

NORTHERN VIRGINIA COMMUNITY COLLEGE BOARD
POLICIES AND PROCEDURES
MANUAL

June 22, 2020

NORTHERN VIRGINIA COMMUNITY COLLEGE BOARD
Policies & Procedures Manual

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1.000 NAME, MISSION, AND EDUCATIONAL PROGRAM GOALS

1.100 Name of the College

The name of the College shall be the Northern Virginia Community College.

1.200 Mission and values

Our Mission

With commitment to the principles of access, opportunity, student success, and excellence, the mission of Northern Virginia Community College is to deliver world-class, in-person and online postsecondary teaching, learning, and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and a globally competitive workforce.

Our Vision

To be a learning-centered organization that promotes student success.

The College's Shared Values are:

Opportunity with Excellence

- We are committed to providing open access and promoting equality for all who seek to improve their lives.
- We are committed to offering a wide variety of programs and services within the means of all citizens and with each having its standards of excellence.
- We encourage our students to take advantage of opportunities and to seek the limits of their potential in aesthetic and cultural enrichment, technical knowledge, personal growth, understanding of the basic academic disciplines and recreational and avocational pursuits.

Responsiveness

- We believe that the citizens of Northern Virginia, both individual and corporate, should help shape the programs, courses and services of the College.
- We are committed to listening to the community and inviting its participation in shaping the programs and services of the College.
- We believe our worth as a community college is measured by the quality and timeliness of our response and service to the community.

Comprehensive Educational Programs

- We see learning as an end in itself, as the most practical means to a full life, and as essential to improve the quality of life of the individual.
- We value our comprehensive programs—liberal arts and sciences, career and technical education, continuing education, developmental education, specialized educational services, and student services—and hold all to be of equal distinction and prominence.
- We believe each aspect of our comprehensive educational program has high value to those served; therefore, we advocate the offering of these comprehensive services alongside each other and in a unified setting.
- We are foremost an institution focused upon teaching—we are dedicated to teaching through varied approaches and to upholding innovation with free, open discussion of ideas and values.

Caring Environment

- We believe in the worth, dignity and human potential of each individual who participates in the programs and services of the College.
- We recognize our responsibility to build and maintain a college environment that encourages all individuals to realize their potential, and to provide the diverse learning support and growth opportunities each person needs to be successful.
- We are committed to maintaining a caring environment for all those associated with the College—students, faculty, staff and the community in general.

Public Trust and Responsibility

- We are committed to individual and organizational performance that builds and maintains public trust and confidence.
- We hold ourselves accountable for attaining management, operational and fiscal practices that are efficient and effective.
- We are committed to high ethical standards, assertive affirmative action, and effective involvement in and support for local community activities and economic development.

2.000 BOARD AND PRESIDENT

2.100 Authority for the Establishment of the Board

Title 23, Chapter 29, Section 23.1-2904 of the *Code of Virginia* makes the following provisions:

“The State board shall establish policies providing for the creation of a local community college board for each institution established under this chapter and the procedures and regulations under which such local boards shall operate.”

2.200 Name of the Board

The name of the Board shall be the Northern Virginia Community College Board.

2.300 Duties and Responsibilities of the Board

Service on the Northern Virginia Community College Board is a distinct volunteer responsibility. The Board contributes to the region that it serves in many ways:

- Ensuring the opportunity to provide open access for citizens to higher education
- Contributing to the strategic growth of the region’s economy
- Advancing the democratic values that are so essential to the region and commerce

Volunteers have the special responsibility to serve as advisors first to the institution they serve and to likewise advance the value proposition of higher education in society at the state and national level. Virginia has always had a special commitment to educational opportunity and it is essential in the twenty-first century that more students have the opportunity to achieve a higher education degree or certificate. It is the responsibility of the men and women who serve on the NOVA Board to focus their time and energy to assure NOVA is positioned well to meet the needs of the College and broader community.

To prepare new members for service on the Board, the Office of VCCS System Council will provide an orientation session that will address: the roles and responsibilities of the College Board; the legal responsibilities of Board Members; and how the Board conducts business. In addition, each year, at the Board’s September meeting, Members will receive a review of their

legal responsibilities to include issues of personal liability, conflicts of interest and the provisions of the Virginia Freedom of Information Act.

The *Policy Manual* (Section 2.9, 9,D,3,h) for the Virginia Community College System makes the following provisions concerning the duties and responsibilities of the 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 procedures regarding the naming of major facilities on its campus(es). The procedures 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.

A current copy of the procedures should be provided to the Office of Facilities Management Services.

Individuals are not eligible for a naming award if they are currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. In addition, per the Code of Virginia, no college building, park, road, bridge, or other structure shall be named after a sitting member of the General Assembly. A separation from such employment or service of at least one month is a prerequisite for consideration for eligibility of an award.

- (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 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 citizens' 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 services program for the community college, and may authorize the president to grant an "award of completion" to a person successfully completing an approved non-credit program.
- (j) The college board shall be kept informed of the fiscal status of 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 finance 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 rules 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 those reports of audit.
- (o) The college board shall be informed of personnel matters by the college president.

In addition to these VCCS Policy Manual provisions, the NOVA Board has added:

- (p) The college board shall regularly evaluate its responsibilities and expectations through the process of board self-evaluation. The board shall conduct these self-evaluations every two years, beginning in 2019, at their March Board Meeting.
- (q) The college board shall review its Mission Statement every two years and submit it for review and approval by the VCCS System Chancellor, on behalf of the VCCS System Board.

2.400 *Composition of the Board*

The board shall consist of eleven (11) members. The cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park, and the counties of Arlington, Loudoun, and Prince William shall have one representative each, and the County of Fairfax shall have three representatives.

The *Policy Manual* (Section 2.9.D.3.c.) for the Virginia Community College System makes the following provisions: 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 town is not a participating political subdivision sponsoring the college. Additionally, no current or former employee, including current adjunct faculty members, of the community college shall be eligible to serve on the college board... 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.

The Board may annually appoint a Northern Virginia Community College student to serve as a non-voting, student representative to the College Board. The member will serve a one-year term effective September 1 through August 30 and shall not be eligible for reappointment. Such student representative may participate in standing committees as well as open meetings of the Board but may not make motions.

2.410 *Length of Terms of Board Members*

A. The *Policy Manual* (Section 2.9.D.3.c.) for the Virginia Community College System makes the following provisions:

“Members shall be appointed for a term of four (4) 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.”

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

2.420 *Compensation of Board Members*

A. Members of the Board shall receive no salaries.

B. Members of the Board will be reimbursed at the regular state mileage rate for official travel to and from meetings and other official functions required by the Board. Travel outside the area served by the Northern Virginia Community College will be reimbursed only if authorized by the Board.

C. If any official meeting or official engagement of the Board necessitates a meal being served during the time that the Board member is on official college business, the Board member will be reimbursed for the cost of that meal.

- D. Members will be reimbursed for other direct costs incurred in the execution of their duties as members of the Board.
- E. Reimbursement to members for the above items shall be upon proper vouchers from funds available in either the Local M&O (Maintenance & Operation) budget or the State M&O budget as appropriate.

2.430 *Removal and Replacement of Board Members*

- A. The *Policy Manual* (Section 2.9.D.3.d) for the Virginia Community College System makes the following provisions:

“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.”

- B. Should a member find it impracticable, for personal or business reasons, to regularly attend board meetings and is absent for three consecutive meetings or for 40% or more of the meetings scheduled between July 1 and the next succeeding June 30, he/she shall be notified in writing by the Board Chair that the matter will be presented to the board, in executive session, at the next Board meeting.
- C. This notice shall inform the member that he/she may present such justifications as he/she may desire or offer to resign.
- D. The Board shall make its determination and, if appropriate, instruct the Chair to notify the jurisdiction concerned of the need for replacement.

2.440 *Reallocation of Board Membership*

- A. The *Policy Manual* (Section 2.9.D.5.f) for the Virginia Community College System makes the following provisions:

“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(s) sponsoring the college.”

- B. The 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 Board, the Chair shall notify the sponsoring political subdivisions of the action of the Board and request that the political subdivisions follow the procedure as outlined in A. above.

2.500 *Officers of the Board*

- A. The officers on the Board shall be a Chair and a Vice-Chair.
- B. Beginning from the year of 2012, the officers of the Board shall be elected at the regular meeting of the Board in May of the fiscal year when the terms of the Officers are to expire. Term of office shall begin on July 1 of the next fiscal year. The term of office shall be two consecutive years for both Chair and Vice Chair. In order to be eligible to

be elected to the office of Chair, board members must have two years remaining on their tenure or be eligible for an appointment to an additional term of at least two years. The Nominating Committee may secure a Waiver of Tenure from the board in order to include on the slate a candidate with less than two years of tenure remaining. The Waiver of Tenure is granted by a simple majority of Board members present.

- C. Officers of the Board shall serve no more than two years in the same office.
- D. Officers of the Board may be removed from office by a vote of two-thirds of the total membership of the Board.
- E. In the event that an officer of the Board resigns from that office prior to the conclusion of his or her term or office, the executive committee of the board, minus the resigning officer, shall act as a nominating committee and shall recommend a candidate or candidates to the Board to serve out the unexpired term of the resigning officer.
- F. A parliamentarian shall be appointed by the Northern Virginia Community College Board to serve at the pleasure of the Chair. The parliamentarian should be selected upon the basis of knowledge of parliamentary procedures and need not be a member of the Board, and shall be expected to attend all Board meetings.

2.600

Committees of the Board

- A. The standing committees of the Board shall be the Executive Committee, the Finance, Building and Sites Advisory Committee, the Academic Curriculum and Workforce Development Advisory Committee, and the Community Engagement, Governance and Marketing Advisory Committee.
- B. Standing committees shall be appointed by the Chair, such appointments being for a term of one year. Committee chairs shall serve no more than two consecutive terms in the same position. The executive Committee shall consist of the Chair and Vice Chair of the Board and the Chairs of the other standing committees.
- C. Functions of the Standing Committees
 - 1. The Executive Committee shall serve as an advisory committee to the President. The President may call a meeting of the Executive Committee, with the concurrence of the Chair of the Board, to consider issues that need to be addressed, particularly during the times between official Board meetings. If action is required by the Executive Committee on behalf of the Board, it will be taken in accordance with Section 3.500 of this manual.
 - Oversee general governance and planning.
 - 2. The Finance, Building and Sites Committee shall consider matters pertaining to the Local Capital Outlay Budget, the Local M&O Budget, the Local Revenue Fund Budget, the Local Parking Auxiliary Budget, the State Capital Outlay Budget and the State M&O Budget. The Committee shall recommend an investment policy to the Board. The Committee shall also consider matters pertaining to the procurement, development, and improvement of sites and the design, construction, and equipping of facilities.

Master site plans for campus development, and changes thereto, shall be submitted by the President to the Finance, Building & Sites Committee for review and

recommendation to the Board. The action of the Board concerning such recommendations shall be submitted by the President to the State Board for approval.

- Update master site plan to reflect new priorities and plans for current funding.
 - Conduct strategic risk assessment.
3. The Academic Curriculum and Workforce Development Committee shall consider matters pertaining to instructional and workforce development programs, occupational advisory committees, student activities, and community services programs.

The College's Strategic Plan is reviewed every two years and shall be submitted by the President to the Academic Curriculum and Workforce Development Committee for review and recommendation to the Board. The action of the Board concerning such recommendation shall be submitted by the President to the Chancellor.

- Focus on strategic planning to support guided pathways for academic curriculum, new advising models to support all students, and strategies for enhancing the breadth and integration of workforce development.
 - Review current structure, activity, membership and recommendations of all curriculum advisory committees.
4. The Student Services and Success Committee shall consider issues affecting student services, financial aid and advising, student life, athletics, military and veterans services, disability services and enrollment management.
- Focus on and review recommended policies/actions designed to help students achieve success.
 - Consider recommendations on admissions, financial aid and counseling, recruitment and retention.
 - Consider matters of student life and athletics.

D. Nominating Committee

1. Members of a Nominating Committee shall be named no later than the April meeting of each fiscal year and shall consist of three members whose terms on the Board continue into the following fiscal year. They shall be:

- a. One appointed by the Chair
- b. One elected by the Board
- c. The outgoing Chair

2. If the outgoing Chair's term expires before the first scheduled meeting of the following fiscal year, then the Board shall elect the third member.

3. The Nominating Committee, organized for the purpose of administering the process of selecting a new Chair and Vice Chair by the College Board, shall meet once between the April meeting and the May meeting of the fiscal year when the terms of the Offices are to expire to form a slate of candidates to be presented at the May meeting in that fiscal year for Board's consideration and voting. The slate of candidates shall include all qualified candidates who desire consideration. The Nominating Committee shall

recommend the balloting procedure, manage the nominating and the voting process, and shall serve as teller to count and announce the vote of the Board.

4. *Robert's Rules of Order* (Newly Revised) shall govern the elections.

2.700 *Meetings of the Board*

- A. Regular meetings of the Board shall be held in accordance with the Working Calendar approved by the Board.
- B. Special meetings of the Board shall be held at the call of the Chair or upon petition of a simple majority of the members of the Board.
- C. All meetings of the Board shall be conducted in open session except that the Board may meet in executive session to consider matters that qualify as specific exempt purposes listed in the Virginia Freedom of Information Act (Virginia Code §2.2-3711) All official actions of the Board shall be taken in open session.
- D. The secretary to the Board shall post notice of all meetings of the Board or committees of the Board at least three days prior to any meeting. Notice shall be posted on the College Web site. A press release regarding the schedule and agenda of all meetings of the full Board will be issued to the general media.
- E. A simple majority of the members of the Board shall constitute a quorum for all purposes, except as otherwise specified herein.
- F. The Chair may vote on all matters coming before the Board.
- G. In the event that neither the Chair nor the Vice Chair is present for a board meeting, the Secretary – or in his/her absence some other member – will call the meeting to order, and the board members present will elect a Chair pro-tem to preside at the meeting. Such election of the Chair pro tem is terminated upon the arrival of the Vice Chair or Chair.
- H. The President, as Secretary to the Board, shall keep such minutes and records as are necessary to set forth clearly all actions, showing the vote of each member present, and proceedings of the Board. The typed minutes of each meeting shall be considered, corrected if necessary, and approved at the next regular meeting; provided that this action may be taken at an intervening special meeting if the Board desires. 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.

2.800 Responsibilities and Authority of the President of the College

The Policy Manual (Section 2.9.D.3.k.2) for the Virginia Community College System makes the following provisions concerning the responsibilities of the President:

- A. The President is responsible to the Chancellor of the Virginia Community College System for organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, and the Virginia Community College System. Specific responsibilities of the President are:
 - 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, and
 - 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 Virginia Community College System;
 - 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, and 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, and
 - j. supporting the work of the Virginia Community College System by actively participating in events and initiatives as requested by the Chancellor.

B. The Board shall delegate to the President administrative authority over the College and hold him/her responsible for the efficient direction and operation of the College under the policies and procedures adopted by the Board. The Board and the President shall extend to each other the fullest cooperation and recognition of the responsibilities which devolve upon the Board as a policy-making body and upon the President as the chief executive. The Board shall work with the President and his/her administrative staff on major problems that confront the college and shall not concern itself with details of administration which shall be handled by the President and his/her administrative staff.

3.000 GENERAL POLICIES

3.100 Reaffirmation of All Motions and Decisions of Predecessor Boards

The Board reaffirms all motions and decisions made by all predecessor Boards, said motions and decisions to remain in effect until rescinded.

3.200 Multi-Campus Nature of the College

Northern Virginia Community College shall be constituted as a single institutional entity with multiple campuses.

3.300 College's Non-discrimination Statement.

Northern Virginia Community College is committed to a policy of nondiscrimination in employment and educational opportunity. This policy specifically prohibits discrimination on the basis of race, sex (including pregnancy), color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, family medical history or genetic information, or against otherwise qualified persons with disabilities in educational and employment opportunities, programs and activities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Harassment of an individual or group on the basis of any of these factors has no place in a learning or work environment and is prohibited.

3.400 Legal Counsel

Legal Counsel will be appointed by the Attorney General to advise and represent the Board and/or the administration upon request on any and all legal matters pertaining to the administration, management, and operation of the College.

3.500 Procedures for Board to Carry Out its Responsibilities During Periods Between Scheduled Board meetings

Routine Procedure. If a problem or situation arises which, in the opinion of the President, requires action by the board before the next scheduled meeting of the Board, the following procedures will be followed. The President or his/her designee, shall contact the Board Chair to request a meeting of the Executive Committee. If the Board Chair agrees to call such a meeting, the President or his/her designee will forward a memorandum to the Executive Committee with copies to the other members of the Board, setting forth the facts surrounding the issue and the recommendation of the Administration. Supporting data as appropriate will be included with the memorandum.

- A. The Executive Committee shall meet at the earliest time convenient to a majority of its members to consider the matter before it. Other members of the Board shall be notified of the meeting and may attend and vote if they are available. Public notice shall be given of such meetings as required under section 2.700 D. above.
- B. A quorum shall be a majority of the members of the Executive Committee, regardless of the number of Board members who attend the meeting.
- C. A simple majority of the Board Members present shall be necessary to decide the matter at issue.

The action of the Executive Committee shall be binding on the Board and will be entered into the minutes of the next scheduled meeting of the Board.

3.600 *Conflict of Interest*

College employees and members of the Board will be guided, in the carrying out of their duties and responsibilities, by the Virginia Conflict of Interest Act.

4.000 CURRICULAR-RELATED POLICIES

4.100 *Instructional Programs*

- A. All proposed instructional programs shall be reviewed and approved by the Board for recommendation to the State Board.
- B. Approval of courses and course content, within an approved instructional program, is delegated to the President.

4.200 *Curriculum Advisory Committees*

- A. The *Policy Manual* (Section 2.9.D.3.J.) for the Virginia Community College System makes the following provisions:
 - “Local advisory committees for specialized programs and occupational/technical curricula shall be utilized in the establishment and evaluation of such programs and curricula.”
- B. The Board delegates to the Academic Curriculum and Workforce Development Committee authority to approve the establishment of curriculum advisory committees, upon recommendation of the President. The Board delegates to the President the authority to appoint members to approved curriculum advisory committees after approval by the Academic Curriculum and Workforce Development Committee of the Board.
- C. The Academic Curriculum and Workforce Development Committee shall assist the President in maintaining active occupational advisory committees and shall be alert to individuals in the community who would be potential valuable members on such advisory committees.

4.300 *Workforce Development (Non-Credit) Programs*

NOVA Workforce

Vision: To optimize our regional job market by marking job market signals more clear for all residents looking to move into high-demand careers

Goals:

- 1. Understand the hiring needs of regional employers
- 2. Help our non-profit and community partners create bridge programs that allow their clients to move into our programs
- 3. Create high-quality training programs that lead to successful completion, credential attainment, and career growth
- 4. Help grow the regional economy

The Services provided:

- Contract Training (at a business site)
- Labor market intelligence
- Career Services/Experiential learning (internships/apprenticeships).
- Professional development (open-enrollment) classes and programs
- Testing services that assess and/or credential
- Language Services (ESL)
- Economic development

A. The Board shall be provided an annual report and evaluation of workforce development programs and services.

4.400 Strategic Plan

The College’s Strategic Plan is reviewed every two years and shall be submitted by the President to the Academic Curriculum and Workforce Development Committee for review and recommendation to the Board. The action of the Board concerning such recommendation shall be submitted by the President to the Chancellor.

5.000 FISCAL POLICIES

5.100 Fiscal Year

The fiscal year for the College shall be from July 1 through June 30.

5.200 Formula for Fiscal Support of the College by the Cooperating Jurisdictions

The request for fiscal support of the College by the cooperating jurisdictions shall be based upon the latest available population figures from the Commonwealth of Virginia.

5.300 Depository for Local Funds

- A. All Local M&O (Maintenance and Operation), Capital Outlay, Local Revenue, and Parking Auxiliary funds will be placed in a single account in a local depository and will be secured pursuant to the Virginia Security for Public Deposits Act (1973, C. 172) effective January 1, 1974. Local depositories will be selected using procedures as prescribed by the Treasury Department of the Commonwealth of Virginia.
- B. The President, the Vice President for Finance and Administration, the Controller, the Associate Vice President for Human Resources, the Manager of Local Funds Accounting, and the Budget Director are designated to sign all checks for disbursement of funds from Local M&O Budget, the Local Capital Outlay Budget, the Parking Auxiliary Budget, and the Local Revenue Budget. At least two of these officials shall sign any check for \$2,500 or more.

5.400 *Audit of Local Operations*

- A. The audits of all local financial, registration, and reporting activities of the College shall be conducted by the Auditor of Public Accounts and the Virginia Community College System Internal Auditor.
- B. The reports of such audits and the President's response to those reports of audit shall be reviewed by the Board.
- C. Portions of these reports of audit that concern the Local M&O Budget and/or the Local Capital Outlay Fund, along with the President's response(s) thereto shall be forwarded to the supporting jurisdictions after review by the Board.

5.500 *Local Fund Budgets*

The President is authorized to establish the following local fund budgets:

- A. Local M&O
- B. Local Revenue Fund
- C. Local Capital Outlay
- D. Parking Auxiliary

5.600 *State Fund Budgets*

The State Board requires that the Northern Virginia Community College prepare and submit the following State funded budgets:

- A. State M&O Annual Budget
- B. State Capital Outlay Budget

5.700 *Budget Review and Approval*

- A. Local M&O Budget
 - 1. In accordance with the *Policy Manual* for the Virginia Community College System, the Board shall review and approve a Local M&O budget for the College as prepared by the College President within State Board guidelines and shall submit this budget through the President to the State Board for information.
 - 2. The procedure for this review and approval of the detailed M&O budget shall be as follows:
 - a. The President shall prepare a draft of the Local M&O Budget.
 - b. The draft of the Local M&O Budget shall be reviewed with the Finance, Building and Sites Committee of the Board.
 - c. The final draft of the Local M&O Budget, as approved by the Finance, Building and Sites Committee of the Board, shall be submitted to the Board for review and approval.

- d. The approved Local M&O Budget shall be forwarded by the President to the State Board for information with the approved minutes of the College Board meeting at which the Budget was approved.
3. Quarterly and annual financial statements of Local M&O Budget expenditures shall be submitted to the supporting jurisdictions after review and approval by the Board.
 4. The annual financial statement of Local M&O Budget expenditures shall be submitted to the State Board for information after review and approval by the Board.
- B. Local Revenue Fund Budget
1. The President is authorized to establish a local Revenue Fund budget to receive revenue from students and other individuals, the book store, food services, leases, vending machines, and other approved activities for the purpose of funding activities for the student body and for the general welfare of the institution. These activities are primarily, but not limited to, the following: tuition assistance, student activities, intramural activities, and campus and community life activities.
 2. The procedure for the review and approval of the detailed Local Revenue Fund Budget shall be as follows:
 - a. The President shall prepare a draft of the Local Revenue Fund Budget within the guidelines established by the State Board.
 - b. The draft of the Local Revenue Fund Budget shall be reviewed with the Budget Committee of the Board.
 - c. The final draft of the Local Revenue Fund Budget, as approved by the Budget Committee of the Board, shall be submitted to the Board for review and approval.
 3. Quarterly and annual financial statements of the Local Revenue Fund Budget expenditures shall be submitted to the Board for review and approval.
- C. Local Capital Outlay Budget
1. The *Policy Manual* for the Virginia Community College System provides that the governing body(ies) of the political subdivision(s) applying for a community college shall provide sufficient land, both for the initial establishment of the college and for future expansion, acceptable to the State Board for Community Colleges including all improvements thereon (i.e., roads, exterior lighting, parking lots, landscaping, all utilities to point of connection to buildings, etc.) subject to the policies, procedures, and regulations of the State Board. In accordance with the *Policy Manual* for the Virginia Community College System, the Board shall review and approve all Local Capital Outlay Budget requests for the College as prepared by the College President within the State Board Guidelines, and shall, through the President, submit this budget to the State Board for information.
 2. The procedure for the review and approval of the local Capital Outlay Budget shall be as follows:
 - a. The President shall prepare a draft of the Local Capital Outlay Budget within the guidelines established by the State Board.

- b. The Local Capital Outlay Budget shall be reviewed with the Finance, Building and Sites Committee of the Board.
 - c. The final draft of the Local Capital Outlay Budget, as approved by the Finance, Building and Sites Committee of the Board, shall be submitted to the Board for review and approval.
 - d. The Local Capital Outlay Budget, as approved by the Board, shall be distributed under the signature of the President, as Secretary to the Board, to the supporting jurisdictions for action.
 - e. The approved Local Capital Outlay Budget shall be forwarded by the President to the State Board for information.
3. Periodic statements on the status of the Local Capital Outlay Budget expenditures shall be submitted to the Board for review and approval.

D. State M&O Budget (Biennium)

- 1. The Virginia Community College System *Policy Manual* (Section 2.9.D.3.h.J.) specifies that “the College Board shall be kept informed of the fiscal status of the college by the college president and shall receive summaries of the annual spending plans.” The following procedures will be followed:

Annual financial plan (annual State M&O Budget) – Based upon the appropriations for the fiscal year, the President shall have a financial plan (annual State M&O Budget) prepared. This financial plan shall support the College’s Strategic Plan and be in conformance with that portion of the biennial budget program proposal applicable to the fiscal year. A summary of this financial plan (annual State M&O Budget) shall be submitted by the President to the Board for its information.

- 2. The Board shall be provided a semi-annual financial statement of State M&O Budget expenditures.

E. State Capital Outlay Budget

On a biennial basis the College is required to submit to the State Board a recommended State Capital Outlay Budget Request. The procedure for review and recommendations shall be as follows:

- 1. By November of the even year prior to the even year when capital outlay appropriations are made by the General Assembly, the President shall prepare a draft priority listing of capital outlay projects.
- 2. The draft priority listing of capital outlay projects shall be reviewed with the Finance, Building and Sites Committee of the Board.
- 3. The draft priority listing of capital outlay projects, incorporating the suggestions of the Finance, Building and Sites Committee of the Board, shall be submitted to the Board for review and approval.
- 4. The priority capital outlay projects, as approved by the Board, are then included in the Biennial Budget Program Proposal.
- 5. The review and approval of this State Capital Outlay Budget shall then follow the procedure as outlined for the State Biennium M&O Budget.

E. Parking Auxiliary Budget

1. The President is authorized to establish a Local Parking Auxiliary Fund to receive revenue from the sale of parking permits, the collection of parking and traffic fines, and the proceeds from parking meters for the purpose of supporting parking operations, repair, maintenance and renovation of parking lots, capital construction and other approved activities.
2. The procedure for the review and approval of the Parking Auxiliary Budget shall be as follows:
 - a. The President shall prepare a draft of the Parking Auxiliary Budget within the guidelines established by the State Board.
 - b. The draft of the Parking Auxiliary Budget shall be reviewed with the Budget Committee of the Board.
 - c. The final draft of the Parking Auxiliary Budget, as approved by the Budget Committee of the Board, shall be submitted to the Board for review and approval.
3. Quarterly and annual financial statements of the Parking Auxiliary Budget expenditures shall be submitted to the Board for review and approval.

5.710 *Control of Local Funds*

- A. Once the Local M&O Budget, the Local Capital Outlay Budget, the Local Revenue Fund Budget, and the Parking Auxiliary Budget are approved by the Northern Virginia Community College Board and funded, the college administration is authorized to implement the line items in these budgets to the limit of the funds budgeted. In the case of the Local M&O, the Local Revenue Fund, and the Parking Auxiliary Budgets, if there is a need for adjustment in appropriations between programs, or for expenditures for a particular item not covered by policy guidelines for these budgets which the administration fees should be covered by the particular budget, an appropriate request will be made to the College Board for its approval.

The administration is authorized to make necessary adjustments by line item within programs of the Local M&O, the Local Revenue Fund, and the Parking Auxiliary Budgets. An appropriate report of such adjustments will be made to the College Board at its next regularly scheduled meeting.

If any need arises necessitating an adjustment in appropriations by line item or for expenditures for a particular item not included in the Local Capital Outlay Budget, an appropriate request will be made to the College Board for its approval.

- B. Any funds that are donated for student use, but are not an open scholarship, are to be provided directly to Financial Aid for distribution. All other funds that are donated are to be directed to the NOVA Foundation.

5.800 *Tuition and Fees*

- A. Tuition and fees for all College programs, except Workforce Development Programs, shall be established by the State Board for Community Colleges.

- B. In accordance with the *Policy Manual* for the Virginia Community College System, fees for Workforce Development programs shall be adequate to meet the direct cost of such programs plus a minimum of thirty percent (30%) overhead.

5.900

Investment Policy

A. Goals

The Northern Virginia Community College Local Board's overall investment goal is to maximize the total return on all financial assets consistent with prudent management, while preserving the safety of principal, attaining a reasonable current income in light of economic conditions, and maintaining sufficient liquidity to meet projected cash needs.

B. Authority

Authority to make investments is vested in the Vice President for Finance and Administration and his/her designee. Only those types of investment instruments specifically authorized in this policy may be purchased.

C. Authorized Investments

1. Funds under the control of the Northern Virginia Community College Local Board are considered public funds and are subject to the laws, regulations, and policies set forth by the Commonwealth of Virginia and the Virginia Community College System.
2. Deposits in banks must be fully collateralized, as required by the Code of Virginia, Section 6.1-79. All other investments must be fully secured, as required by state statutes. Fully secured investments include:
 - a. U.S. Treasury bills and notes
 - b. U.S. Federal agency obligations
 - c. Certificates of deposit of FDIC insured institutions, up to \$100,000 per institution.
 - d. Repurchase agreements collateralized by federal agency obligations.
 - e. Other investments approved by the State Treasurer, such as the Local Government Investment Pool.
3. Both temporary and short-term investments are authorized. For short-term investments, maturities will be staggered so as to maintain sufficient cash flow.
4. Banking and Investment Management Services

Banking and investment management services will be provided by a financial institution selected by competitive bid in accordance with Commonwealth of Virginia procurement laws and procedures and approved by the State Treasury.

5. Allocation of Interest

Interest is allocated monthly to the fund where it is earned. The Local Capital Outlay Fund, Revenue Fund, Parking Auxiliary, Quasi Endowment, and

General/Local M&O Fund all receive interest allocations. The Federal Fund receives no interest allocation.

6. Reporting

A quarterly report on cash management and investments will be provided to the Local Board. The report will include information regarding interest rates, earnings and specific investments made during the previous quarter.

6.000 BUILDING AND SITE DEVELOPMENT POLICIES

6.100 Selection of Architects

An Architectural/Engineering Selection Committee shall be appointed by the President to interview architectural/engineering firms for campus master planning, building construction, and/or site development and make appropriate recommendations. The Finance, Building and Sites Committee will review the recommendations of the Architectural/Engineering Selection Committee and make appropriate recommendations to the Board. The action of the Board concerning such recommendations shall be submitted by the President to the State Board staff for approval and awarding of contract.

6.200 Master Site Plan

Master site plans for campus development, and changes thereto, shall be submitted by the President to the Finance, Building & Sites Committee for review and recommendation to the Board. The action of the Board concerning such recommendations shall be submitted by the President to the State Board for approval.

6.300 Construction Plans

- A. The President shall keep the members of the Finance, Building & Sites Committee apprised of progress on all College construction projects. Preliminary drawings and specifications for building and site development shall be reviewed by the Committee and then submitted to the Board for its review and approval. The President will report the Board's actions to the appropriate state officials.
- B. The Finance, Building and Sites Committee shall review final plans and specifications for building construction and site development projects and then submit these plans to the Board for its review and approval. The President will report the Board's actions to the appropriate state officials.

6.400 Policy on Dedications, Memorials, and Naming of Buildings

A. General

The following policy applies to memorials and dedications to the memory of individuals or groups of individuals. All solicitation and stewardship involving naming opportunities must follow NOVA's Fundraising Policy and VCCS policies.

B. Criteria

- 1. The individual or group of individuals to be honored by dedication and/or memorial in their name(s) should be either:
 - a. Individuals or groups who have provided exceptional leadership, dedication or service to the College.

- b. Individuals or groups presenting major gifts to the college such as land, buildings or major financial contributions.

2. Suggested monetary levels for naming opportunities*

<u>Facility Commemoration Opportunities</u>	<u>Suggested Gift Ranges</u>
New Building	51% of cost of construction
Existing Building	\$2,000,000 minimum
Endow an Academic Program (i.e., Nursing, Workforce, IT)	\$750,000
Endow a Specific Initiative (i.e., Distance Learning, Dual Enrollment)	\$500,000
Endow a Specific Program (i.e., Pathway Programs, SySTEMic Solutions, Student Support Services, Student Activities)	\$300,000
Prominent Public Area (i.e., Gym, Courtyards, Clinical Labs, Bookstore, Cafeteria, Administrative office suites)	\$100,000 to \$250,000
Art Gallery, Classrooms or Laboratories	\$50,000 to \$100,000

**This list will be reviewed for currency periodically by the NOVA Educational Foundation Board.*

- 3. At least (2) years should have elapsed following the death and/or completion of a significant contribution(s) of the proposed nominee(s).
- 4. Only in extraordinary instances should a building be named after a living person. In these instances, the Chancellor’s approval is required.
- 5. Individuals are not eligible for a naming award if they are currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local College Board, or serving on the State Board for Community Colleges. A separation from such employment, service, or position of at least two years is a prerequisite for consideration for eligibility for a naming award.
- 6. In compliance with the Acts of the General Assembly, “no state-funded institution, building, park, road, bridge, or other structure shall be named after a sitting member of the General Assembly.

C. Executive Session

Nomination for a proposed dedication and/or memorial for an individual or group will be made to the Northern Virginia Community College Board during Executive Session. The fact that a memorial or a proposed dedication is being considered by the Board will be considered confidential.

D. Permanency of Names

1. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 - a. Demolition or significant renovation of the facility shall terminate the designation
 - b. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
2. When a corporate donor makes the gift, the corporation keeps the designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of gift acceptance; subject to the following:
 - a. Demolition or significant renovation of the facility shall terminate the designation.
 - b. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.
3. The College Board also reserves the right to remove the designation given to any physical or non-physical College property or other asset should the College determine, after due diligence and in its reasonable discretion, that there has been an adverse change in the reputation of the individual/individuals designated to an extent deemed relevant by the College.
4. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.

E. Exceptions

Any exceptions to this policy shall be made by the Board on a case-by-case basis.

7.000 PERSONNEL POLICIES

7.100 Faculty Personnel

- A. In accordance with the *Policy Manual* for the Virginia Community College System, the President shall make periodic reports to the Board on matters pertaining to faculty personnel. Personnel actions concerning the College Staff Vice Presidents and the Provosts shall be brought to the attention of the Board prior to completion of such action.
- B. In accordance with the *Policy Manual* for the Virginia Community College System, the President, after reviewing the report submitted by the Ad Hoc Committee to review nominations for President or Professor Emeritus, shall recommend nominations for approval to the Board. Such recommendation shall be made to the NOVA Board at its March meeting of each academic year. Those faculty members approved by the Board

for President or Professor Emeritus shall be informed of the Board's approval by the President.

To ensure a consistent process for all employees, the chair of the College Senate shall oversee the nomination and review process for classified staff. In addition, all retired employees nominated for emeritus status will be reviewed by the Ad Hoc Committee appointed by the president. All nominations recommended by the Ad Hoc committee will be sent to the College Board in January for final approval.

The following is a list of privileges to accompany emeritus status:

1. Full use of the facilities of NOVA's Learning Resources Services.
2. Faculty/staff parking privileges.
3. Emeritus ID card.
4. Faculty/staff discount at College bookstores.
5. Access to NOVA e-mail.
6. Listing in the College Catalog, with identification emeritus status.
7. Welcome to attend special events, concerts, presentations or lectures sponsored by the College and entitled to participate in College intramural and recreational programs.
8. Presented with a plaque acknowledging their emeritus status.
9. Invited as honored guests at the College Service Awards luncheon the year of their approval.
10. Receive selected College publications.

In addition, holders of Professor and Administrative/Professional Faculty status may participate in the academic procession at Commencement and will march at the head of the faculty.

7.200 Tuition Assistance for Faculty and Staff

The President is authorized to provide tuition assistance to members of the faculty and staff from the Revenue Fund for the cost of tuition for professional improvement activities. Tuition assistance shall be granted only after the member of the faculty or staff has received approval for participation in the professional improvement activity.

8.000 POLICIES CONCERNING STUDENTS

8.100 Student Conduct

The Board recognizes the responsibility and authority of the President to establish and enforce regulations governing student conduct as may be required for the orderly administration of the College and amended by the College.

9.000 REVISIONS

9.100 Procedure for Review of "Policies and Procedures Manual"

Any member of the Board and the President, as Secretary to the Board, may propose revisions to the *Policies and Procedures Manual*. Such proposed revisions may be considered by the Board at any time during the fiscal year.

9.200 Adoption of Revisions to the "Policies and Procedures Manual"

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

10.000 PARLIAMENTARY AUTHORITY

10.100 Parliamentary Authority

Robert's Rules of Order (Newly Revised) shall be the controlling authority on all procedural matters before the Board and its committees except where inconsistent with the policies and procedures set forth herein.