCCS Office of Facilities Management Services.

- d. The College Board shall provide recommendations to the State Board on the development of the site plan and on the design and construction of facilities for the community college.
- e. The College Board shall participate with the Chancellor of the VCCS and the State Board in the selection, evaluation, and removal of the President of the community college in accordance with procedures adopted by the State Board.
- f. The College Board shall participate, with the College President, the Chancellor, and the State Board in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board. In that context, a college statement of purpose shall be developed by the College community. It shall be approved by the College Board and reviewed and approved by the Chancellor on behalf of the State Board. This statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.
- g. The College Board shall be responsible for eliciting community participation in program planning and development, establishing local citizen advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.

- h. The College Board shall review all new curricular proposals for the community college and shall recommend those proposals that it supports to the State Board. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the State Board.
- i. The College Board shall oversee the development and evaluation of the community service program for the community college, and may authorize the President to grant an "award of completion" to a person successfully completing an approved noncredit program.
- j. The College Board shall be kept informed of the fiscal status of the college by the College President and shall receive summaries of the biennial financial plan and the annual spending plans.
- k. The College Board shall review and approve a detailed local funds budget for the community college as prepared by the college President within State Board guidelines, and shall submit this proposed budget to the State Board for review at the time of its submission to the local political subdivisions. In addition, the College Board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board at the end of the fiscal year.
- l. The College Board shall be responsible for reviewing and approving local regulations on student conduct developed by the college President within the guidelines of the State Board.
- m. The College Board shall be responsible for the review and approval of a budget prepared by the college President for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund, within the guidelines established by the State Board. The College Board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.
- n. The College Board shall be responsible both for reviewing reports of audit and for reviewing the college President's response to these reports.
- o. The College Board shall be informed of personnel matters by the college President.
- p. The College Board is strongly encouraged to attend annual commencement exercises as members of the platform party.

2.4 Composition of the College Board

The Piedmont Virginia Community College Board consists of thirteen members. The counties of Buckingham, Fluvanna, Greene, Louisa, and Nelson have one representative each, and the City of Charlottesville and the County of Albemarle have four representatives each.

2.5 Length of Terms of College Board Members

2.5.1 The VCCS *Policy Manual* makes the following provision for terms of service of local College Board members:

Members shall be appointed for a term of four years. No person having served on the community College Board for two successive four-year terms shall be eligible for reappointment to the College Board for two years thereafter provided that a person appointed to fill a vacancy may serve two additional successive terms.

2.5.2 In accordance with policy of the State Board, the anniversary date for members of the College Board is July 1.

2.6 Compensation of College Board Members

2.6.1 Compensation of College Board members shall be made in accordance with state policies and procedures.

2.6.2 College Board members shall receive no salaries.

2.6.3 College Board members may be reimbursed at the regular state mileage rate for official travel to and from meetings and other official functions. Travel of board members outside the area served by PVCC shall be reimbursed only if authorized by the College President.

2.6.4 College Board members shall be reimbursed for meal expenses incurred as part of any official meeting or official engagement of the College Board.

2.6.5 College Board members shall be reimbursed for other direct costs incurred in the execution of their duties as members of the College Board.

2.6.6 College Board members shall be reimbursed for the above items upon submission of proper vouchers and from funds available in either the local maintenance and operations (M&O) budget or the state M&O budget as appropriate.

2.7 Removal and Replacement of College Board Members

2.7.1 The VCCS *Policy Manual* makes the following provision for removal and replacement of local College Board members:

Failure to attend meetings of the College Board shall constitute cause for the removal and replacement of a College Board member. The Community College Board shall make this determination and if it is determined that it is in the best interest of the college to have a replacement, the College Board shall notify the appropriate sponsoring political subdivision of the need for a replacement.

2.7.2 Should a member find it impractical, for personal or business reasons, to attend College Board meetings regularly and should a member be absent for three consecutive meetings or for 40 percent or more of the meetings scheduled between July 1 and the next succeeding June 30, he or she will be notified in writing by the College Board chair that the matter will be presented to the College Board, in executive session, at its next meeting. This notice shall inform the member that he or she may present such justification for absences as he or she may desire or may offer to resign.

2.7.3 The College Board shall make its determination and, if appropriate, instruct the chair to notify the jurisdiction concerned of the need for a replacement.

2.8 Reallocation of College Board Membership

2.8.1 The VCCS *Policy Manual* makes the following provisions for reallocation of College Board membership:

In the event that any local political subdivision wishes to reallocate the positions on a College Board because of changing conditions, it shall notify the community College Board and the State Board in writing of its desires and reasons for change. The same procedure used to establish the original ad hoc committee shall be instituted to establish an ad hoc committee to determine the number of members on the community College Board and the allocation of these members among the local political subdivisions sponsoring the college.

2.8.2 The College Board may itself determine the need for a change in number or reallocation of its membership. Upon approval of two-thirds of the total membership of the College Board, the chair shall notify the sponsoring political subdivisions of the action of the College Board and request that the political subdivisions follow the procedure as outlined in 2.8.1 above.

2.9 Distribution of Representation

The VCCS *Policy Manual* makes the following provisions for distribution of representation:

The College Board membership distribution should be representative of the industries, businesses, and professions which are located in the service area of the college. To ensure an appropriate membership distribution representative of the service area, the State Board established the list of employment categories shown in the following Table 2A-1 to assist and guide the College Board chair and local government jurisdictions in the selection and appointment process. The President and College Board chair may work with the local jurisdictions when needed in order to maintain a membership distribution representative of the college service area. A College Board profile of current members is provided to further assist localities in selecting their representative(s) to the board.

Table 2A-1: CATEGORIES FOR COMMUNITY COLLEGE BOARD MEMBERSHIP

Agriculture	Machinery & Equipment
Air Conditioning & Heating	Meat, Dairy, Poultry & Fish Products
Allied Health	Medical Equipment & Supplies
Aluminum	Medicine
Architect	Metal, Mining & Refining
Associations-Public Service	Military Personnel
Associations-Trade	Mineral Oil Industry
Automobile Industry	Musical Instruments & Merchandise
Beverages	Office Appliances, Equipment & Building Stationery
Broadcasting Service	Optical Goods & Services
Materials	Osteopathy
Business Service	Paints, Oils & Decoration
Chemical Industry	Paper Industry
Clothing Industry	Pharmacy
Coal Industry	Photography
Communication Service	Plastics Industry
Construction Service	Plumbing
Dentistry	Power Production Equipment & Electrical Supplies
Dry Goods & General Merchandise	Printing & Publishing
Education	Public Relations & Advertising
Industry & Electronics	Public Utilities and/or Service
Engineering	Pure Science
Entertainment	Real Estate
Exhibitions	Recreation
Finance	Refrigeration
Fire Fighting & Prevention	Religion
Firearms & Explosives	Retired
Food Industry	Rubber Industry
Funeral	Ships & Nautical Equipment
Furniture & Home Furnishings	Shoe Industry
Gas Industry	Stone Industry
Glass Industry	Storage
Government	Textile Fibers
Hardware	Tobacco Industry
Homemaking	Transportation
Horticulture	Vehicle Industry
Hotels, Resorts & Restaurants	Veterinary Medicine
Institutions & Hospitals	Wood Industry
Insurance	
Iron & Steel Industry	
Jewelry	
Laundry, Cleaning and Dyeing	
Law/Law Enforcement	

2.10 Officers of the College Board

2.10.1 The officers of the College Board shall be a chair and a vice-chair.

2.10.2 The officers of the College Board shall be elected at the regular meeting of the College Board in May. Officers serve a two-year term.

2.10.3 The chair of the College Board shall appoint a nominating committee at the March meeting. The membership of the committee shall be at the chair's discretion. In its deliberations, the nominating committee shall be sensitive to locality representation and board rotation. It shall share a written report with board members prior to the May meeting, and shall formally present the report to the board in May. The College Board shall take final action on the report at the May meeting.

2.10.4 Officers of the College Board may be removed from office by a vote of two-thirds of the total membership of the College Board.

2.11 Committees of the College Board

2.11.1 The standing committees of the College Board shall consist of:

Community Relations
Curriculum Committee
Finance and Building

2.11.2 Standing committees and their chairs shall be appointed by the College Board chair for a term of one year unless requested otherwise by the College Board chair.

2.11.3 Standing committees may form subcommittees. College Board members may be appointed to one standing committee and serve on a subcommittee of another standing committee.

2.11.4 Functions of the standing committees are as follows:

- a. The Finance and Building Committee shall consider matters pertaining to the local funds budget, the state M&O budget, and capital outlay (building) projects.
- b. The Curriculum Committee shall consider matters pertaining to the College's instructional programs.
- c. The Community Relations Committee shall consider matters external to the College which may influence the ability of the College to fulfill its mission such as business and industry relations, high school relations, legislative relations, and University of Virginia relations.

2.11.5 Ad hoc committees may be appointed at the discretion of the College Board chair.

2.11.6 The College Board chair may appoint a board member to serve as

- a. liaison to the PVCC Educational Foundation
- b. liaison to the Real Estate Foundation
- c. Board Parliamentarian

2.12 Meetings of the College Board

2.12.1 Regular meetings of the College Board shall normally be held on the first Wednesday of every other month from September through May unless changed by two-thirds of the total membership of the College Board.

2.12.2 A planning retreat for the College Board may be held sometime between June and September.

2.12.3 Special meetings of the College Board shall be held at the call of the chair or upon petition of a majority of the members of the College Board.

2.12.4 If an issue or situation arises which, in the opinion of the President or College Board chair, requires action by the College Board before its next regularly scheduled meeting, the President or College Board chair shall contact the appropriate College Board members to review the matter and offer advice regarding the issue. The President, as secretary to the College Board, shall forward a memorandum to the members of the College Board, setting forth the facts surrounding the issue and the recommendation of the administration. Supporting data as appropriate shall be included with the memorandum. Should a vote be required, the decision reached shall be reaffirmed at the next regularly scheduled meeting of the College Board.

2.12.5 All College Board meetings shall be conducted in open session; however, board members may meet in executive session for any purpose consistent with the Virginia Freedom of Information Act. All official actions of the College Board shall be taken in open session.

2.12.6 A majority of the College Board members shall constitute a quorum for all purposes, except as otherwise specified herein.

2.12.7 The chair may vote on all matters coming before the College Board.

2.12.8 The PVCC President shall serve as secretary to the College Board.

2.12.9 The President, as secretary to the College Board, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the College Board. The draft minutes of each meeting shall be considered, corrected if necessary, and approved at the subsequent meeting. The minutes shall be signed by the chair and the President after correction and approval and shall be kept as a public record in permanently bound books in the custody of the President. A

draft copy is sent to the Chancellor within 14 working days following a meeting; a copy of the final, approved minutes is subsequently forwarded to the Chancellor.

2.12.10 *Robert's Rules of Order, Newly Revised*, will be the parliamentary authority of the College Board.

2.13 Contact with the State Board for Community Colleges

The VCCS *Policy Manual* makes the following provisions for contact with the State Board for Community Colleges:

Any College Board or its authorized representative may appear before the State Board simply by notifying the secretary to the State Board no later than fifteen days prior to the next regularly scheduled meeting of the State Board so that this matter may be put on the agenda.

2.14 Responsibilities and Authority of the President of the College

2.14.1 The VCCS *Policy Manual* makes the following statement with regard to the responsibilities and authority of the College President:

The President is responsible to the Chancellor of the VCCS for organizing and operating the community College in accordance with the policies, procedures, and regulations of the State Board and the VCCS.

2.14.2 The VCCS *Policy Manual* designates specific responsibilities of the President as including the following:

- a. Providing principle-centered leadership and supervision for the community college including:
 - i. occupational/technical education, College transfer education, general education, and developmental education
 - ii. continuing education, workforce education, and community services
 - iii. Student access and student services, including counseling programs, student admissions and records, financial aid, disability services, and student activities
 - iv. budget planning and fiscal management
 - v. management and development of all campus sites and facilities, and technology
 - vi. recruitment, selection, and professional development of the college's human resources

- vii. serving as secretary to the local College Board
- b. assuming responsibility for student enrollment growth relative to the growth of the college's service area
- c. developing effective regional and community relations with other organizations and individuals for the benefit of the college and community
- d. providing leadership for institutional resource development including serving as institutional liaison to the foundation and active involvement in fundraising, grants, gifts, and other resources
- e. serving as legislative advocate for the college and the VCCS
- f. leading an institutional effectiveness program for the purpose of continuous improvement
- g. representing the college at appropriate local, state, and national events
- h. maintaining an active program of professional development
- i. serving as a member of the VCCS Advisory Council of Presidents to study, analyze, and recommend policies and procedures to the Chancellor in the areas of budget and finance, human resources, technology, and academic and student affairs, public and governmental affairs, workforce development
- j. supporting the work of the VCCS by actively participating in events and initiatives as requested by the Chancellor.

III. CURRICULUM RELATED POLICIES

3.1 Instructional Programs

All proposed instructional programs shall be reviewed and approved by the College Board and, where necessary, be forwarded to the State Board as recommendation for State Board action.

3.2 Curriculum Advisory Committees

3.2.1 The *VCCS Policy Manual* makes the following provisions for curriculum advisory committees:

Local citizens' curricular advisory committees must be utilized to assist in the development of all occupational/technical curricula and courses. Members for these local advisory committees shall be recommended by the community college President to the College Board for approval.

3.2.2 The President shall submit a list of names for membership on the curriculum advisory committees for the College Board's review and approval at its May meeting.

3.3 Service to the Community

The College Board shall be alert to the need for community service programs and will advise the President concerning such need.

IV. FISCAL POLICIES FOR LOCAL BOARD FUNDS

The College Board receives local revenues from three major sources: the local political subdivisions which the College serves, auxiliary enterprises, and interest earned on these funds. Expenditures from these funds may be used for student activities, for college operations, and for the general welfare of the College.

4.1 Revenues

4.1.1 Political Subdivisions. The proportionate jurisdictional share of the local fiscal support of the College by the localities shall be determined every two years based on student headcount from each locality during the previous two years and with an adjustment for inflation for the same period of time.

4.1.2 Auxiliary Revenue Enterprises. The auxiliary enterprises consist of commissions received from vendors operating various activities on campus. The vendors have earned the right to operate on the campus through a competitive bidding process in accordance with the *Agency Procurement Manual*, Commonwealth of Virginia. The enterprises include the bookstore, the food service operation, the copy center operations, parking, vending operations, and other approved activities.

4.1.3 Interest. Local funds may be deposited in interest-bearing checking and savings accounts. Any interest earned shall accrue to the College Board funds.

4.2 Expenditures

4.2.1 Student Activities. The funding for the student activities budget is derived from auxiliary enterprise commissions. Activities funded may include intramurals, newsletter, drama, student development, student clubs, graduation, and other approved activities.

4.2.2 College Activities. The funding for the college activities budget is derived from auxiliary enterprise commissions. Activities funded may include job fairs, workshops for high school counselors and students, radio/television announcements, advisory committee meetings, guest expenses, classified staff tuition assistance, planning sessions, and other approved activities.

- 4.2.3 President's Expenses. The funding for the President's expense budget is derived from auxiliary enterprise commissions. Activities funded may include memberships, faculty/staff receptions, travel, and general College Board expenses.
- 4.2.4 College Board. The funding for the College Board budget comes exclusively from the political subdivisions and is used chiefly for graduation expenses, for marketing initiatives, and for the improvement of College grounds.
- 4.2.5 Check Authorization. The President, the Vice President for Finance and Administrative Services, and business manager are authorized to sign all checks for the disbursement of funds from the local board funds. All disbursements must be approved and proper documentation must be provided.

4.3 Budget Review and Approval

- 4.3.1 In accordance with the *VCCS Policy Manual*, the College Board shall review and approve a detailed local funds budget for the College as prepared by the PVCC President within State Board guidelines.
- 4.3.2 The procedure for this review and approval of the local funds budget shall be as follows:
 - a. The President shall prepare a draft of the local funds budget.
 - b. The draft of the local funds budget shall be reviewed and approved by the College Board's Finance and Building Committee.
 - c. The final local funds budget, as approved by the Finance and Building Committee, shall be submitted to the College Board for review and approval.
 - d. Annual financial statements are submitted to the State Board through VCCS.

4.4 Control of Local Funds

Once the local funds budget is approved by the College Board and funded, the College administration is authorized to expend these budgets to the limit of the funds budgeted. The administration is authorized to make necessary adjustments by line item within programs of the local funds budget. An appropriate report of these adjustments shall be made to the College Board. If there is a need for adjustment in appropriations between budgets, or for expenditures for a particular activity not covered within an existing budget, an appropriate request shall be made to the College Board for its approval.

4.5 Audit of Local Operations

- 4.5.1 All activities of local financial transactions shall be subject to audit by the VCCS Internal Auditor and by the Auditor of Public Accounts.
- 4.5.2 The reports of such audits and the President's responses to these reports of audits shall be reviewed by the College Board.

V. FISCAL POLICIES

The State Board requires that the College prepare and submit the following state budgets:

State M&O Annual Budget
State Capital Outlay Budget

5.1 College Board Budget Review and Approval

- 5.1.1 In accordance with the VCCS *Policy Manual*, the College Board shall be responsible for the review and approval of a budget prepared by the college President for the expenditure of revenues from vending commissions and auxiliary enterprises, including the student activity fund, within guidelines established by the State Board. The College Board shall be responsible for reviewing and approving periodic reports of revenues and expenditures within these funds.
- 5.1.2 The VCCS *Policy Manual* provides that the College Board shall receive summaries of the College's state biennial financial plan and state annual spending plan. The following procedures shall be followed:
 - a. Annual financial plan (annual state M&O budget). Based upon the appropriations for the fiscal year and the approved "Manpower Utilization Plan," the President shall have a financial plan (annual state M&O budget) prepared. A summary of this financial plan (annual state M&O budget) shall be submitted by the President to the College Board for its information.
- 5.1.3 State Capital Outlay Request

The College is required to submit biennially to the State Board any recommended state capital outlay budget requests. The procedure for review and recommendations is as follows:

- a. By October of the even year prior to the even year when capital outlay appropriations are made by the General Assembly, the President shall prepare a prioritized list of all capital outlay projects planned.
- b. The proposed capital outlay projects shall be reviewed with the College Board's Finance and Building Committee.

- c. All capital outlay projects, incorporating the suggestions of the Finance and Building Committee, shall be submitted to the College Board for its review and approval.
- d. Capital outlay projects, as approved by the College Board, shall be included in the biennial budget program proposal.
- e. The review and approval of the state capital outlay budget shall follow the procedures as outlined for the state biennial M&O budget.

5.2 Fees

Any increase in mandatory non-educational fees, such as the institutional fee and student activity fee, must be approved by the College Board and must be submitted to the Chancellor for consideration by the State Board.

VI. BUILDING AND SITE DEVELOPMENT POLICIES

6.1 Master Site Plan

Master site plans for campus development, and changes thereto, shall be submitted by the President to the College Board for its review and recommendations. The recommendations of the College Board shall be submitted to the State Board for approval.

6.2 Construction Plans

6.2.1 Preliminary drawings and specifications for building and site development shall be submitted to the College Board for review and recommendations. Approved plans shall be forwarded to the VCCS and the State Board for their respective approvals.

6.2.2 Final plans and specifications for building construction and site development shall be reviewed and approved by the College Board and submitted to the VCCS for approval.

6.3 Change Orders to Building Construction and Site Development

6.3.1 The President, or the Vice President for Finance and Administrative Services acting for the President, is authorized to approve, subject to coordination with the VCCS office, all change orders for building construction and site development projects when such change orders are within the funding limits approved for the project concerned.

6.3.2 The President, or the Vice President for Finance and Administrative Services acting for the President, shall have copies of all change orders available for perusal by any member of the College Board.

VII. REVIEW AND REVISIONS TO THE COLLEGE BOARD *POLICIES AND PROCEDURES MANUAL*

7.1 Review of the College Board *Policies and Procedures Manual*

Any member of the College Board or the President, as secretary to the College Board, may propose revisions to the College Board *Policies and Procedures Manual*. Such proposed revisions may be considered by the College Board at any time during the fiscal year. However, approved revisions of the College Board *Policies and Procedures Manual* shall be subject to an annual review. The annual review will be undertaken no later than the end of the second week in January.

7.2 Revisions to the College Board *Policies and Procedures Manual*

Revisions to the College Board *Policies and Procedures Manual* shall be adopted by a two-thirds vote of the members present at a duly constituted regular or special meeting of the College Board.

VIII. MISCELLANEOUS

8.1 Legal Counsel

The Attorney General's Office shall serve as legal advisor to the VCCS as prescribed by statute. Pursuant to a memo (*Updated Protocol for Legal Matters and Use of Legal Services*) dated September 27, 2010 from Systems Counsel; protocol for legal services dictates that each community college President designate those authorized to contact legal staff.

8.2 Piedmont Virginia Community College Medallion

8.2.1 The PVCC Medallion is presented to an individual from outside the College community (i.e., not employed by the College) who has rendered outstanding service to the College. Recipients shall be persons who, through their special acts or sustained service, have made an extraordinary contribution to the College which PVCC wishes to recognize.

8.2.2 The award is conferred at commencement exercises or at other appropriate events. Since the award is a special one, it is not automatically given each year. The College Awards and Recognition Committee shall recommend potential recipients of the award to the President, who in turn will present his or her recommendations to the College Board. The College Board shall make the decision regarding who is to receive the award. Only in the most unusual circumstances would there be more than one recipient in any given year.

8.3 Honorary Degrees

The *VCCS Policy Manual* makes the following provision for the awarding of honorary degrees:

The State Board authorizes the individual colleges to award honorary associate degrees of humane letters to individuals who have contributed significantly to the awarding college or the VCCS. Individuals are not eligible for this award if they are currently employed by the college, serving on the local College Board, or serving on the State Board at any time between the date of the local College Board approval and the actual receipt of this award. A separation from such employment or service of at least one month is a prerequisite for eligibility. Recommendations for such honorary degrees shall be made to the Chancellor and to the State Board and approval granted by the Chancellor and State Board prior to the award being made.

8.4 Dedications and Memorials

Memorials and dedications to the memory of individuals or groups of individuals shall be reviewed and approved by the College Board as needed.