

## Section 2-B

### OPERATION OF THE VIRGINIA COMMUNITY COLLEGE SYSTEM

#### 2.0 State Board for Community Colleges

##### 2.0.0 Freedom of Information Act (SB)

The State Board comes under the Freedom of Information Act as prescribed by statute. Public comment will be received at each regular meeting of the Board following the approval of minutes of the preceding meeting and prior to committee reports. Individuals desirous of speaking before the Board must notify the Office of the Chancellor at least 5 working days prior to the scheduled meeting. All remarks before the State Board for Community Colleges must be matters germane and relevant to the agenda of the day. Written comments may be provided in lieu of speaking at the meeting, and each speaker will be limited to a 5-minute statement that will become a part of the public record.

##### 2.0.1 State Board Meetings (SB)

All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act and the Board convenes and adjourns the closed session in a manner provided by the said Section.

##### 2.0.2 Access to State Board Records (SB)

The Virginia Community College System, in accordance with the Virginia Freedom of Information Act, ensures the people of the Commonwealth appropriate access to records, including those stored electronically, in the custody of VCCS personnel. All requests for such information should be addressed to the Chancellor, 101 N. 14th Street, Richmond, VA 23219. A copy of the VCCS Freedom of Information Act is available upon request. Requests about individual community colleges should be addressed directly to the president of that institution. The VCCS operates under the Virginia Freedom of Information Act by following a set of Procedure Guidelines. Refer to Appendix I to Section 2.

##### 2.0.3 State Board Minutes (SB)

State Board minutes shall be mailed to each president as they are approved by the State Board. General "Actions of the State Board" shall be distributed to all colleges immediately following the State Board meetings. College presidents shall be notified directly by the Chancellor's Office of special actions of the Board which pertain specifically to their institutions.

#### 2.0.4 Submission of Material for Board Consideration (SB)

All materials for the State Board should be sent, at least two weeks prior to a meeting, to the Chancellor who serves as Secretary to the State Board.

### 2.1 Local Community College Board

#### 2.1.0 Local Board Meetings (SB)

All Board meetings shall be open to the public, except where a closed meeting is authorized by Section 2.1-344 of the Virginia Freedom of Information Act and the Board convenes and adjourns the closed session in the manner provided by said Section.

#### 2.1.1 Minutes of Meetings (SB)

Community college presidents shall forward a draft copy of all local college board minutes to the Chancellor within fourteen (14) working days following the meeting. Approved copies of local college board minutes shall be forwarded to the Chancellor upon approval by the local college board. Any additions or corrections to the draft minutes reflected in the approved minutes shall be noted.

### 2.2 College Organizational Structure (SB)

Each community college shall have an organizational structure which provides for the effective operation of the college as specified by Criteria 6.1, Organization and Administration, Criteria for Accreditation, Commission on Colleges, Southern Association of Colleges and Schools. All organizational plans must adhere to the guidelines on staffing set forth in the Budget Manual published by the State Department of Planning and Budget and all other directives of the Executive Branch and the State Board as may be applicable.

A current copy of the college organizational chart shall be on file with the VCCS office. Any changes to these organizational plans shall be forwarded to the VCCS Office annually by January 15. Significant organizational changes such as changing from single to multi-campus or vice versa, adding or deleting a campus or branch must be approved by the college board and the State Board. Organizational structure changes involving provost, dean, or director/division chairman, which add or delete positions or reassign functions, shall be approved by the Chancellor.

### 2.3 Organizational Structure of the System Office

The System Office is organized according to the structure diagrammed in Table 2B-1 on the following page.

PAGE UNDER CONSTRUCTION

Future Site of System Office Organizational Chart.

Hard copies available upon request.

## 2.4 Statewide Professional Advisory Committees

### 2.4.0 Advisory Council of Presidents (C)

The Advisory Council of Presidents for the VCCS serves in an advisory capacity to the Chancellor of the VCCS. It is the chief statewide advisory group, with the community college presidents serving as the representatives of their institutions. The Advisory Council of Presidents shall meet at the call of the Chancellor to deliberate and make recommendations on items in a formal agenda set by the Chancellor.

The Advisory Council of Presidents has four (4) standing committees:

- Academic, Student Affairs and Workforce Development
- Budget and Finance
- Human Resources
- Information Technology

These committees shall conduct detailed investigations into matters referred by the Chancellor. Among these matters shall be recommendations on System-wide policy changes which come to the Chancellor from the Advisory Council of Provosts; Vice Presidents; Deans of Instruction and Student Services; the Administrative Services Council; the Advisory Council of Vice Presidents; Deans of Workforce Development; the Technology Council, and the Chancellor's Faculty Advisory Committee. Results of these detailed investigations shall be reported to the full Council for deliberation and become the basis for subsequent recommendations to the Chancellor. Each committee shall have as a major responsibility, the identification of both current and future issues.

Special ad hoc committees of deans, faculty, students, etc., may be appointed by the Chancellor to work with a standing committee of the Council of Presidents on a specific issue.

### 2.4.1 Advisory Council of Provosts, Vice Presidents, and Deans of Instruction and Student Services (C)

The Advisory Council of Provosts, Vice Presidents, and Deans of Instruction and Student Services serve as an advisory body on System-wide matters related to instruction and student services. The Council shall meet at the call of the Vice Chancellor for Academic Services and Research. Proceedings of the meetings of the Council shall be distributed to the members of the Council and to the Chancellor, the Chancellor's Staff, and the Presidents.

Recommendations on System-wide policy matters shall be forwarded to the Chancellor who may present them to the appropriate committee of the Advisory Council of Presidents for its consideration. The Chancellor shall not implement System-wide policy recommendations coming from the Advisory Council of Provosts, Vice Presidents, and Deans of Instruction and Student Services until the Advisory Council of Presidents has reviewed the matters.

#### 2.4.2 Administrative Services Council (C)

The Administrative Services Council serves as an advisory body on System-wide matters related to administrative and fiscal affairs.

The Council shall meet at the call of the Executive Vice Chancellor who shall serve as the Chairman. Proceedings of the meetings of the Council shall be distributed to the members of the Council and to the Chancellor, the Chancellor's Staff, and the Presidents.

Recommendations on System-wide policy matters shall be forwarded to the Chancellor who may present them to the appropriate committee of the Advisory Council of Presidents for its consideration. The Chancellor shall not implement System-wide policy recommendations coming from the Administrative Services Council until the Advisory Council of Presidents has reviewed the matters.

The Committee shall also serve as a mechanism for the exchange of information among the participants and for appropriate staff development activities.

#### 2.4.3 Chancellor's Faculty Advisory Committee (C)

The Chancellor's Faculty Advisory Committee serves in an advisory capacity to the Chancellor of the VCCS on System-wide issues. The Committee shall meet at the call of the Chancellor to deliberate and make recommendations on items in a formal agenda set by the Chancellor. The Chancellor shall not implement any System-wide policy recommendations coming from Chancellor's Faculty Advisory Committee until it has been reviewed by the Advisory Council of Presidents.

#### 2.4.4 Advisory Council of Vice Presidents, and Deans of Workforce Development (C)

The Advisory Council of Vice Presidents, and Deans of Workforce Development for the VCCS serves as an advisory body to the Vice Chancellor of Workforce Development Services on System-wide matters related to non-credit instruction/services and workforce, economic, and community development.

The Council shall meet at least three times a year at the call of the Vice Chancellor for Workforce Development Services who will serve as Chairperson. Proceedings of the Council meetings, as well as the exchange of information among the participants on workforce development initiatives, including non-credit offerings/services and economic and community development, will be posted at [www.vccs.edu/workforce](http://www.vccs.edu/workforce) and distributed to the Chancellor, the Chancellor's staff, and the Presidents.

Recommendations on System-wide policy matters will be forwarded by the Vice Chancellor to the Chancellor who will channel them to appropriate entities (e.g., ACOP, Deans and Provosts, State agencies, etc.) for further consideration, review, and/or action.

#### 2.4.5 eLearning and Educational Technology Committee (C)

The eLearning and Educational Technology Committee for the VCCS serves as an advisory body to the Educational Technology Committee of the Vice Presidents, the Vice Chancellor of Academic Services and Research on system-wide matters related to educational technology.

The Committee shall be comprised of one member per college to be selected by the college president, and shall meet at least three times a year in person or electronically, at the call of the Chairman and proceedings of the Committee meetings, as well as the exchange of information among the participants will be distributed to the Chancellor and Vice Chancellor for Academic Services and Research. Recommendations on System-wide policy matters will be forwarded by the Vice Chancellor of Academic Services and Research to the Chancellor who will channel them to appropriate entities (e.g., Academic and Student Affairs Council (ASAC), Advisory Council of Presidents (ACOP), State agencies, etc. for further consideration, review, and/or action.

Recommendations on System-wide policy matters will be forwarded by the Vice Chancellor of Academic Services and Research to the Chancellor who will channel them to appropriate entities (e.g., Academic and Student Affairs Council (ASAC), Advisory Council of Presidents (ACOP), State agencies, etc., for further consideration, review, and/or action.

#### 2.4.6 Technology Council

The VCCS Technology Council serves as an advisory body to the Vice Chancellor of Information Technology Services. The Council membership constitutes the forum for analyzing information technology issues such as funding models, annual planning documents, operating policies and procedures, technology standards and guidelines, and proposed requirements and directives for college-specific technology plans from a System-wide policy perspective. The Council also reviews the work of information technology stakeholder groups and workgroups to ensure coordination and collaboration.

The Council shall meet at least three times a year as scheduled by the Vice Chancellor for Information Technology Services who serves as Chairperson. The membership consists of twenty-three members at the Vice President level or institutional equivalent, with each college having one representative and one vote. Proceedings of the meetings of the Committee shall be distributed to the members of the Committee and to the Chancellor, the Chancellor's Staff, and the Presidents.

The Technology Council is appointed by the Chancellor to fill staggered, renewable, two-year terms. Nominations for membership are submitted by the college presidents. The membership reflects a representative mix of the colleges' instructional, administrative, financial, student services, and technology areas.

Recommendations on System-wide policy matters shall be forwarded to the Chancellor who may present them to the appropriate committee of the Advisory Council of Presidents for its consideration. The Chancellor shall not implement system-wide policy recommendations coming from the Council until the Advisory Council of Presidents has reviewed the matters.

The Committee shall also serve as a mechanism for the exchange of information among the participants and for appropriate staff development activities.

## 2.5 Local Lay Advisory Committees (SB)

### 2.5.0 General

Local citizens' curricular advisory committees must be utilized to assist in 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.

### 2.5.1 Role and Responsibilities

Local curriculum advisory committees act in an advisory capacity to the president of the community college. Within the area of its educational, occupational/technical interest and specialty, the committee may:

- a. Assist the community college in the establishment of occupational/technical programs and curricula by:
  - (1) Helping to identify present and future occupational needs within the college region and the skills and knowledge required by prospective employees;
  - (2) Advising the community college concerning employment practices, specific certification and licensure requirements, job entry educational levels required by business, industry and the professions, standards and regulations relating to student employment, and occupational placement of graduates; and
  - (3) Reviewing and submitting recommendations regarding specific program and curricular proposals, and specialized equipment and facility requirements for new or innovative programs.
- b. Assist with the recruitment of students by:
  - (1) Publicizing the college programs and employment opportunities; and
  - (2) Encouraging student scholarships and other financial aids.
- c. Promote understanding and support of the community college and its programs by:

- (1) Assisting with the establishment and maintenance of liaison between the community college and regional business, industrial, professional and other organizations and agencies; and
  - (2) Disseminating information about the college and its programs through the college's business and professional publications.
- d. Assist the community college in the conduct of regional studies or surveys.
  - e. Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

Each local curriculum advisory committee shall meet as needed or at least once annually.

## 2.6 Faculty Structure (SB)

The faculty at each college should be so structured as to maximize its contributions to the positive development of the college educational program.

## 2.7 Miscellaneous

### 2.7.0 Contact with Other State Agencies (C)

Official contact with other state agencies for units within the VCCS will be made only by the System Office.

### 2.7.1 Safety Procedures (SB)

In compliance with the provisions of the Occupational Safety and Health Act, each college shall establish policies and procedures to promote safety on campus. Specific directions in case of an emergency shall be posted throughout the campus.