

Piedmont Virginia Community College Board

(Policies and Procedures Manual Excerpt)

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.

Duties and Responsibilities of the 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.

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.